



TECHNIK  
**HOCHSCHULE MAINZ**  
UNIVERSITY OF  
APPLIED SCIENCES

# Handbook

## 2021/22

Architecture



## Fact Sheet

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

Name of University	HS Mainz, University of Applied Sciences, <b>School of Engineering</b>
ERASMUS Code	D MAINZ08
Homepage	<a href="http://www.hs-mainz.de">www.hs-mainz.de</a>
Postal Address	Hochschule Mainz c/o Erich WEILER Holzstraße 36 D-55116 Mainz
Contact Person	Erich Weiler: <a href="mailto:erich.weiler@hs-mainz.de">erich.weiler@hs-mainz.de</a> Tel. +49 (0)6131 628-7365 Fax +49 (0)6131 628-9-7365
Architecture	<a href="https://www.hs-mainz.de/en/academics/degree-programs/engineering/architecture-beng/overview/">https://www.hs-mainz.de/en/academics/degree-programs/engineering/architecture-beng/overview/</a>

### Application details for exchange students

Deadline School of Technology	15th of May for the winter semester (semester 1) 15th of November for the summer semester (semester 2)
Academic Calendar	<b>Semester 1 – WINTER SEMESTER 2021/22</b> Classes begin: October 2021 Classes end: January 2022 (Architecture) Orientation: beginning of September 2021 Christmas Break: December 24, 2021 to January 01, 2022  <b>Semester 2 – SUMMER SEMESTER 2022</b> Classes begin: March 2022 Classes end: July 2022 (Architecture) Orientation: Beginning of March 2022
Application Form	<a href="http://hs-mz.de/onlineexchangeapplication">http://hs-mz.de/onlineexchangeapplication</a>
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 out your subject nomination and have both forms signed by your exchange coordinator. <b>Upload all documents in order of listing in Mobility Online.</b> Only after uploading the signed application form, your application can be processed and your learning agreement will be issued.

# CONTENT

<b>WELCOME TO HOCHSCHULE MAINZ – UNIVERSITY OF APPLIED SCIENCE</b>	
Fact Sheet	2
Welcome to Hochschule Mainz	4
Germany – Mainz	5
Studying at the Hochschule Mainz	5
Degree programs	6
Locations of the International Office	7
<b>APPLICATION AND ADMISSION</b>	
Applications and Admissions of Exchange Students	8
<b>STUDY PROGRAM AND LEARNING AGREEMENT</b>	
Architecture	9
International Civil Engineering	9
Financial Requirements	9
Language-Skills / Prerequisites	9
<b>THE ACADEMIC YEAR</b>	
<b>BEFORE COMING TO MAINZ</b>	
Insurances	11
Immigration regulations / registration	12
Re-registration / Deregistration	12
Cost of Living	13
<b>ACCOMODATION IN MAINZ</b>	
Application Procedure	13
SIS Pack	13
Application Deadline	14
Rental Agreement	14
Hochschule Mainz und ihre Standorte	15
Student Halls Location	15
<b>AFTER YOUR ARRIVAL</b>	
Travel information – Hot to get to Mainz	18
Tutors	19
Semester Social Fee	19
Enrollment	19
<b>FURTHER INFORMATION</b>	
Leisure and Sports Facilities	20
Psychological Counseling	20
Career Center	20
Student Union Organizations	20
Student Card / Student Restaurant	20
Internet Acces	21
At the University	21
Internet Access via Eduroam	21
HIP and OLAT	21
Important Dates During the Semesters	21
ECTS Workload / Grading Scale	21
Contact Informations	22

## 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 warmly 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 centre 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](http://www.rlp.de)) with 207,000 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 centre 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 90 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.)

Part-time Master in Real Estate Project Management (M.Sc.)

#### Civil Engineering

Bachelor in Civil Engineering (B.Eng.)

Bachelor in International Civil Engineering (B.Eng.)

Civil Engineering (with Business Studies) (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 specialisations possible

Part-time Master in Geoinformatics (M.Eng.), different specialisations possible

Continuing Education part-time programme in Geoinformatics (Certificate), different specialisations 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 programmes

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 programmes

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 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

Fax +49 (0)6131 628-7777

### Location Holzstraße:

*School of Engineering and School of Design*

Holzstraße 36

D-55116 Mainz

Tel. +49 (0)6131 628-0

Fax +49 (0)6131 628-7777

## International Office

### Our Team

Head of International Office

Gabriel Belinga Belinga

Institutional Coordinator

Lucy-Hillebrand-Straße 2

D-55128 Mainz

Tel. +49 (0)6131 628-7360 /

Fax +49 (0)6131 628-97360 /

[aaa@hs-mainz.de](mailto:aaa@hs-mainz.de)

### School of Business

Ariane Göbel, outgoing students

Sabine Klebig, incoming students

Ulla Hueck

Lucy-Hillebrand-Straße 1

55128 Mainz

Tel. +49 (0)6131 628-7362, -7363

Fax +49 (0)6131 628-97363

[ariane.goebel@hs-mainz.de](mailto:ariane.goebel@hs-mainz.de)

[sabine.klebig@hs-mainz.de](mailto:sabine.klebig@hs-mainz.de)

[ulla.hueck@hs-mainz.de](mailto:ulla.hueck@hs-mainz.de)

### School of Engineering & School of Design

Erich Weiler

Holzstraße 36

55116 Mainz

Tel. +49 (0)6131 628 7365

Fax +49 (0)6131 628-97365

[erich.weiler@hs-mainz.de](mailto:erich.weiler@hs-mainz.de)

Christine Schreeb

Holzstraße 36

55116 Mainz

Tel. +49 (0)6131 628 7366

Fax +49 (0)6131 628-97366

[christine.schreeb@hs-mainz.de](mailto:christine.schreeb@hs-mainz.de)

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.

The following offers are made for foreign students at the Hochschule Mainz as part of the

### **Tutorial and Welfare Programs:**

- **Induction Courses (Introduction Week)**

A few days to help foreign students get to know the study procedures at the beginning of the summer and winter semesters, e.g. enrollment, study plan, excursions, guided city tour, introduction to Olat, Intercultural Competence Training, registration with Foreign Office, Excursion to "Haus der Deutschen Geschichte", Riverboat Party, etc.

- **Subject Tutors**

Students in higher semesters offer specific subject tutorials for foreign students to help them prepare for course work and examinations. They also help explain difficult subject matters, the teaching and learning methods common at the HS and help with any linguistic problems.

- **Excursions**

Our excursion program aims to deepen and widen academic knowledge by giving the students the opportunity to learn more about Germany's culture, economy and society as well as to intensify international contacts between students.

- **Other Information Sources and Programs of Events**

The Student Service of the University of Mainz, catholic and protestant students communities also offer a wide range of programs for foreign students, which the HS students are welcome to participate in. Events about cultural, political, social and economic aspects of German life, as well as events about foreign cultures are some of the items on their programs. Furthermore, they offer a wide range of excursions.

(<https://www.studierendenwerk-mainz.de/internationales>)

- **Foreigners Become Friends**

Foreigners Become Friends brings together citizens of Mainz and international students.

Students and hosts may share various activities: sightseeing, eat & drink, learn languages, cultural events, sports.

[Fremde werden Freunde](#)

## **APPLICATION/ADMISSION**

### **Application and 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/Nov 15<sup>th</sup>.  
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](https://www.service4mobility.com/europe/BewerbungServlet?sprache=en&identifier=MAINZ08&kz_bew_art=IN&kz_bew_pers=S&aust_prog=ALL)
- Subject Nomination Form (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

All exchange students will get an acceptance letter and a learning agreement according to the subject nomination immediately after the deadline.

### **Application deadline**

15<sup>th</sup> of May for winter semester (semester 1) and full academic year

15<sup>th</sup> of November for summer semester (semester 2)



## Study Program and Learning Agreement

### Architecture

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.).

As part of your semester abroad, you will have the opportunity to pass an internship at the Institute of Architecture at the Hochschule Mainz. For more information please refer to the course catalogue below.

### International Civil Engineering:

You also have the opportunity to participate in our English-taught *Pathway International Civil Engineering/International Built Environment*. For more information please refer to the handbook for International Civil Engineering.

### 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 min € 853,-/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/](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

Architecture:

- English B2
- Ielts 6
- Toefl 550

## THE ACADEMIC YEAR

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

### Semester 1 - WINTER SEMESTER 2021/22

Start of semester: October 2021  
End of semester: January 2022

### Semester 2 – SUMMER SEMESTER 2022

Start of semester: March 2022  
End of semester: July 2022

### Study Periods

Study periods are different from semester dates:

### Semester 1 – WINTER SEMESTER 2021/2022\*

Classes begin: October 2021  
Classes end: end of January 2022 (including examination period, exceptions possible)  
Orientation: September 2021  
Christmas break: December 24, 2021 to January 01, 2022

### Semester 2 – SUMMER SEMESTER 2022\*

Classes begin: March 2022  
Classes end: end of July 2022 (including examination period, exceptions possible)  
Orientation: Beginning of March 2022  
\*Subject to alterations

### Public Holidays in Germany

	2021/2022
Day of German Unity	03.10.2021
All Saint's Day	01.11.2021
Christmas	25./26.12.2021
New Year's Day	01.01.2022
Easter	15.04. – 18.04.2022
Labour Day	01.05.2022
Ascension	26.05.2022
Whitsun	05.06. - 06.06.2022
Corpus Christi	16.06.2022

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.

## **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**

If you wish to study in Germany you need health insurance. **Without proof of health insurance coverage you cannot be enrolled at Hochschule Mainz.**

With some countries, such as members of the **European Union** and the European Economic Area, Germany has a social security agreement. As long as you have public health insurance at home you can get this insurance coverage approved by a public health insurance company in Germany. But make sure you clarify at home which documents you will need to take with you! For students this is usually a European health insurance card (EHIC).

**All other foreign students** also need health insurance. We strongly recommend taking out German health insurance (about 90€ per month).

Basically, up until you are 30 years old or until your 14th term of study you must have compulsory health insurance.

Some private health insurances from other countries may also be recognized in Germany. Such an insurance needs to meet the “Schengen” requirements and cover at least 30.000 € for medical treatment. Please note, that only English or German contract copies will be accepted. You should clarify the exact details with your insurance. It is possible that your insurance will not cover all costs in Germany. Before you enter the country make sure you know exactly what services you are entitled to in Germany. If your private health insurance is recognized then for the purpose of your enrollment at university you will need confirmation that you are exempt from taking out public health insurance. But be aware that for the duration of your studies you cannot change to public health insurance!

More information:

<https://www.aok.de/pk/rps/aok-studenten-service/>

[http://www.internationale-studierende.de/en/prepare\\_your\\_studies/entry\\_into\\_germany/health\\_insurance](http://www.internationale-studierende.de/en/prepare_your_studies/entry_into_germany/health_insurance)

#### **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
- Your rental contract
- 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 visitors 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 month 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/einreiseundaufenthalt/visabestimmungen-node#content\\_1](https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node#content_1)

### ***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 853€ per month. The following expenses have to be taken into account:

Rent:	300 to 400 € per month
GEZ:	17.50 € 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. 330 € (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 on **the next page**. 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. 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](mailto:wohnen@studierendenwerk-mainz.de)

### SIS 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 "SIS-Pack" provided by the Student Services. This Service Pack can be compiled individually from different objects for the kitchen or your room. You will get more information via email from the Student Services once your accommodation is booked.

In every residence there is a TOM House-tutor. He/she is responsible for you in your residence. E.g. will you arrive out of office hours of the housekeeper your TOM House-tutor will give you your room keys.

### **Application Deadline**

Please fill in the online application form **by 15<sup>th</sup> of July at the latest (for the winter semester/semester 1) or 15<sup>th</sup> of January (for the summer semester/semester 2).**

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**

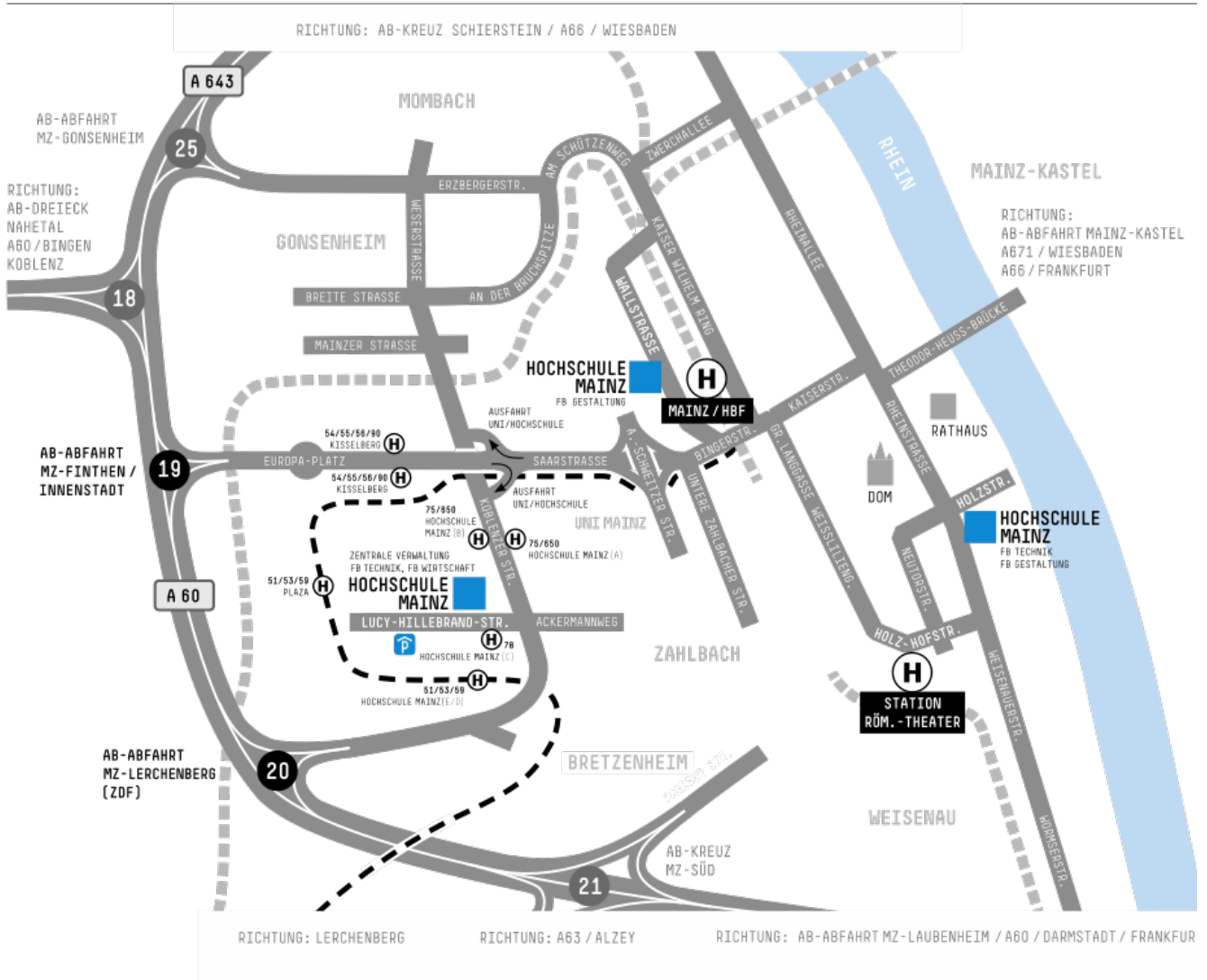
You will receive a rental agreement from the Studierendenwerk (Student Service), as a rule per e-mail at the end of July/January. The agreements are concluded for a full semester. In the winter semester the rental agreements cover a period from September to February and in the summer semester from March 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.**




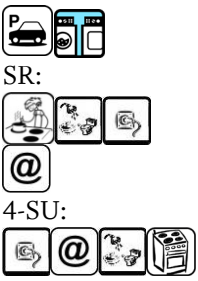


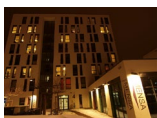
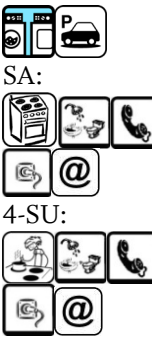
Please inform the Student Service about any changes of your e-mail address.

# HOCHSCHULE MAINZ UND IHRE STANDORTE





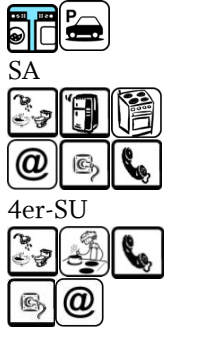


## Student Halls Location













- Inter II
- Münchfeld
- Hechtsheim
- Weisenau
- Wallstraße
- Oberstadt
- K3
- Binger Schlag
- Kisselberg

Student house	Year	Location	No. Of beds	Size/ Price	Facilities
<b>Inter II</b> 	2011-2013	<b>Jakob-Welder Weg 36 - 40 55128 Mainz</b>  On the university campus HS Campus 10 min walk HS Holzstraße: ca. 20 - 25 min	523	<b>SR ca. 13 m<sup>2</sup></b> € 346,00  <b>SA ca. 17 m<sup>2</sup></b> € 361,00  <b>DA ca. 30 m<sup>2</sup></b> € 622,00 - 722,00  <b>DAM* ca. 40 m<sup>2</sup></b> € 702,00	 (€10,23 p. semester) SR: SA: DR:
<b>Münchfeld</b> 	2010	<b>Franz-Werfel Str. 9 55122 Mainz</b>  Uni Campus ca. 7 min walk HS Campus ca. 15 min walk HS Holzstraße ca. 20 - 25 min walk  <i>- every room with own bathroom -</i>	100	<b>SR ca. 17 m<sup>2</sup></b> € 351,00  <b>SR in 4 shared units ca. 18 m<sup>2</sup></b> € 381,00	 SR: 4-SU:
<b>Hechtsheim</b> 	1992	<b>Generaloberst-Beck-Str. 4-14 55129 Mainz</b>  Close to the University clinical centre Uni: Bus & Tram ca. 15 - 20 min HS Holzstraße: ca. 10 min	672	<b>SR in shared units ca. 20 m<sup>2</sup>, room ca. 10m<sup>2</sup></b> 2 units shared € 320,00 - 350,00  3 units shared € 312,00  4 units shared € 320,00	 (€11,00) 2,3,4-SU:
<b>K3</b> 	2010	<b>Lucy-Hillebrand-Str. 4-18 55128 Mainz</b>  On the HS Campus Uni: bus ca. 5 min, ca. 10 min walk HS Holzstraße: ca. 20 min	481	<b>SA ca. 27 m<sup>2</sup></b> € 407,00 - 417,00  <b>SA+balcony ca. 27m<sup>2</sup></b> € 427,00  <b>SR in 4 units shared ca. 27 m<sup>2</sup></b> € 407,00 - € 417,00  <b>SR in 4 units shared+balcony/ duplex ca. 27 m<sup>2</sup></b> € 417,00	 SA: 4-SU:



<b>Wallstraße</b> 	2008	<b>Wallstraße 90-94</b> <b>55122 Mainz</b> Uni/HS Campus: by bike ca. 6 min; bus ca. 15 min; car 3 min HS Holzstraße: ca. 15 min	437	SA ca. 20 m <sup>2</sup> € 363,00  SA ca. 22m <sup>2</sup> € 373,00  SA ca. 25m <sup>2</sup> € 393,00	 SA:  @
<b>Oberstadt</b> 	2006	<b>Am Rodelberg 53-55</b> <b>55131 Mainz</b>  Close to the University clinical centre Uni/ HS Campus: Bus & Tram ca. 15 - 20 min HS Holzstraße: ca. 10 min	294	SA ca. 20 m <sup>2</sup> € 354,00  SA ca. 24m <sup>2</sup> € 362,00  SR in 2 units shared ca. 14-18 m <sup>2</sup> ca. € 316 - 344,00	 SA:  @
<b>Weisenau</b> 	1990	<b>Max-Hufschmidt-Straße 13-17</b> <b>55130 Mainz</b> Uni/ HS Campus: Bus ca. 30 min; Car 7 min HS Holzstraße: ca. 10 min	500	SA ca. 19 m <sup>2</sup> € 324,00  DA ca. 34 m <sup>2</sup> € 582,00	 (€ 8,50) SA/DA:  @
<b>Binger Schlag</b> 	2012	<b>Goßlerweg 1</b> <b>55122 Mainz</b>  Close to the University, Central station and city  Uni & HS: Bus ca. 2-5 min HS Holzstraße Bus ca. 15 min	395	SA ca. 17-20 m <sup>2</sup> € 351,00 – 386,00  SR in 2 units shared ca. 14m <sup>2</sup> € 321,00	 SA  @ 2-SU  @
<b>Kisselberg</b> 	2013	<b>Isaac-Fulda-Allee 4, 4a, 4b</b> <b>55131 Mainz</b>  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 m <sup>2</sup> € 365,00 - 425,00  SR in 4 units shared ca. 19m <sup>2</sup> € 355,00	 SA  @ 4er-SU  @
<b>Total beds in all dorms</b>			<b>4194</b>		

## 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)		Washing machines and dryers in the dorm

### 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. €7.50 so please have some cash, or €5 or €10 notes ready. The trip takes between 25 to 30 min.. 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:

[http://hahn.orn-online.de/busfahrplan\\_mainz.htm](http://hahn.orn-online.de/busfahrplan_mainz.htm)

[https://www.hahn-airport.de/default.aspx?menu=by\\_bus&cc=en](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 Fee**

In order to register, there is a social services charge made of approx. 330,- € 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.

### **Enrollment**

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: <https://www.ahs.uni-mainz.de/sportprogramm/sportarten-a-z/>

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](mailto: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 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).

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 × 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

Hochschule Mainz – University of Applied Sciences  
International Office  
School of Engineering  
Holzstraße 36  
55116 Mainz  
Germany

Tel. +49 (0)6131 628-7365  
Fax +49 (0)6131 628-97365  
[erich.weiler@hs-mainz.de](mailto:erich.weiler@hs-mainz.de)

Tel. +49 (0)6131 628-7366  
Fax. +49 (0)6131 628-7366  
[christine.schreeb@hs-mainz.de](mailto:christine.schreeb@hs-mainz.de)

<https://www.hs-mainz.de/en/>

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

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