

# fact sheet for exchange students



by **International Office**  
[www.haw-kiel.de/international-office](http://www.haw-kiel.de/international-office)

Full legal name of institution	HAW Kiel - Hochschule für Angewandte Wissenschaften Kiel University of Applied Sciences
ERASMUS code of institution	D KIEL03
PIC	997918056
Head of institution	Prof. Dr. Björn Christensen (President) Prof. Dr. Tobias Hochscherf (Vice President)
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Head of International Office	Ms. Nadine Hackmann
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Courses taught in English	<a href="https://www.haw-kiel.de/en/international/incoming/international-students/exchange-students/">https://www.haw-kiel.de/en/international/incoming/international-students/exchange-students/</a>
Course catalogue	<a href="https://moduldatenbank.haw-kiel.de/en-us/StudySubject">https://moduldatenbank.haw-kiel.de/en-us/StudySubject</a>

## attention

We can only accept students whose participation in the programme has been confirmed by their home university.

Please submit your online application via our mobility online application portal.

### What you need:

- application form
- transcript of records
- language certificate
- proof of university registration
- approved digital learning agreement

## deadlines

	Spring semester	Winter semester
Nomination Visa	01.10	15.04
Nomination No Visa	15.10	01.05
Application Visa	15.10	01.05
Application No Visa	01.11	01.06

# academic calendar

	Winter term	Summer term
Start of semester	Mid of September (start of lectures)	Mid-March (start of lectures)
End of semester	Mid-February (depending on last exam)	Mid-July (depending on last exam)
Introduction days (cumpolsory)	Beginning of September	Beginning of March
Intensive German language course	Beginning of September (10 days)	Beginning of March (10 days)
European Project Semester (EPS)	-	Beginning of March – end of June



# useful websites

HAW Kiel main website	<a href="http://www.haw-kiel.de">www.haw-kiel.de</a>
International Office	<a href="http://www.haw-kiel.de/international-office">www.haw-kiel.de/international-office</a>
Application for exchange students	<a href="http://www.haw-kiel.de/en/international/incoming/international-students/exchange-students/">www.haw-kiel.de/en/international/incoming/international-students/exchange-students/</a>
Academic Calendar	<a href="http://www.haw-kiel.de/en/degree-courses/students/semester-dates/">www.haw-kiel.de/en/degree-courses/students/semester-dates/</a>
Academic Departments	<a href="http://www.haw-kiel.de/en/faculties/">www.haw-kiel.de/en/faculties/</a>
Language Center	<a href="http://www.haw-kiel.de/en/international/international-profile/">www.haw-kiel.de/en/international/international-profile/</a>
Library	<a href="http://www.haw-kiel.de/en/central-library/">www.haw-kiel.de/en/central-library/</a>
Maps	<a href="http://www.haw-kiel.de/en/about-us/contact-directions-site-plans/">www.haw-kiel.de/en/about-us/contact-directions-site-plans/</a>
Kiel	<a href="http://www.kiel.de">www.kiel.de</a>



# arrangements for exchange students

## Contact

International Office  
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Fax : +49-431 210-1810,  
international@haw-kiel.de

Compulsory health insurance	Health insurance must be proven before registration. EC students: Please bring your European insurance card (EHIC). Additional travel insurance and personal liability insurance is recommended.
Visa	EC and US Students do not need a visa to enter the country. Residence permit can be applied for in Kiel (2 passport photos, registration at HAW Kiel, proof of funds or scholarship to cover living expenses in Germany). Other international students are asked to contact the German embassy in their home country. Do not enter with a tourist visa!
Housing	<b>A survey of dormitories in Kiel</b> can be downloaded from our web site. They offer mostly simple single rooms with shared bathroom and kitchen facilities. They do not suit everybody, but they are an easy step to get in touch with German and other foreign students. Costs: approx. 250€ to 300€ per month, plus a one month deposit (in most circumstances). These rooms are usually only available to rent for a complete semester. (September – February/March - August).  The number of dormitory rooms is limited. Reservation should be made as early as possible (the deadlines for applications are set as 15th January and 15th June).
Fees	There are no tuition fees at HAW Kiel. However, all students have to pay an administration fee of approx. 300€ per semester to the student union, which includes free public transport (i.e. bus, ferry and train) in Germany.
Statement of Financial Resources <b>(non-EU students only)</b>	Please bring a statement of your financial resources, demonstrating that there are sufficient funds to cover all expenses of living while staying in Kiel.
Costs of Living per month:	Approximately: 800€



## grading systems and study levels

Kiel University of Applied Sciences uses a **national grading system**.

Full term load per semester: 30 ECTS

A transcript of records will be issued after the completion of all exams and will be sent to the home university.

# recommended language skills

**Language of Instruction:** German, apart from a number of courses in the Business Faculty, the European Project Semester, Globalization and Lifeworld of Young Adults (Faculty of Social Work and Health) and courses in Information Engineering (MSc).

Receiving institution	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
[Erasmus Code]				
D KIEL03	German	English	<a href="http://www.haw-kiel.de/language-requirements">www.haw-kiel.de/language-requirements</a>	C 1

# contact persons for exchange programmes

## Agriculture

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24783 Osterrönnfeld

Prof. Dr. Stepahn  
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## Business Management

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Prof. Dr. Saskia Bochert  
Tel.: +49 431 210 - 3509  
[saskia.bochert@haw-kiel.de](mailto:saskia.bochert@haw-kiel.de) all overseas partnerships



## contact persons for exchange programmes

### Computer Science and Electrical Engineering

Grenzstraße 5  
24149 Kiel

### Mechanical Engineering

Grenzstraße 3  
24149 Kiel

### Social Work and Childhood Education

Sokratesplatz 2  
24149 Kiel

### Nursing and Physiotherapy

Friesenstr. 11  
24534 Neumünster

### Media

Grenzstraße 3  
24149 Kiel

### Civil Engineering

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Early Childhood Education

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## flat-hunting terms to know

On your search for new accommodations you might stumble across a lot of abbreviations. The most important ones are explained below.

### Abschlag

You have to buy part of the furniture from the previous tenant.

### kalt

cold, i.e. heating and other utilities costs have to be paid in addition to the rent.

### Kaution

Deposits - in Germany, it is normal to pay a deposit of up to three months' rent which is refunded at the end of the contract. If any damage has been done, the landlord is allowed to withhold the amount of the money needed for the repairs from the deposit.

### möbliert

The room is fully furnished.

### zzgl. NK

zuzüglich Nebenkosten: i.e. plus utilities charges

### NMM

"Net monthly rent" (heating, electricity, water, etc. are not included)

### teilmöbliert

The room/flat has some furnishing, but not all that might be necessary

### warm

warm, i.e. heating and other utilities costs are included in the rent.

### Zwischenmiete

Sub-letting: The leaser rents the room to another for a specified time, often furnished (usually between 3 and 6 months).

**Good luck with your room search!**

## contact persons: center for languages and intercultural studies