



GESTALTUNG
HOCHSCHULE MAINZ
UNIVERSITY OF
APPLIED SCIENCES

Handbook

2023/2024

School of Design

Name of University	Hochschule Mainz, University of Applied Sciences, School of Design
ERASMUS Code	D MAINZ08
Homepage	www.hs-mainz.de
Postal Address	Hochschule Mainz c/o Erich Weiler Holzstraße 36 D-55116 Mainz
Departmental Coordinator	Erich WEILER erich.weiler@hs-mainz.de Tel. +49 (0)6131 628-7365
School of Design	For courses, please refer to the module descriptions attached to this handbook.
Communication Design	Design in Mainz
Interior Architecture	IA Mainz
Time based Media	Zeitbasierte Medien

Application details for exchange students

Deadline School of Design	15th of May for the winter semester (semester 1) 15th of November for the summer semester (semester 2)
Academic Calendar	<p>Semester 1 – WINTER SEMESTER 2023/2024 Classes begin: October 2023 Classes end: end of January 2023 (including examination period) Orientation: beginning of September 2023 Christmas Break: December 24, 2023 to January 01, 2024</p> <p>Semester 2 – SUMMER SEMESTER 2024 Classes begin: March 2024 Classes end: July 2024 (including examination period) Orientation: beginning of March 2024</p>
Application Form	http://hs-mz.de/onlineexchangeapplication
Application Procedure	After completing the online form, you will be prompted by email to register with Mobility Online. After registration, please print your application form, fill your learning agreement (please refer to the course catalogue) and have both forms confirmed by your exchange coordinator. Upload all documents in order of listing in Mobility Online. Only after uploading the signed application form, your application can be processed and your learning agreement will be issued.
Portfolio	Within the online application you must designate a link to your portfolio (preferably via Dropbox, vimeo or your homepage). Your portfolio should show a representative cross-section of your previous work and should match your subject nomination. Please not larger than 30 MB.

Fact Sheet

Detailed information on accommodation, living and studying in Mainz can be found on the following pages.

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Welcome to Hochschule Mainz - University of Applied Sciences

Thank you for being interested in studying at our university. This guide is meant for all international incoming students of Hochschule Mainz, both Bachelor and Master students staying with us one semester or a full academic year either in the framework of an exchange program or as a free mover student.

We strongly recommend you to read this handbook carefully. A lot of information **especially for you** concerning studying and living in Mainz will help you planning your stay here and settle in to our university and the city of Mainz.

We hope that you enjoy your studies at Hochschule Mainz!

Your International Office Team



Germany – Mainz

The Federal Republic of Germany is composed of 16 federal states. It is located in the center of Europe and has nine neighboring states. With a population of about 82,500,000 citizens, it is the most highly populated country in the European Union, but according to area size it is the third largest country. As a member of the European Union and NATO Germany is an important place for European and international contacts. Its central position means it serves as a bridge between the countries of Western and Eastern Europe, and as well as between those of Northern and Southern Europe.

Mainz, the capital town of Rhineland-Palatinate (www.rlp.de) with 217,000 inhabitants has an impressive historical past, over 2.000 years old. Mainz has played a central role in German history, the cathedral, seat of the bishop of Mainz, dates back to 975. The city's famous son, Johannes Gutenberg, printed the first bible in 1452.

As the center of the Rhein-Main region, Mainz is well-known for its friendliness and cosmopolitan outlook, which is best demonstrated during the carnival season. Mainz is also an important economic base for industry (such as IBM and the Schott Glass factory) as well as being a significant media centre (ZDF and Südwestrundfunk radio and television channels are all based in Mainz).

The twin towns of Mainz are Dijon, Longchamps (France), Watford (England), Zagreb (Croatia), Valencia (Spain), Haifa (Israel), Erfurt (Thuringia), Rodeneck (Italy), Baku (Azerbaijan) and Louisville (Kentucky, USA).

For further information, please see: <http://www.mainz.de/en/index.php>

Studying at the Hochschule Mainz

The Hochschule Mainz, University of Applied Sciences: a system of clearly structured courses combined with practical usage, which can be mastered in a reasonable and defined time period. With the introduction of the bachelor/master structure in the courses of study, the University has ensured the internationality comparability of its diplomas and it is part of the European Higher Education Area.

For us it is only natural to orientate our teaching internationally. We co-operate with about 120 international partner universities in the entire world. Integrated foreign courses, internationally recognized master's courses, support of study periods abroad and exchange programs for lecturers as well as efforts to intensify the students' language training through foreign language classes all play an important role. The close contacts, which exist with many enterprises and the practical emphasis in the bachelor thesis, ensure a smooth transfer from student to professional life.

A particular strength of the university teaching staff is that all of them have also had many years professional experience in business or industry. The Mainz University of Applied Sciences puts especial emphasis on closeness to its students. The good rapport between students and university lecturers is promoted by intensive advising, small learning groups, teamwork and many joint projects.

Degree Programs

School of Engineering
Architecture Bachelor in Architecture (B.A.) Part-time Bachelor in Architecture with integrated practical period (B.A.) Master in Architecture “Housing – Existence and Development” (M.A.) Civil Engineering Bachelor in Civil Engineering (B.Eng.) Bachelor in International Civil Engineering (B.Eng.) Master in Civil Engineering (M.Eng.) Bachelor in Facility Management (B.Eng.) Master in Facility Management (M.Eng.) Continuing Education part-time Master in Facility Management (M.Eng.) Geoinformatics and Surveying Bachelor in Geoinformatics and Surveying (B.Sc.) Master in Geoinformatics and Surveying (M.Sc.), different specializations possible Part-time Master in Geoinformatics (M.Eng.), different specializations possible Continuing Education part-time program in Geoinformatics (Certificate), different specializations possible
School of Design
Communication Design Bachelor in Communication Design (B.A.) Master in Communication Design “Gutenberg Intermedia” (M.A.) Media Design Bachelor in Time-based Media (B.A.) Master in Time-based Media (M.A.) Interior Architecture Bachelor in Interior Architecture (B.A.) Master in Interior Architecture “Kommunikation im Raum” (M.A.)
School of Business
Full time programs Bachelor in Business Administration (B.A.) Master in Management (M.A.) Master in International Business (MA.IB) Master International Business (MSc in cooperation with London South Bank Univ.) Bachelor in Business Law (LL.B.) Master in Business Law (LL.M.) Master of Science in Business Administration non-business-degree holders (M.Sc.) Part time programs Part-time Bachelor in Business Administration (B.A.) Part-time Bachelor in Information Systems with Integrated Job Training (B.Sc.) Part-time Bachelor in Media Management and IT with Integrated Job Training (B.Sc.) Part-time Master in Management (M.A.) Part-time Master in Business Law for Lawyers and Business People (LL.M.) Part-time Master in Taxation Part-time Master in Auditing Part-time Master in Public Private Partnership-MLB Part-time Master in IT Management (M.Sc.)

Our Locations

The University of Applied Sciences Mainz has two main buildings:

Location Campus:

School of Business

Geoinformatics and Surveying

Central Administration

Lucy-Hillebrand-Str. 2

D-55128 Mainz

Tel. +49 (0)6131 628-0

Location Holzstraße:

School of Engineering and School of Design

Holzstraße 36

D-55116 Mainz

Tel. +49 (0)6131 628-0

International Office

Our Team

Head of International Office

Gabriel Belinga Belinga

Institutional Coordinator

Lucy-Hillebrand-Straße 2

D-55128 Mainz

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gabriel.belinga@hs-mainz.de

School of Business

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Sabine Klebig, incoming students

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School of Design & School of Engineering

Erich Weiler, School of Design

Kathrin Krechel,

Christine Schreeb, Secretary

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55116 Mainz

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The International Office's main tasks are to promote and intensify co-operation agreements with foreign universities, to assist foreign students and teaching staff at the university, and to give advice and help to students and teaching staff at the Hochschule Mainz who wish to study or work abroad.

APPLICATION/ADMISSION

Application/Admission of Exchange Students

First of all your home university has to nominate you as an exchange student to our university. We confirm the nomination via e-mail and kindly ask the students to send us the complete application documents, which are:

- Online-application via the following link, which is accessible until May 15th/Nov 15th.
Please copy/paste the entire link (both lines):
https://www.service4mobility.com/europe/BewerbungServlet?sprache=en&identifier=MAINZ08&kz_bew_art=IN&kz_bew_pers=S&aust_prog=ALL
- Learning Agreement (signed by your coordinator, refer to the course catalogue)
- Certificate of health insurance (for EU citizen copy of the EHIC)
- Copy of your passport or ID card
- CV in English or German Language
- Portfolio via cloud upload or homepage (dropbox, vimeo etc...)

All exchange students will get an acceptance letter immediately after the deadline.

Application Deadline

15th of May for winter semester (semester 1)

15th of November for summer semester (semester 2)

Learning Agreement EU students, ERASMUS+:

If you are an Erasmus+ student, you are obliged to use a **digital learning agreement**. Please contact the coordinator of your home university and ask her or him, how to proceed. Within the scope of EWP (Erasmus Without Paper), the digital Learning Agreement is implemented in the workflow your home university uses and must be transferred to Hochschule Mainz digitally via an EWP hub.

No more PDFs, please!

Learning Agreement **NON-EU** students:

If you are from a Non-European university, please download this form [LA Non EU](#).

- Fill in table A with the courses you want to take at Hochschule Mainz (max 30 – 32 ecp) (refer to the module description)
- Fill table B, with the courses you want to have recognized after return.
- Sign it
- Have it signed by your coordinator and upload it to Mobility Online (cc by email to erich.weiler@hs-mainz.de)

Course Selection and Learning Agreement

As an exchange student you can choose your individual program from the courses offered by the departments as described in the course catalogue.

Please contact your exchange coordinator to make sure that you comply with any requirements stipulated by your home university, as to which modules you are allowed to take at Hochschule Mainz (course contents, course length, study year etc.).

Financial Requirements

Exchange students coming to study at our university for one semester or one academic year will not have to pay tuition fees. European students normally get an ERASMUS grant from **their home university**. Other exchange students should have already applied for grants etc. in **their home country**.

Generally speaking, you must try to ensure that your stay in the Federal Republic is on a financially secure footing before you start your studies. Do not assume that you will be able to finance your studies by being able to work in Germany, because you do not have an automatic right to work for more than three months a year (90 days full time or 180 days part time) and you may not be able to find or keep a job.

Non-EU students normally must show that their income is secured. A financial statement is required and could be:

- scholarship, grant...
- a blocked account with max. 934 €/month at your disposal *
- a declaration of commitment

For further information please contact the German Embassy or consulate in your home country or:

<https://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/visabestimmungen-allgemein>

or

http://www.internationale-studierende.de/en/prepare_your_studies/entry_into_germany/proof_of_financing/

* You can open a blocked account with many banks. The easiest way to do this is via the Internet. Here are some suggestions:

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

<https://www.expatrio.com/blocked-account>

Language Skills – Prerequisites

Those exchange students who do not speak German can put together their study program with courses offered in English or accompanied by tutors. Please make sure that your English language skills are good enough to be able to follow lectures, present your work and write theses and examinations in English. Moreover, we recommend Bachelor students to have acquired language skills, which correspond to level B2 and Master students level B2-C1 of the Common European Framework of Reference for Languages. We do not require our exchange students to submit any language examinations such as the TOEFL test.

THE ACADEMIC YEAR

The academic year is divided into two semesters at the HS Mainz, University of Applied Sciences:

Semester 1 – WINTER SEMESTER 2023/2024

Start of semester: September 2023

End of semester: January 2024

Semester 2 – SUMMER SEMESTER 2024

Start of semester: March 2024

End of semester: July 2024

Study Periods

Study periods are different from semester dates:

Semester 1 – WINTER SEMESTER 2023/2024*

Classes begin: September 2023

Classes end: end of January 2024 (including examination period, exceptions possible)

Orientation: September 2023

Christmas break: December 24, 2023 to January 01, 2024

Semester 2 – SUMMER SEMESTER 2024*

Classes begin: Beginning of March 2024

Classes end: end of July 2024 (including examination period, exceptions possible)

Orientation: March 2024

*Subject to alterations

Semester Break

Students studying the whole academic year from October to July will have a 6-weeks-break between end of January and middle of March. Students studying the whole academic year from March to January will have a 10-week-break between middle of July and end of September.

Public Holidays in Germany

	2023/2024
Day of German Unity	03.10.2023
All Saint's Day	01.11.2023
Christmas	25./26.12.2023
New Year's Day	01.01.2024
Easter	29.03. & 01.04. – 02.04.2024
Labour Day	01.05.2023
Ascension	09.05.2024
Whitsun	19.06. – 20.06.2024
Corpus Christi	30.05.2024

BEFORE COMING TO MAINZ

If you are planning to come and study in Germany, you should start your preparations at least one year in advance, because a successful stay is often only possible if it has been properly planned. You will need to use your own initiative and be persistent. Apply in good time to the contact addresses and persons to ensure you fulfill all admission requirements to be able to study at the HS Mainz.

Insurances

Health Insurance – Electronic Notification M10

In order to be able to study in Germany, you **must have** health insurance.
This health insurance must

- be **valid for the entire duration** of the study period at Mainz University of Applied Sciences
- have **unlimited coverage**.

It is **necessary** that a statutory insurance company (e.g. TK*) checks your insurance and sends an electronic notification (M10) to Mainz University of Applied Sciences. You will need to submit certain documents, which vary depending on your country of origin or type of insurance:

EU, UK, TR:

- Scan of your EHIC (European Health Insurance Card, **both sides!**) GHIC (UK), AT11 (TR)
- Scan of your passport (photo page and details)
- Address details (home or university address)

Non EU:

- Take out student health insurance in Germany (approx. € 120/month)
- Contact a health insurance company of your choice, e.g. TK* and you will be guided through the process.

or

- Copy of private insurance for study from home country, German or English (**all pages!**) (travel insurance will not be accepted!)
- Scan of your passport (photo page and details)
- Address Details (home or study address)

You are older than 30:

- You have to take out an insurance policy on your own that covers all the necessary benefits. This can be done in Germany or abroad.
- Copy of the insurance policy in German or English.
- Scan of your passport (photo page and details)
- Address details (home or university address)

Note: If you take up employment during your studies at Mainz University of Applied Sciences, you may be required to take out insurance under certain circumstances. In this case, please contact a statutory health insurance company*.

Please download the pdf-form [here](#), fill it out, attach the enclosures according to your insurance (as listed above) and forward it to a statutory health insurance of your choice – see below. Please do so – asap!

*Annelie.de.Marees@tk.de Annelie.de.Marees@tk.de or e.g. service@rps.aok.de

*or another statutory health insurance company on this list:

<https://www.krankenkassen.de/gesetzliche-krankenkassen/krankenkassen-liste/>

Accident Insurance

All registered students at the HS Mainz are covered by **compulsory accident insurance** for any accidents, which may occur at the university or on their way to or from it.

Liability Insurance

You are not covered in the event of being personally responsible for accidents or damage caused. As the responsible party you are then personally liable. To cover such cases, it is recommended that you take out a **third-party accident and liability insurance**.

Immigration Regulations/Registration

Foreign Students from EU Countries

Foreign students from EU countries are allowed to **enter** the Federal Republic of Germany without any particular formalities. However, if you plan to **stay** in Germany for more than three months, you must apply for a residence permit at the 'Bürgeramt der Stadt Mainz' (public administration office responsible for foreigners). The following items are required:

- A passport or an identity card valid
- Accommodation provider certificate Application form of registration

You need the residence permit for opening a bank account in Germany or for the German tax card, a document that is necessary in case you try to find a job. In addition to their studies, foreign students are allowed to work for up to 90 days (full time) or 180 days (part time) a year without requiring a work permit.

Foreign Students from Non-EU Countries

Regulations for foreign students studying in the Federal Republic of Germany are subject to the laws for foreigners. Please inform yourself and apply to the German Embassy in your home country about current regulations concerning **entry** and **residence** for the Federal Republic of Germany. To enter the country, you will certainly require a valid passport with visa or a residence permit for students. To apply for this, we will send you an invitation letter from our university. A tourist or visitor visa is not sufficient. You also must apply for a resident permit at the 'Bürgeramt der Stadt Mainz' (foreign office) after your arrival. **A registration certificate is required** for extending your visa and opening a bank account. Registrations will be carried out in the introductory week.

IMPORTANT:

Generally speaking, all non-EU foreigners *require a visa* for stays in Germany. A visa is not required for visits of up to 90 days in an 180day period for nationals of those countries for which the European Community has abolished the visa requirement. As your stay is in any case longer than 90 days, your visa will have to be prolonged.

For this we do need to arrange an appointment with the foreign office in Mainz. The prolongation appointment may normally be granted within two months after arrival, but this cannot be guaranteed. This means, once a tourist visa is expired, you cannot leave the country for a weekend trip (e.g to Paris, Rome...). Details, for which countries the visa regulations have been abolished, can be found here:

<https://www.auswaertiges-amt.de/en/visa-service/visabestimmungen-node>

Re-registration/Deregistration

This applies to all international exchange students: If you move house during your stay, you are required to re-register your new home at the local registration office, i.e. you must register your new address. On leaving Germany when you have finished your studies you must deregister yourself at the local registration office.

Cost of Living

Cost of living depends on your personal expenses. The minimum budget for living and studying in Mainz is about 850-900€ per month. The following expenses have to be taken into account:

Rent:	350 to 500 € per month
Broadcasting Fee:	18,36 € per month (Broadcasting Contribution Fee is to be paid three months at a time)
Food:	lunch at the student restaurant costs between 3 and 5 €
Copies:	40 € per semester
Books:	depending on the courses (100 to 200 € per semester)
Social semester fee:	ca. 350 € (Includes the public transport for the whole semester and other student benefits)
Excursions and events:	about 60€ per semester

ACCOMMODATION IN MAINZ

In principle, you may apply to stay at any one of the residential accommodation units. A map showing where the different residences are situated is available here: [Accommodation Overview](#)

However, as there are not always enough rooms available in sufficient quantity, we advise you to prioritize your requests (e.g. Inter II 1., K3 2., Wallstraße 3, etc.). The Student Services will do its best to meet your requirements, but we hope you realize that it is not always possible for everyone to be allocated their first choice.

Please find the description on page 15-17.

Application Procedure

If you would like to apply for accommodation in a student residence, you have to apply **pro-actively** and **directly** to the Student Services („Studierendenwerk“) in Mainz. o enrolment or acceptance by HS Mainz is required for the hall of residence application. Application has to be done online:

<https://www.studierendenwerk-mainz.de/wohnen>

Responsible for Accommodation:

Studierendenwerk Mainz
Wohnraumverwaltung
Staudinger Weg 21
55128 Mainz
Germany

Tel. +49 (0)6131 392 4982

Fax +49 (0)6131 392 4734

E-mail: wohnen@studierendenwerk-mainz.de

Basis-Pack

There are no bedclothes, pillows or kitchenware in the rooms of the residential accommodation. You can either bring these things with you or buy a “Basis-Pack” provided by the Student Services. You will get more information via email from the Student Services once your accommodation is booked.

Application Deadline

Please fill in the online application form **by 15th of July at the latest (for the winter semester) or 15th of January (for the summer semester).**

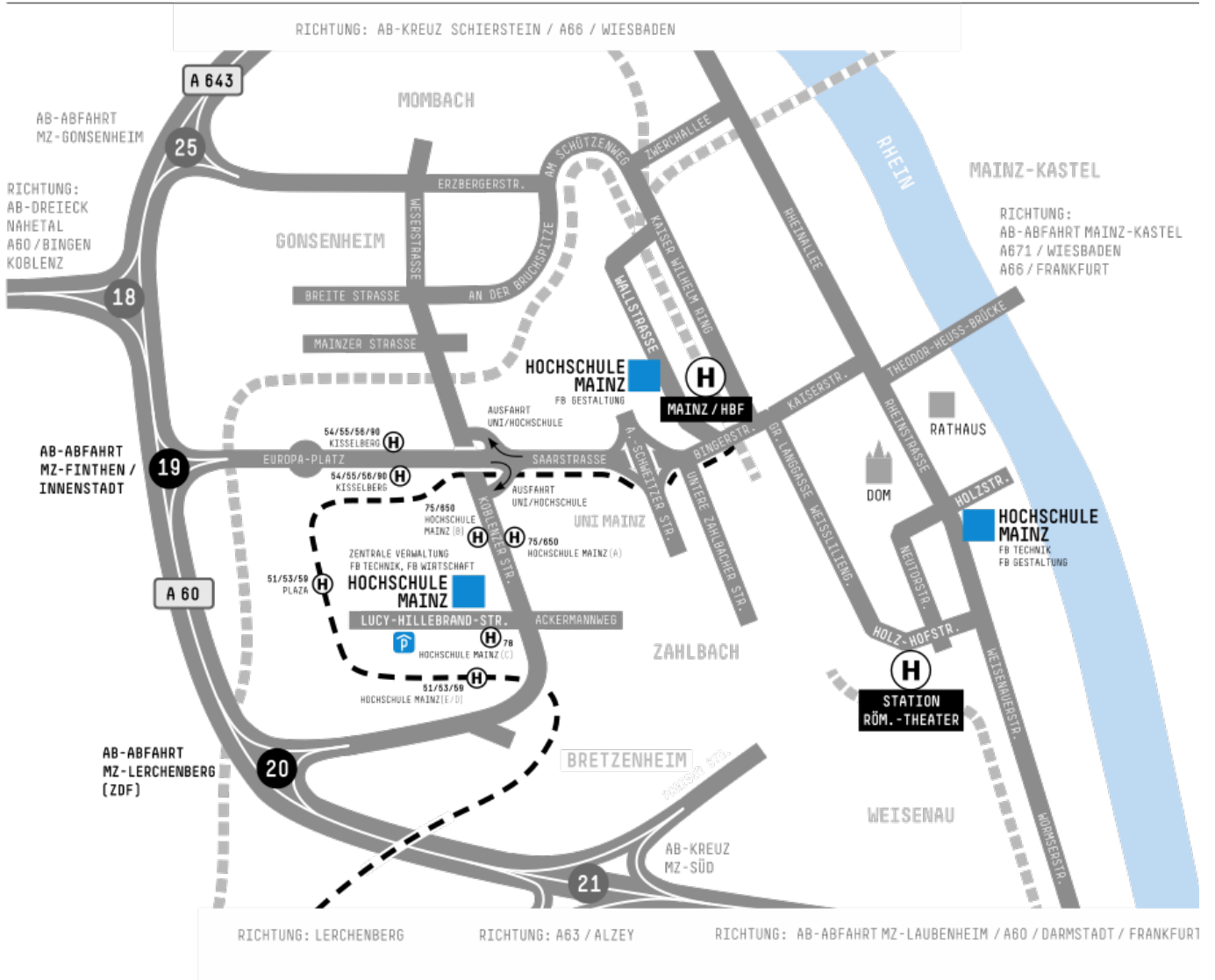
Applications will be dealt with as they arrive, so the earlier you send your application form in, the more chance you have of getting the room you want.

Rental Agreement

You will receive a rental agreement from the Studierendenwerk (Student Service), as a rule per e-mail at the end of July/January. The agreements are concluded for a full semester. In the winter semester the rental agreements cover a period from September to February and in the summer semester from March to August. A so-called holiday rental in February or August is possible; details on this can be obtained from the Student Service.

The rental agreement must be **signed and returned** to the Student Service within the period stated! This is important, otherwise the rental agreement will not come into effect and the room will be rented to someone else. **This rental agreement is binding.**


































Please inform the Student Service about any changes of your e-mail address.

















Student Halls Location

Inter II
Münchfeld
Hechtsheim
Weisenau
Wallstraße
Oberstadt
K3
Binger Schlag
Kisselberg












Description of the Different Student Houses

Student house	Year	Location	No. Of beds	Size/ Price	Facilities
Inter 2 	1976 2011- 2013	Jakob-Welder Weg 30 - 40 55128 Mainz On the university campus HS Campus 10 min walk HS Holzstraße: ca. 20 - 25 min	527	SR ca. 13 m² € 360,00 SA ca. 17 m² € 375,00 DA ca. 30 m² € 650,00 - 750,00 DAM* ca. 40 m² € 730,00	 (25€ p. semester) SR:     SA:      DR:     
Münchfeld energetic, general refurbishment 2010 	2010	Franz-Werfel Str. 9 55122 Mainz Uni Campus ca. 7 min walk HS Campus ca. 15 min walk HS Holzstraße ca. 20 - 25 min walk	100	SR ca. 15 m² € 365,00 SR in 4 shared units ca. 18 m² € 395,00 - every room with own bathroom -	 SR:     4-SU:    
Hechtsheim 3 Buildings 	1992	Generaloberst-Beck-Str. 4-8 55129 Mainz Close to the University clinical centre Uni: Bus & Tram ca. 15 - 20 min HS Holzstraße: ca. 10 min	402	SR in shared units ca. 20 m², room ca. 10m² 2 units shared € 334,00 - 364,00 3 units shared € 326,00 4 units shared € 334,00	 (€11,00) 2,3,4-SU:     

K3 	2010	Lucy-Hillebrand-Str. 4-18 55128 Mainz On the HS Campus Uni: bus ca. 5 min, ca. 10 min walk HS Holzstraße: ca. 20 min	481	SA ca. 27 m² € 421,00 - 441,00 SR in 2 units shared Ca. 27 m² € 381,00 – 421,00 SR in 4 units shared ca. 27 m² € 421,00 - € 431,00	 SA:      4-SU:     
Wallstraße 	2008	Wallstraße 90-94 55122 Mainz Uni/HS Campus: by bike ca. 6 min; bus ca. 15 min; car 3 min HS Holzstraße: ca. 15 min	437	SA ca. 20 m² € 377,00 SA ca. 22m² € 387,00 SA ca. 25m² € 407,00	 SA:     
Oberstadt 	2006	Am Rodelberg 53-55 55131 Mainz Close to the University clinical centre Uni/ HS Campus: Bus & Tram ca. 15 - 20 min HS Holzstraße: ca. 10 min	294	SA ca. 20 – 24 m² € 368,00 – 376,00 SR in 2 units shared ca. 14-18 m² ca. € 330 - 358,00	 SA:     
Weisenau refurbished 	1990 2019 2020	Max-Hufschmidt-Straße 13-17 55130 Mainz Uni/ HS Campus: Bus ca. 30 min; Car 7 min HS Holzstraße: ca. 10 min	500	SA ca. 19 m² € 338,00 DA ca. 34 m² € 610,00 (p.P.)	 (€ 8,50) SA/DA:     
Binger Schlag 	2012	Goßlerweg 1 55122 Mainz Close to the University, Central station and city Uni & HS: Bus ca. 2-5 min HS Holzstraße Bus ca. 15 min	395	SA ca. 13-17 m² € 365,00 – 400,00 SR in 2 units shared ca. 14m² € 335,00	 SA        2-SU     

Kisselberg 	2013	Isaac-Fulda-Allee 4, 4a, 4b 55124 Mainz Directly located between University- and HS campus. Uni & HS: ca. 5 min walk HS Holzstraße: ca. 20-25 min walk	792	SA ca. 15 - 27 m² € 379,00 - 439,00 SR in 4 units shared ca. 19m² € 369,00	 SA       4er-SU     
Total beds in all dorms			3928		

Legend

SR	Single room		Refrigerator
SA	Single apartment		Kitchenette (with 2 hot plates, 1 refrigerator, cupboards)
DR	Double room		Basin with hot and cold water
DA	Double apartment		Telephone connection
	Shared kitchen		Cable TV connection
	Shared showers		Internet connection
	Shared toilets		Parking places (Price)
	Bathroom (with shower)		

Basic facilities in every room:

1 Wardrobe, 1 Shelf, 1 Bed, 1 Chair, 1 Table, 1 Office chair

Please note, those items are not provided:

Bed linen (Blanket, Pillow, Bedcovers)

Towels, Dishes, Cooking pots

Alternatively, we do offer you a SIS Pack after you signed the contract. – A basis equipment of the room. You can order it and we deliver it to your room before your arrival.

AFTER YOUR ARRIVAL

Travel Information - How to Get to Mainz

From Frankfurt International Airport

You arrive at Frankfurt (international) Airport. The airport has 2 Terminals. The regional trains (to Mainz) depart from the local railway station (*Regionalbahnhof*), which is situated under Terminal 1.

Therefore, if you arrive at Terminal 2, you will need to take the Sky Train shuttle service to Terminal 1, and then follow the signs for the *Regionalbahnhof* (*not Fernbahnhof*).

At the local railway station, follow the signs for S-Bahn. Please take the S8 trains (direction Mainz/Wiesbaden). Do not forget to buy a ticket at the RMV ticket machines beforehand! Tickets cost approx. €8,80 so please have some cash, or €5 or €10 notes ready. The trip takes between 25 to 30 minutes. After you cross the river Rhine, the first station will be **Mainz-Römisches Theater**. If you want to go to location Holzstraße get off there. **Mainz Hauptbahnhof (main station)** would be best if you want go to your student accommodation (second station after the river Rhine).

From Hahn Airport (Frankfurt Hahn)

A shuttle service from the airport to Mainz station is available. The transfer takes about 90 minutes. Further information under:

<https://www.bohr.de/airport-shuttle/busverbindungen>

https://www.hahn-airport.de/default.aspx?menu=by_bus&cc=en

Tutors

During the introduction week and during the semester several tutors will support you. These will be Mainz students who will accompany you during the excursions and events and who will help you also with the bureaucratic issues.

Semester Social Service Fee

In order to register, there is a social services charge made of ca. 350 € which covers the costs of social welfare services as well as a **free travel ticket per semester** for public transport throughout the whole Rhine-Main region. This is not a course fee. The semester social fee can be transferred from abroad, or after your arrival in Germany.

Enrolment

Only after you have been officially enrolled as a student you will have the legal status of a student of the HS Mainz. In order to make your start as smooth as possible, there will be a few things that have to be prepared from abroad. You will need a student ID and number to get full access to the IT services of Hochschule Mainz or your student dormitory. This ID is also necessary to open a bank account and for several other things and at the same time will be your semester ticket!

To provide your student ID from your very first day in Mainz, we need to start the enrollment process before your arrival, which means – prior to arrival – you will have to

- pay the semester social fee (using the „OUR“-bank transfer instructions) and upload the payment receipt
- hand in a confirmation of your health insurance (EU-students – a copy of the EHIC, NON-EU-students – a German Health insurance or a confirmation according to the Schengen-agreement (refer to page 11 of this document)
- fill-in the enrollment application

Details will follow by email a few weeks before the semester starts. Please transfer the fee and upload the documents only after you received this email and be assured, that if anything goes wrong with your enrollment, we will be able to fix this after your arrival and e.g., provide a temporary ticket.

FURTHER INFORMATION

Leisure and Sports Facilities

All students at the Hochschule Mainz are also allowed to use the *Leisure and Sports Facilities* of the Johannes-Gutenberg-University in Mainz. Their activities cover everything from A for Aikido to Y for Yoga, from general keep fit to competitive sporting activities: [Sport programme](#)

In addition to that there are many sports and leisure clubs in Mainz, which anyone can join. Somewhere there is a club for you! It should not be too difficult to find a suitable place to spend your free time with like-minded friends, unless you find it too difficult to decide amongst all the choices!

Psychological Counseling

Psychological counseling covers the following areas: individual counseling sessions, 'learning to study' groups, self-awareness groups and relaxation therapy. The therapeutic conception consists of various elements such as body psychotherapy, elements of family therapy and transaction analysis, relaxation and mental training techniques. Contact person is

Ms. Nathalie TCHOUANDONG: nathalie.tchouandong@hs-mainz.de

Career Center

The Career Center is a cross-faculty institution which is on the one hand the central interface of the University of Applied Sciences Mainz between companies and students and on the other hand a fundamental element of the course-related offers at the University of Applied Sciences Mainz which plays the role of a support partner for students with regard to their professional orientation and career entry.

We offer our students comprehensive consultation and information about the topics internship, finding a job, professional application and career planning. Further information:

<https://www.hs-mainz.de/studium/services/fachbereichsuebergreifend/career-center/uebersicht/>

Student Union Organizations

The student union organizations consist of three organs, the General Meetings, the student parliament (STUPA) and the General Student Council (AStA). Whilst it is the student parliament and the General Meetings which control the AStA's work and decide about changes to student contributions, the main daily business is done by the Student Council (AStA). For example, it offers students advice and support in social and economic matters. Furthermore, the AStA (School of Business) organizes tutorials as well as the 'legendary' events for first semester students. The AStA also produces a magazine twice every semester called 'BASTA' and, last but definitely not least organizes the HS-Parties! Information, dates of important events etc. are on the AStA's home page under:

<http://www.asta-hs-mainz.de>

Student Card/Student Restaurant

In the student restaurants you can pay without cash using your student card (Studicard). This can be purchased for a fee of €5 in the student restaurant and you can top it up with credit. Do not top up more than 20 Euros and make a photo of the card number (in order to be able to trace it in case of a loss).

There is also a payment app. You can find more information here:

<https://www.studierendenwerk-mainz.de/zahlen-per-app>

The location Campus at the University of Applied Sciences Mainz has a cafeteria in the building where you can buy drinks and sandwiches and which is open during lectures from 9.00 am to 4.00 pm. There is a student restaurant in building K3 of the halls of residence which is about one minute walk away from the university where a menu costs between about €3 and €5.

Internet Access

At Student Halls

Generally, you will have access to the Internet in all student halls. Please apply for the access after your arrival. Information and application forms are available from the student service.

At the University

During the semester you will have access to the different computer rooms at our Campus from 7.30 am, to 20.00 pm. Further information will be given during the introduction week.

Internet Access via EDUROAM

Before coming to Mainz please ask in your home universities' IT department if your home university participates in „eduroam“. If they do, please register as soon as possible in your home country, this will facilitate your Internet access here in Mainz with you own laptop, etc.

Eduroam (education roaming) allows users (researchers, teachers, students, staff) from participating institutions to securely access the Internet from any eduroam-enabled institution. The eduroam principle is based on the fact that the user's authentication is done by the user's home institution, whereas the authorization decision allowing access to the network resources is done by the visited network.

<http://www.eduroam.org/index.php?p=faq>

HIP and OLAT

HIP is the information portal of our university. Our students need HIP to get an overview of all achievements, to get information concerning timetables and exam dates, to know about room occupations as well as information about lectures, etc. Further information and login will be given during the introduction week.

OLAT is a Learning Management System provided by the Virtual Campus Rheinland-Pfalz. Lecturers use OLAT to communicate with the students. The main issue of OLAT is the provision of information (*foils, slides, Weblinks, Literature...*). The International Office also communicates with the exchange students via OLAT during their stay in Mainz. All exchange students will get an introduction to OLAT during the introduction week.

Important Dates During the Semesters

International Office and exchange students will meet once a month. Students will get information concerning examination regulations, Research Methods and excursions. Furthermore, once a semester the International Office arranges an international student fair "Studying Abroad" for prospective outgoing students of Hochschule Mainz. We kindly ask you to represent your university and answer questions concerning living and studying at your home university. The fair will be held in May and November.

ECTS Workload/Grading Scale

In order to facilitate the organization of credit mobility and its recognition, the three parties involved – the student, the sending institution and the receiving institution – should agree on the program abroad. They should formalize this in a **Learning Agreement**, to be signed by the three parties before the start of the mobility period. The Learning Agreement is intended to give the student the confirmation that the credits he/she successfully achieves during the mobility period will be recognized.

The learning outcomes of the whole program of study abroad should be compatible with or complementary to the learning outcomes of the home degree program for which recognition is to be granted after the study period abroad.

The Learning Agreement should identify a set of suitable educational components to be taken at the receiving institution and how they will be integrated into the program of the sending institution. The student is expected to take educational components of 60 ECTS per full-time academic years / 30 per semester. The receiving institution commits to register the incoming student in the planned educational components, verifying that these components are available for the foreseen mobility period. Once it is signed by all three parties, the Learning Agreement can be modified thereafter, if necessary, by agreement of all three parties concerned.

ECTS represents the total amount of work needed to pass a module. 1 ECTS \approx 30h. It has no reference to the marks achieved. The mutual calculation of marks should be based on the latest ECTS guide-lines. The German grading scale ranges from „1,0“ = excellent to „4,0“ = sufficient.

Contact Details

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<https://www.hs-mainz.de/studium/services/gestaltung/incoming/>

The information laid on forth in the handbook is subject to changes.

For courses, please refer to the module descriptions attached to this handbook.