

Frequently asked questions concerning TUHH

In the following frequently asked questions will be answered so please check whether your question is answered before you contact us. However, if you are still in doubt please don't hesitate to send an email to Ms Daniela Faika (jemes@tuhh.de)

Also, in order to smoothen the start foreign students the International Office offers administrative and counselling services which should answer all the questions not relating to the JEMES-programme:

- **International Office**

<http://www.tu-harburg.de/education/intoffice/>

The international office of the TUHH provides lots general information and links to hompages and programme for international students.

It has also launched an **FAQ-brochure**:

<http://www.tu->

[harburg.de/education/intoffice/international/International%20Students%20FAQ_2.pdf](http://www.tu-harburg.de/education/intoffice/international/International%20Students%20FAQ_2.pdf)

The **Accommodation Office** is provided by the international office as well:

<http://www.tu-harburg.de/education/intoffice/accommodation/index.html>

It supports international students arriving in Hamburg in their accommodation search

- **Integration program 'Welcome@TUHH'**

www.tu-harburg.de/welcome

offers assistance at the beginning of studies at the TUHH accompanies foreign students through the whole degree programme helps to integrate into the campus community

- **'Mentor AG' – Guidance for foreign students**

<http://www.tu-harburg.de/mentor/>

settle during the first weeks in Germany assigns a personal mentor to ensure perfect assistance (airport pickup, helps with administrative registrations & organisational obstacles)

- **'Asta' – Guidance for foreign students**

<http://asta.tu->

[harburg.de/joomla//index.php?option=com_content&task=view&id=78&Itemid=56](http://asta.tu-harburg.de/joomla//index.php?option=com_content&task=view&id=78&Itemid=56)

unfortunately this website is not completely available in English it offers help with the international office, finances and language courses

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Before arriving

- **How can I find accommodation in Hamburg?**

In general, the TUHH can't provide accommodation. However, the TUHH and our cooperation partners, Studierendenwerk Hamburg, have developed a program to provide international students with a room on their arrival in Hamburg. For details, please see the following link:

<http://www.tu-harburg.de/education/intoffice/accommodation/index.html>

- **When do the lectures start at the TUHH?**

The official start of the winter term is 1st of October and it ends at 31st of March.

The official start of the summer term is 1st of April and it ends at 30th of September.

Please note: The start of the lectures differs from these dates:

Generally the lectures for the winter semester start at 20th of October and end at 15th of February.

The summer term starts at the 6th of April and ends at 15th of July.

There is a calendar containing all these deadlines as well as holidays on the TUHH homepage. Unfortunately, it is only available in German:

<http://www.tu-harburg.de/studium/termine/index.html>

- **Are there any introductory courses for orientation? When do they start?**

If you want to do an optional preparatory course in German (3 weeks intensive course) before the semester starts, then you have to arrive end of September.

Additionally if you want attend on the welcome programme, this takes place from end of September to 16th of October. The introductory courses are organized by Welcome@TUHH. Please check on their website for dates.

<http://cgi.tu-harburg.de/~psvwel/en/intro.php>

- **What is the exact date of arrival? When are we expected to arrive in Germany?**

Students are expected to arrive in Germany before lectures start (last week in October, see above for exact dates). The exact date of arrival is, however, up to the students.

It might be helpful to arrive between the middle or end of September/ begin of October in Hamburg. This leaves you some time for the administrative things (enrolment, open a bank account, registration etc.), for acclimation in Germany and find some friends.

- **Do I need a visa? Where can I find support to help me with my visa application?**

Every international student who would like to study in Germany requires a visa to be able to enter the Federal Republic of Germany. Students from the European Union, from EFTA countries, from the United States and from a number of other countries may enter Germany without a visa, however. If you do not know whether your country is among these states, then please contact the German Embassy in your home country for information on whether you need to apply for a visa that is an entry permit (Einreisegenehmigung). The addresses of the embassies and consulates are listed on the website of the German Federal Foreign Office: www.auswaertigesamt.de

If you have any difficulties to lodge your visa application please contact the international office (<http://www.tu-harburg.de/education/intoffice/>) as they are experts in this topic.

- **What about the flight? Am I responsible for booking and paying for it?**

Yes, the students are required to book the flights themselves and pay for it.

- **For the student visa procedure I need proof (i.e. the Erasmus Mundus grant letter) that I have a sponsor for my study expenses. Should I start any visa request upon receiving such letter?**

Before we can prepare your visa letter we need the confirmation of the European Union. Until then you need to be patient.

- **Do I need a health insurance?**

Students in Germany are obliged to be insured at a German health insurance company. In order to ensure that all students are insured the JEMES program takes care by providing every student with a health insurance. The costs for this health insurance are already covered in the participation fee.

- **Does this JEMES health insurance provide enough cover or do I need an additional insurance?**

To put it in a nutshell; officially the students do not need an additional German compulsory health insurance but need to obtain such a confirmation. However, we still advise to get a compulsory health insurance fund to cover small costs eg. dental prosthesis.

Take a look at the regulation for further information :

<http://jemes.eu/downloads/Insurance-General-conditions.pdf>

If you want to keep your private health insurance you need a confirmation that you are exempted from statutory health insurance. This confirmation is called companies (AOK, DAK, TK, Barmer) for free.

- **I understand that the JEMES participation fee will also cover the health insurance but how do I go about applying for it?**

All students participating in JEMES participating in JEMES get a general health insurance paid. They will be provided with a health insurance card by arrival.

- **Do I need to have a medical check-up before I leave? Is this needed for university registration?**

No, a medical check-up is not necessary.

- **If I get the scholarship do I still need to send the GRE (Graduate Record Exam) to the university?**

No, students who are granted with a scholarship do not need to send the GRE to the university.

- **Where can I get more information about the JEMES programme? Can I contact any current students or alumni to gather more details?**

The JEMES homepage offers a lot of information. Please surf at:

<http://www.jemes.eu/>

To get in contact with current or alumni JEMES students please use the following homepage: <http://ematuhh.wetpaint.com/>

- **I have decided to go to Hamburg for the next semester. Who do I need to contact?**

For registering at the TUHH (only for the 2nd, 3rd and 4th semester) please send an email to our admission office (study@tu-harburg.de and cc to jemes@tuhh) consisting of future university and the completed application before the 15th of May (winter term); 15th of November (summer term) respectively.

- Complete last name:
- Complete first name:
- Gender:
- Date of birth:
- Place of birth:
- Nationality:
- Current address:
- E-mail address (if other than the one used in this e-mail):
- Prospective date of arrival to Hamburg:
- Prospective duration of stay in Hamburg:
- Proficiency in German (absolute beginner, basic level, medium level, advanced level):
- Erasmus Mundus scholarship (yes/no):
- German Embassy/Consulate at which you apply for your student visa:

Once you're here

Timetable

- **Are there German language courses available? When do the languages courses start?**

The TUHH offers German language courses. You can find information about when these courses start under the following website:

http://www.tu-harburg.de/education/students/learn_german.html and follow the link...

...or click here

http://intranet.tu-harburg.de/stud/vvz_eingabe.php3?Lang=en&ssi=2&period=A , scroll down and click on Language Courses which leads you to the following website for the current term:

http://intranet.tu-harburg.de/stud/vvz_ausgabe.php3?sg_s=SPRACH&ssi=23&Lang=en&period=A

Courses named 'DAF' are language courses in German for international students. There is no need for a rating test for beginners level A1.1 However, if you wish to join higher levels please complete rating test which will assign an appropriate level.

http://sprachtest.cornelsen.de/html/en_startseite.html

There are also courses offered by other institutions: Culture courses from AStA Uni Hamburg (<http://www.kulturkursprogramm.de/>) and Language courses at Uni Hamburg and Volkshochschule (adult education centre)

<http://www.uni-hamburg.de/Einrichtungen/vhs/>

- **Do I need a registration for a German language course?**

Students who participate in a preparatory German course before the semester starts will be told there which German language course they need to do during the semester.

Students who do not participate in any of such preparatory courses simply need to go to the first date the German Master courses (Master-Kurs Deutsch 1) start. There they will get an estimation of their German skills. Subsequently they will be told which of the German Master courses they need to attend.

- **How to find the university calendar?**

As you should have seen in the course plan, Course description and the soft skills for JEMES students are available on the JEMES homepage: <http://www.jemes.eu/pages/curriculum.php>

Other than that there is a complete university calendar of the TU on its home page, simply go to the TUHH homepage (English Version), choose 'students' and go to Schedule of Lectures:

http://intranet.tu-harburg.de/stud/vvz_eingabe.php3?Lang=en&ssi=2

There you can get information about all lectures that are taught. Once you have your account details for the TUHH intranet you can also establish your own timetable there.

It is also advisable to have a look at the JEMES curriculum, the subject specific Provisions of the Course and Examination regulations (FSPO) and the General Provisions of the Course and Examination Regulations (ASPO).

Curriculum & FSPO:

<http://www.tu-harburg.de/studium/pruefungsamt/pruefungsordnung.html>

ASPO:

www.tu-harburg.de/education/master/download/ASPO_2009_04_29_e.pdf

- **Do I have to submit any papers for registering for the courses or it is enough to register for the examinations?**

Students are not required to register for the courses. For all subjects it is sufficient to register for the examinations only. You can do this in the examination office. If you have any difficulties please contact Ms Steffen (a.steffen@tuhh.de).

- **Can I choose a lecture that is not part of the JEMES programme?**

Yes, you can. This course can only be an addition and cannot replace any other compulsory course. If you want the course to be listed in your transcripts records you need to see Mrs Steffen at the examination office and hand in a certificate stating that you visited this course.

- **Is there a possibility of mixing different courses from different blocks?**

Students have to choose modules - mixing is not possible.

- **Which courses are taught in German and which in English?**

Generally all JEMES courses at TUHH are taught in English. However, courses that do not especially belong to the JEMES programme maybe taught in German. Such courses can be compulsory optional subjects which are marked with a German flag (= course taught in German) or a British (= course taught in English) in the university calendar.

- **Who can I contact if there are problems with my timetable (overlapping lectures, too small rooms, ...)?**

You can contact Mr Dunst (building E, room 0.053; tel. +49 40 42878 3663; email dunst@tu-harburg.de) as he is responsible for the university calendar. In general, students have more influents as they have to tuition pay fees. In order to provoke a change it is advisable to build a group of people.

Computing Centre & web sites

- **How can I use the computing facilities and where do I get the account for the TUHH intranet?**

All students registered at TUHH have the possibility to use the computers at the "Rechenzentrum" (Computing Centre). Every new student is automatically granted his own account as well as an email address. Login and password can be obtained at the User Service Center (Schwarzenbergstr. 95, Building E, Room 2.048) after presentation of your student ID.

For information on opening hours, location and equipment of "Rechner-Pools" (computer labs) as well as further services of TUHH Computing Centre please check www.tu-harburg.de/rzt/index.html.

The login and password are the same for the TUHH intranet and for the website Stud.IP.

- **What is Stud.IP?**

<https://e-learning.tu-harburg.de/studip/>

This is an internet platform to support lecturing courses and smoothen the communication between learners and teachers. Some institutes load up their documents and current information on Stud.IP. There you have an overview of all your courses and the documents provided. You will also have the opportunity to communicate with the students and the lecturers of your courses.

- **How can I use Stud.IP?**

Log-In with your TUHH-Account and your Password and click on My Courses. Use the search function (on the right) and find your course. Click on enter yourself for the course (on the right).

- **Where can I find my student enrolment verification?**

Usually this document can be printed out by the students themselves.

On the website http://www.tu-harburg.de/index_e.html go to 'students' and click on 'semester documents':

http://www.tu-harburg.de/education/students/semester_documents.html

and follow the link in the third paragraph:

<https://www.service.tu-harburg.de/sos>.

Now, you can login with the account from the TUHH intranet. If you still have problems please contact the international office.

Exams

- **Where can I find the date, time and place of an exam?**

On the TUHH website follow the link 'students' and click on 'Current Examination Dates' which leads you to the following website:

<http://intranet.tu-harburg.de/stud/pruefung/index.php3?Lang=en&ssi=2>

Enter your program of study and you will find a table with all the exams. About halfway through the semester the dates for the exams will be published. Later the time and place will be announced. Please check from time to time if any thing has changed.

In general, if you encounter any problems concerning the examinations please contact Ms Angela Steffen (building E, room 0.003; tel. 040/42878 3798; email a.steffen@tuhh.de).

- **Do I need to register for the exams?**

Yes. In every semester there is a ten-days registration period usually in November (winter term) and June (summer term) in which you need to go to the examination office and fill in a form. The form will be provided by the examination office. If you have any difficulty to complete the form ask the examination office for advice. If you fail to lodge the form you cannot take any exams!

- **Is there a possibility to unsubscribe?**

Yes. Up until one week before the exam takes place you have the possibility to fill in a form at the examination office to unsubscribe.

- **What do I do if I miss the exam because of sickness?**

If you cannot participate on the exam caused by sickness, you have to present an attestation from a doctor at the date of the exam, which you have to submit to your examination office the latest 3 days after the exam, otherwise your exam will be assessed as failed!

- **If I fail or miss an exam do I need to take it next term?**

If you failed an exam or missed it caused by sickness, you are subscribed automatically in the next exam period and you can't unsubscribe from the exam. It is mandatory to participate in these exams; otherwise they will be assessed with failed!

The exam dates will again be displayed on the same homepage. If you are already in another country and have difficulties with taking the exam in Germany please contact the university teacher who is examining you and drop a notice at Ms Faika (jemes@tuhh.de).

- **Due to the overlapping dates of the start of term in Aalborg and end of term in Hamburg I can't take my exams. What now?**

As the term in Aalborg starts early in spring and the semester in Hamburg ends late there are unpleasant problem due to overlapping. Students who wish to go to Aalborg next term coming from the TUHH should contact Ms Daniela Faika (jemes@tuhh.de). It is possible for you to leave Hamburg and either take your exams oral before and or take them when you arrive in Aalborg as they can be sent there by airmail.

Master theses & project work

- **Are the project work and the master thesis the same thing?**

No, they are not. For more information please read below.

- **Project work: When do I do it and how long does it take?**

The project work needs to be done in the third semester and requires 3 months of full time activity. It is weighted with 15 ECTS points.

- **Master thesis: When do I do it and how long does it take?**

The master thesis is usually done in the fourth semester. It can only be started if a student has obtained at least 80 ECTS. The master thesis requires 6 months of full time activity and is weighted with 30 ECTS points.

- **Where can I do the project work and the master thesis at the TUHH?**

For JEMES students the project work and the master thesis must be done on a special topic related to the Joint European Master of Environmental Studies. They have to be carried out at an institute of TUHH for example:

- Wastewater Management and Water Protection (Otterpohl)
- Water Resources and Water Supply (Schneider)
- Environmental Technology and Energy Economics (Kaltschmitt, Calmano)
- River and coastal engineering (Pasche)
- Waste Resources Management (Körner)
- Technical Biocatalysis (Liese, Müller)
- Solids Process Engineering and Particle Technology (Heinrich)
- Technical Microbiology (Antranikian)

Subject to approval by the chairman of the examination board the project work/master thesis may be carried out at an establishment outside the university provided that a university teacher from TUHH can supervise it there.

Please make sure that you will have a supervisor at TUHH and the approval before starting! – The approval will not be given retroactive!

- **What is the procedure to get a topic for the master or for the project work?**

It is your task to inform yourself about available topics for project works and master thesis. Generally you go directly to the institutes and ask the professor or their PhD students about a topic.

Once you have decided for one topic the first supervisor will be the Professor of the institute and he/she will help you to find a 2nd supervisor (in case of the master thesis). In the JEMES programme the 2nd supervisor must be from a partner university.

Additionally, to find a topic you can have a look on the homepages of the institutes or write the Professors an email. A list of all institutes of the TUHH is displayed on the TUHH homepage. Go to http://www.tu-harburg.de/index_e.html and click on 'institutes'. Institutes indicated with a V (V1 – V9) or a B (B1 – B10) belong to institutes appropriate for JEMES students.

- **Who is responsible for the supervision of my project work/master thesis?**

Project work/master thesis must be supervised by a university teacher at TUHH whose institute is directly involved in the programme. In addition for the master thesis a co-supervisor (teacher from our partner university) is needed.

University teachers of the TUHH who are not directly involved in the study program can supervise the master thesis as well if the examination board has approved. In this case a university teacher at TUHH whose institute is directly involved in the programme needs to be supervisor of the master thesis. Students are welcome to make a suggestion concerning the topic of the thesis.

- **Do I need to register my project work/master thesis?**

Yes, please see Ms Steffen in the examination office before starting your work project /master thesis. In case of the master thesis the date of registration determines the date of submission.

- **Where & when do I need to hand my project work/master thesis in?**

The project work must be handed in to your supervisor. Your supervisor will report the time of issuing and submission to the examination office.

The master thesis must be handed in punctually to the Examination office (Ms Steffen). If the master thesis is not delivered on time, it will count as a fail!

- **Do I need to give a presentation of my project work/master thesis?**

Yes, you do. Students doing their project work are required to give a presentation of the results of their work including a discussion taking about 15 – 30 minutes.

Students doing their master thesis are required to give a presentation of the results of their work taking ca. 30 minutes followed by a discussion taking about 15 – 30 minutes.

- **I plan to go back to TUHH for the 3rd semester but I would like to conduct my thesis with UAB or AAU. Is this possible?**

No, that is not possible. After the second the semester you have to decide if you want to specialise in the management stream or the technology stream. If you come back to TUHH for the 3rd semester you can do your master thesis in UA or TUHH and if you stay in UAB you can choose between UAB and AAU.

For more details please have a look on the mobility structure: <http://www.jemes.eu/pages/curriculum.php>

- **Can the Masters thesis be a continuation of the Project work (if the project is big enough)?**

No, unfortunately this is not possible for students doing their master thesis at the TUHH.

Money and fees

- **As an Erasmus Mundus student when can I receive the first money on my bank account?**

Please note that the first instalment can only be paid on the spot, i.e. after physical arrival of the candidate at the university and completion of all formal inscription procedures.

- **Does the JEMES participation fee cover the General Tuition Fee (Studiengebühren) and the Semester Fee (Semesterbeitrag) at TUHH?**

The TUHH semester contribution is included in the participation fee.

- **What are the fees of the JEMES programme and costs of living for a self-funded student?**

The participation fees amount to 4000 EUR per semester for category A students /1500 EUR per semester for categorie B students. The DAAD estimates the monthly living expenses at least 665 EUR.

You have to pay half of the tuition fee (750 EUR for EU-students / 2000 EUR for Non-EU students) before you arrive and then payment in instalments is necessary, but therefore you have to ask Lúcia Avelar (lucia.avelar@ua.pt).

Another (favourable) possibility is our other international master programme "Environmental Engineering" (study only at TUHH). In this programme the fees amount to 250 (semester contribution) plus 375 EUR (tuition fees) which is a total of 625 EUR per semester. For further information about "Environmental Engineering" please surf at:

http://www.tu-harburg.de/education/master/environmental_engineering/information.html

- **Can I open my bank account in my home country an international bank as City Bank?**

It might not be a good idea to open the bank account in your country, because it's very expensive and when you withdraw at a cash point in Germany you will have extra costs. When you are interested in this please ask by the bank directly.

- **To avoid travel expenses, can I study entire programme at TUHH itself?**

No, you need to do the first semester of the JEMES programme in one stream of the two streams (technical and management stream) and the second semester in the other respectively.

For more details have a look on the mobility structure:

<http://www.jemes.eu/pages/curriculum.php>

In such a case we recommend to have a look at the local Master programme in Environmental Engineering offered at the TUHH which does not require travelling across Europe. Please find further information at:

http://www.tu-harburg.de/education/master/environmental_engineering/index.html

Leaving Germany

- **Is the 'change of perspective' in the second semester optional?
Can I also pass the first, the second and the third semesters in one stream?**

No, the 'change of perspective' is not optional. Students participating in JEMES need to perform the change of perspective in the second semester. It is not possible to pass the first and the second semester in the same stream.

For more details have a look on the mobility structure:

<http://www.jemes.eu/pages/curriculum.php>

- **Do I have to change my address at the student office?**

Yes, you do. Please change your address at the students office (http://www.tu-harburg.de/studium/stud_sek.html) as your transcript records will be send to your new address which cannot be done if you fail make it up to date. Alternatively you may contact International Office (<http://www.tu-harburg.de/education/master/v24.html>) to change your address.

- **Are there any formalities I need to complete before I depart to another university?**

Please change your address at the student office (see above). Other than that there are no required formalities.

- **As I started at the JEMES program at the TUHH this is my home university. Does this mean that my monthly stipend will continue to be deposited in the bank in Germany?**

Yes, your money will continue to be deposited in the German bank account. We are sorry to say that we cannot change the bank account into which your money will be deposited when you leave Germany for another university.