

Dear Student,

MOIN MOIN as we say up here on the Baltic. Welcome to Germany and welcome to Europa-Universität Flensburg!

We are very pleased that you are interested in studying in the northernmost university of Germany. There are many reasons to come to Flensburg:

- to participate in the European ERASMUS+ program,
- to profit from the university's international partnership program,
- to enjoy a small university with an individual and pleasant study atmosphere situated in a charming town,
- to further your academic career by improving your German language skills at the Europa-Universität Flensburg,
- to establish academic relationships to other German institutions for an extended stay in Germany to pursue postgraduate studies or conduct doctoral research,
- to take advantage of our international academic programs offered in Danish, Spanish and English.

With this brochure we will give you the essential information you need for planning your period of study and for general orientation during your first weeks. For other queries which might arise, we invite you to contact our International Center. We hope you will enjoy your stay.

Flensburg, September 2016

Europa-Universität Flensburg

International Center

EB 035 / 031

Auf dem Campus 1

D- 24943 Flensburg

int-center@uni-flensburg.de

Tel: + 49 461 805 2774/2776

Fax:+ 49 461 805 2775

www.uni-flensburg.de

THE CITY OF FLENSBURG

The 700-year-old trading and harbour town of Flensburg is the northernmost town in Germany and with its population of 85,000 the third largest city in the federal state of Schleswig-Holstein. Situated directly on the Danish border and Flensburg Fjord, Flensburg is considered a gateway to Scandinavia and the entire Baltic region. The idea of a united Europe has already been realized here: German and Danish minorities live on both sides of the border.

For a long time, Flensburg has been renowned as Rum city: in the vaults of a former warehouse you can find the only rum museum in Germany. Each year in May Flensburg hosts the Rum Regatta, a major event for historic sailing ships accompanied by a large harbour festival.

From the local Natural History Museum to the Phänomenta Science Centre, Flensburg has a lot of culture to offer. The folk museums in barns and windmills, the castles and Federal State Museum in Schleswig document the past of this northern, cross-cultural zone. The Schleswig Holstein Music Festival (classical) and the Jazz Baltica festival attract international artists and visitors from all over the world.

85,000 residents, 1,900 hectares of fields, forests and meadows, a firth with access to the Baltic Sea, a historic city centre, a harbour city with a cosmopolitan appearance and history and a lot of space for new citizens – that is Flensburg!



EUROPA-UNIVERSITÄT FLENSBURG

The first plans to found a university in the town reach back over 300 years ago when Flensburg was still part of the Kingdom of Denmark. The founding of the Teacher Training College in 1946 marks the beginning of the later university. The first teacher training course started in the winter of 1946/47 with 94 students. Teacher training still forms the main profile of today's university, but the introduction of the Business Management study programs led to the designation Educational University and paved the way to today's Europa-Universität Flensburg. Since winter semester 2002/2003 the university has also physically relocated from the site of the old college.

Our modern campus site is equipped with facilities of the highest technical and multimedia standards. As part of this, the university campus with its landscaped surroundings, refectory and lecture theatre complex is largely equipped with WLAN-access. This means that cordless internet access is possible from every location within the university.

Europa-Universität Flensburg also offers a wide range of attractive leisure and sports activities. There is a fitness centre fitted with state-of-the-art equipment. In a joint assessment exercise conducted across all German universities by the Centre for University Development (CHE) and "Stern" magazine, the sports courses offered on campus by the Europa-Universität Flensburg were evaluated as "top quality".

Taking a virtual tour of the campus is possible via:

<https://www.uni-flensburg.de/portal-die-universitaet/campus/>

SEMESTER DATES

Studies at Europa-Universität Flensburg is organised in semesters.

A semester lasts six months, although courses are generally only held during a four to five-month period. Officially called the 'non-lecture period' or recess (*vorlesungsfreie Zeit*), the semester vacation is the time in which you revise what you have learnt, write seminar papers or do other assignments, or complete practical training periods, and also relax, of course. Please note that we have a semester calendar for International Management which is different from the other study programs.

Academic Year 2016/17 - International Management study program only

Summer Semester 2017	from	to
Official semester dates	01.02.2017	31.07.2017
Lecture period	13.02.2017	02.06.2017
Exam period	30.05.2016	24.06.2016

Winter Semester 2016/17	from	to
Official semester dates	01.08.2016	31.01.2017
Lecture period	12.09.2016	23.12.2016
Exam period	19.12.2016	27.01.2017

Academic Year 2016/17 – all other study programs

Summer Semester 2017	from	to
Official semester dates	01.04.2017	30.09.2017
Lecture period	03.04.2017	15.01.2017

Winter Semester 2016/17	from	to
Official semester dates	01.10.2016	31.03.2017
Lecture period	24.10.2016	13.02.2017
Vacation	23.12.2016	06.01.2017

THE MAIN FIELDS OF STUDY

- ❖ Education Studies/Education Studies (B.A./M.Ed.)
- ❖ European Cultures and Society (B.A.)
- ❖ International Management/International Management Studies (B.A./M.A.)
- ❖ Education in Europe (M.A.)
- ❖ Master of Vocational Education Teaching at Vocational Schools (M.Ed.)
- ❖ Daycare- Management of Early Childhood Education (M.A.)
- ❖ Culture, Language & Media (M.A.)
- ❖ European Studies (M.A.)
- ❖ Energy & Environmental Management for Industrial Countries (M.Eng.)
- ❖ Energy & Environmental Management for Developing Countries (M.Eng.)
- ❖ Health Prevention & Promotion (M.A.)

The German-Danish degree program **International Management** is taught jointly with the University of Southern Denmark. The courses are taught multilingually (German, Danish, English, and Spanish) with an international semester in a third country. A dual German-Danish degree can be gained within the regular length of the study course.

Energy and Environmental Management for Developing Countries is an international postgraduate program taught in English. It trains senior staff in international development work in the key areas of Renewable Energies and Energy & Project Management. The M.A. **European Studies** is also taught in English. It is an interdisciplinary program combining elements of law, economics, sociology, history and philosophy. It leads to an International Master of Arts in European Studies. Both study programs ensure a lively international atmosphere at the university with students from five continents representing more than 70 countries.

The **Culture, Language & Media** Master focuses on the study of cultural modernity in Language and Literature as well as Culture and the Visual Media at the interfaces of the Baltic, North Sea and North Atlantic zones.

EDUCATION STUDIES

The university offers a three-year accredited B.A. program in Education. Students choose two subjects and participate in modules such as education, psychology, sociology, philosophy, statistics and communication. The following subjects can be selected:

- ❖ Textiles & Fashion
- ❖ Art and visual Media
- ❖ Special Education
- ❖ Biology
- ❖ Chemistry
- ❖ Danish
- ❖ English Language
- ❖ English & American Literature
- ❖ German (Literature, Language)
- ❖ Geography
- ❖ German as a Foreign Language
- ❖ History
- ❖ Mathematics
- ❖ Music
- ❖ Physics
- ❖ Politics & Economics
- ❖ Religion (Lutheran, Catholic)
- ❖ Sports
- ❖ Technics
- ❖ Philosophy
- ❖ Health and Nutrition
- ❖ Natural, Social and Local studies

The consecutive **M.Ed.** program in **Education Studies** leads to a teaching qualification for primary and secondary schools.

For further information, contact:

Zentrale Studienberatung
 Leitung: Sabine Kröger
 Erweiterungsbau EB 002-004
 Auf dem Campus 1a
 24943 Flensburg

studienberatung@uni-flensburg.de
 Tel: + 49 461 805 2193
 Fax: + 49 461 805 2816

PREPARATION OF YOUR STAY AT THE UNIVERSITY

- **Application form:** available from the International Coordinator (International Office) at your home university.

- **Arranging for accommodation:** contact [http://www.uni-kiel.de/stwsh/seiten wohnen/wohnen_welcome_engl.html](http://www.uni-kiel.de/stwsh/seiten_wohnen/wohnen_welcome_engl.html), if you have trouble getting a room, you may contact the International Center in Flensburg.

- **Proof of sufficient funds** or official guarantee of financing (*Verpflichtungserklärung*) available at the German embassy or consulate or bank security (€ 670 per month of study). This applies to all students, including EU students.

- **Passport:** the passport must be valid for the whole duration of your stay.

- **Visa:** Foreign students wishing to enter the Federal Republic of Germany require an entry visa for educational purposes (or student entry visa), issued by a diplomatic representation of the Federal Republic of Germany (embassy or consulate) in the student's country of origin and entered into the passport. This regulation does not apply to applicants from EU countries. Prospective students should inquire in detail at an early stage about the visa requirements. They are warned against entering Germany with a tourist visa. A tourist visa cannot be retrospectively converted into a student entry visa or residence permit for educational purposes.

The **entry visa** is issued for three months only and must be converted into an **electronic residence permit (eAT)** at the foreigners' authority (*Ausländerbehörde*). Soon after arrival in Flensburg and at least 8 weeks

before the entry visa expires you should request the **eAT**. The fee for the **eAT** is € 100.

EU students do not need an **entry visa and** an electronic **residence permit (eAT)**.

Documents that may be required when applying for an entry visa:

- a valid passport
- proof of health insurance cover
- proof of sufficient funds (minimum € 720 per month)
- notification of admission/ letter of acceptance from the German university
- one passport photograph
- application documents

Health insurance certificate

In Germany, all students up to the age of 30 are subject to compulsory health insurance (approximately € 82 monthly). If you are from a country that has concluded a bilateral social security agreement with Germany and if you have sufficient health insurance coverage in your home country, you will be exempted from the obligation of insuring yourself with a statutory health insurance scheme for the duration of your course of study in Germany. In order to get exemption, you must bring and submit your EHIC (European Health Insurance Card) or other proof of health insurance in your own country (in English or German).

- Obtain an international student card, youth hostel card, passport photos, etc.
- Contact the International Center with details of **time and place of arrival**.

CHOICE OF COURSES

Selection of courses prior to arrival at Europa-Universität Flensburg is not required for exchange students. However, a provisional study plan (Learning Agreement) should be supplied on application. At Europa-Universität Flensburg there is no formal or centralized course selection for exchange students. All exchange students are responsible for selecting their courses of choice and setting up their own weekly timetables. Exchange students will receive support in this during their orientation week prior to the beginning of lectures.

There is a variety of different types of classes. Seminars (ProS, S, HS) require regular attendance and either a written exam or a longer paper. Exercises and practical courses (*Übungen* - Ü) focus on practical work. Lectures (*Vorlesungen* - V) are straight lectures not necessarily requiring written work of students.

Credit points within the European Credit Transfer System (ECTS) are awarded according to area of study.

Exchange students should select a minimum of four *Seminare* or *Übungen*, the German language course for exchange students, and other classes according to the requirements of their home university. The average work load in Germany is 30 ECTS per semester.

TRAVEL ARRANGEMENTS

How to get from HAMBURG AIRPORT TO HAMBURG MAIN TRAIN STATION:

By suburban train

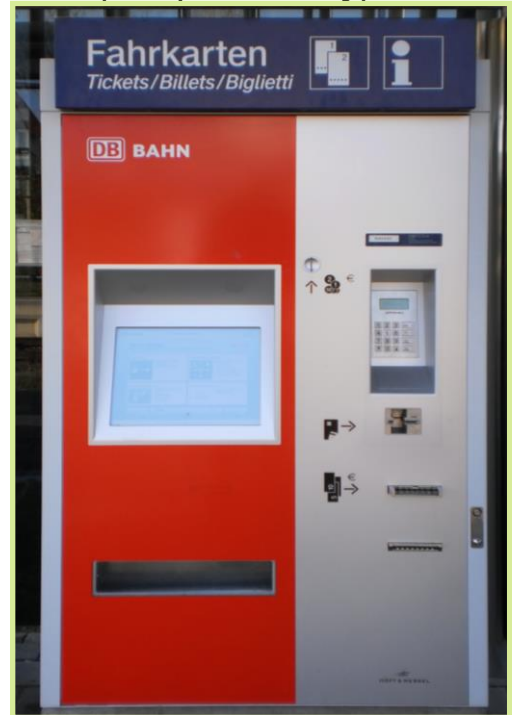
Hamburg Airport (*S-Bahn*) station is located directly in front of the terminals. Take *S-Bahn* line **S1**, which operates every 10 minutes between Hamburg Airport (*Flughafen*) and Hamburg main train station (*Hauptbahnhof*). Check for schedule <http://www.hvv.de/>

- Travel time: approx. 25 minutes
- Fare: € 3.20 (one-way p.P.)

By taxi

- Travel Tme: approx. 30 mins.
- Fare: approx. € 25

ADVICE: Contact your student host upon arrival at Hamburg airport!



Ticket Machine for suburban (*S Bahn*) and regional trains

How to get from HAMBURG TO FLENSBURG

By train

Trains to Flensburg depart from Hamburg main train station (*Hauptbahnhof*). Tickets can be obtained from a DB (Deutsche Bahn) ticket machine at the station.

- Travel time: approx. 2 to 2.5 hours
- Fare: single ticket approx. € 28
- The *Schleswig-Holstein-Ticket* (single or group ticket for 1-5 people): € 28- € 40 (You cannot use the ticket in a bus in Flensburg)

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

By bus

Flixbus/MeinFernbus leaves from Hamburg Central Bus Station (ZOB), located next to the main train station (*Hauptbahnhof*).

- Travel time: approx. 2.5 hours
- Fare: from € 7



Note: Buy online; ticket will be more expensive on the bus!

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



By shuttle service

MINICAR NORD, Tel. 04121 750 642, Mobile: 0176 486 88 99 0

You can book a shuttle service from the Airport to Flensburg. The minimum fee is approx. € 185.

Exchange students should contact the International Center as soon as possible after their arrival.

Note: The distance from Hamburg airport to Europa-Universität Flensburg is 153 km.

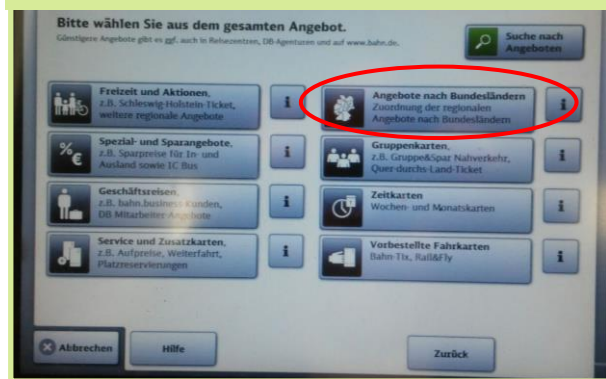
Buying a SCHLESWIG HOLSTEIN TICKET—Step by Step

Step 1



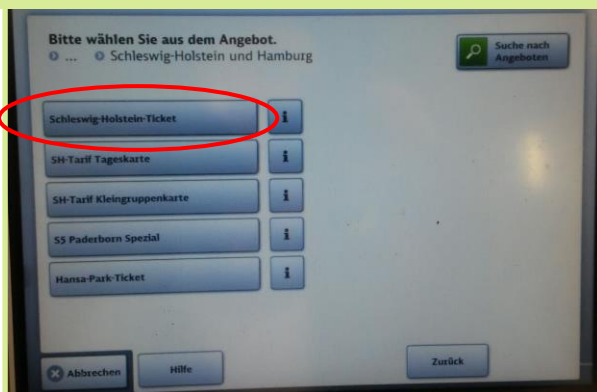
Step 1: Select „Gesamtes Angebot“

Step 2



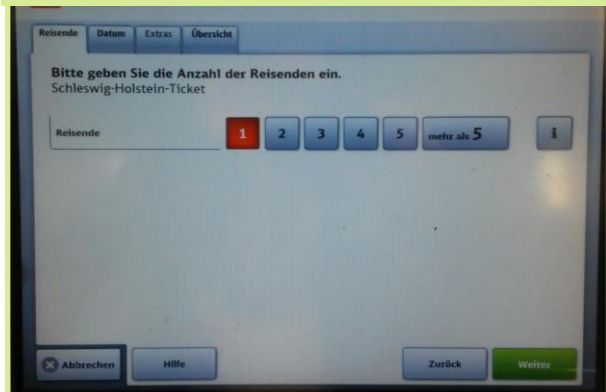
Step 2: Choose „Angebote nach Bundesländern“

Step 3



Step 3: Select „Schleswig-Holstein-Ticket“

Step 4



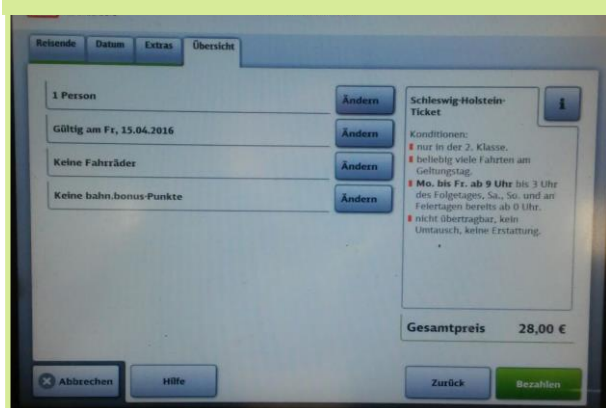
Step 4: Choose the number of people travelling

Step 5



Step 5: Select departure day

Step 6



Step 6: Pay for ticket

GETTING AROUND FLENSBURG

How to get from FLENSBURG TRAIN STATION TO THE EUF CAMPUS

Upon arrival in Flensburg train station you may take buses No. 1 (to city centre) and No. 5 (to Campus/Universität or city centre) departing in front of the train station. If you prefer to take a taxi, we recommend using a SUPERCAR/MINICAR which is one of the cheapest available (€ 2.00 for the taxi to come plus € 1.50 for every subsequent kilometre) and can be ordered at the SUPERCAR/MINICAR office near the exit from the station.

How to get from FLENSBURG TRAIN STATION TO ZENTRALER OMNIBUSBAHNHOF (ZOB)

By bus

From Flensburg train station you can take bus No. 1 or No. 5B to the central bus station (ZOB) departing from in front of the train station.

Note: If you take bus No. 5 make sure you take the direction towards City Centre/ZOB (5B) and NOT towards the Campus (5A), unless you need to go directly to the Main Campus.



Zentraler Omnibusbahnhof (ZOB) - central bus station

Bus schedule: <http://aktiv-bus.de/fahrplan/linienfahrplaene/pdf/Linie-1.pdf>

By taxi

Taxis from different companies can be found in front of the main train station.

On foot

Walking to the city centre takes approx. 16 minutes

Note: See map on the back for directions.

Transport from FLENSBURG ZOB TO EUF CAMPUS

By bus

Bus No. 4 or bus No. 5A from city centre (ZOB Flensburg) to “*Campus Universität*” (near EB building) Frequency: every 9-11 minutes.

Travel time: approx. 15 minutes

Fare: € 2.10 (one-way p.P.) / € 6.20 (for one-day ticket p.P.) / € 9,50 (for 5 tickets)

Note: 5 tickets can only be obtained at the “Mobilitätszentrale”, which is located in Holmpassage. Please use the entrance near the central bus station (ZOB, see foto).

By taxi

Travel time: approx. 5-10 mins.

Fare: approx. € 8



„Mobilitätszentrale“ at Holmpassage, entry ZOB

YOUR FIRST WEEK IN FLENSBURG

Incoming students are assigned **student hosts/hostesses**, who will be in touch with you by E-mail even before you arrive in Flensburg. These students will assist you with German registration, university matriculation and practical orientation. Prior to the beginning of classes each semester, the International Center organises an **orientation week** for foreign exchange students to familiarize them with the university and life in Flensburg and Germany. There will be a tour of Flensburg and a daytrip as well as a welcome evening in town. The following points will be dealt with:

BANK ACCOUNT

Documents required:

- passport (valid visa)
- letter of acceptance
- rental contract

Things to do:

- open bank account
- transfer of student services fee to Studentenwerk (€ 100)
- transfer rent for the first month and deposit

HEALTH INSURANCE

Documents required:

- passport
- letter of acceptance
- bank account
- local address
- copy of European health insurance card (if applicable)
- copy of original documents of health insurance
- photo

Things to do:

- obtain German health insurance or
- obtain exemption from German health insurance by presenting your EHIC (European Health Insurance Card) or other proof of health

MATRICULATION (REGISTRATION) AT THE UNIVERSITY

Documents required:

- Application form
- Proof of German health insurance or proof of exemption,
- Proof of payment of student services fee € 100

In Germany each student has to pay a student services fee. In Flensburg this is raised by *Studentenwerk Schleswig-Holstein*, an organisation which provides social facilities, e.g. the student refectory, halls of residence and consulting services. The contribution to *Studentenwerk Schleswig-Holstein* comes to € 55 per semester plus € 9 for AStA (*Student Union*) and € 36 for the semester bus ticket (total amount: € 100). The semester ticket entitles you to free bus travel within the city of Flensburg for the duration of one semester.

On completion of matriculation each student is issued with a student ID and the semester ticket.

REGISTRATION OF RESIDENCE/ADDRESS (BÜRGERBÜRO IN CITY HALL)

Documents required:

- proof of matriculation/student ID card or letter of acceptance
- passport
- rental contract

All students must register their residence in Flensburg.

ELECTRONIC RESIDENCE PERMIT (eAT)

Non-EU students must register at the foreigners' authority (*Ausländerbehörde*) within 7 days of their arrival to obtain an **electronic residence permit (eAT)**. The residence permit costs € 100 and the extensions € 80. The application process may take up to 2 months. The eAT is issued as a separate document in credit-card format incorporating a number of electronic functions. It contains a contactless chip carrying personal data, biometric characteristics (photo; two fingerprints from individuals aged 6 or over) and any additional provisions pertaining to the cardholder. It also contains electronic proof of identity and offers an electronic signature function.

Documents required:

- valid passport
- proof of health insurance cover
- proof of sufficient funds (minimum € 720 per month)
- notification of admission/ letter of acceptance from the German university
- one biometric passport photograph
- application documents (registration form)
- rental contract

EU students must register in City Hall only. The foreigners' authority will automatically receive their names from City Hall.



WHAT TO DO OR NOTE DURING YOUR STAY IN FLENSBURG

Student Card (Student ID)

After enrolment you will receive a computer printout (*Leporello*) by post together with the permanent student card. The Europa-Universität Flensburg student card may be used to obtain tickets at reduced prices, e.g. for buses, theatre, concerts, etc.

Identity Card

In Germany, all persons over the age of 16 must carry their identity card or passport with them at all times.

Internet Access/W-Lan

For study purposes, students at Europa-Universität Flensburg can use the Internet free of charge all over the campus. When enrolling, the student automatically applies for a user account. Remember that you will not have W-Lan access until you are officially matriculated at the University (this may take up to 2 weeks).

Internet Access/Eduroam

The Europa Universität Flensburg is participating in the international roaming service for users in research and further education called eduroam (education roaming). In case your home university is participating in the eduroam program and your device (laptop, smartphone, etc.) is adjusted to use eduroam-network, you will be able to access the eduroam-network at Europa Universität Flensburg automatically.

Internet Cafes

Jegatha Parameswaran SHAN24 Intel Cafe

Rathausstr. 7, 24937 Flensburg
Tel. 0461/5205019

bitsundbytes

Norderstr. 117, 24939 Flensburg
Tel. 0461 / 49359988

Internet-Café im Zuckerspeicher

Große Straße 69, 24937 Flensburg
Tel. 0461/840 11 88

Internet-Café Web Communication

Glücksburger Straße 51, 24943 Flensburg
Tel. 0461/313 29 89

Hotspots in Flensburg (they charge a fee)

Central Hotel

Neumarkt 1 Flensburg

Hotel Berlin

Flensburg, Schleswiger Str.

Jugendherberge

Flensburg, Fichtestr.

Technologie-Zentrum Flensburg

Lise-Meitnetstr.

Stadtbücherei

Lessesaal

Flensburg Galerie

Hotspots in Flensburg (free of charge)**Börsenkeller**

Kometel (Versatel)

Flensburg Nordermarkt

Cafe Central

Versatel

Flensburg Nordermarkt

ZIMT: Centre for Information- & Media Technology

Consultation Hours 7:45-17:00 in HG 244

There are three computer labs (Mo-Fr 7:00 -22:00)

- main building HG 240
- Munketoft MS 128
- Erweiterungsbau EB 062

To access the terminals, you need:

Username: matriculation number (example 123456)

Password: date of birth (example 05-05-1905)

AStA (Allgemeiner Studierenden Ausschuss)

To make print-outs you need to open a print account in the office of the student union (AStA) in main building HG 056.

Office hours: Monday – Thursday: 9:45 – 12:45

Copy cards to be used with the university's copy machines can be bought here as well, or in the "Poststelle" in the main building. Starting in WiSe 2013 you can also use the Campus Card to make photocopies. Public copy shops can be found in Bahnhofstr. 36 www.copy-laden.net

Change of address

If you change your place of residence during your stay in Flensburg, you must report to the Registry Office or foreigners' authority responsible for your new location. The office will change the address stored on your chip and on the visible part of the card.

You must also report your new address immediately to the "Studentensekretariat" (Registration Office), Building EB, room 018.

Exchange students should also inform the International Center and their home university or college.

Please do not forget to notify any other institution which may need your address, e.g. bank, library.

Re-Matriculation (Rückmeldung)

Students spending more than one semester at Europa-Universität Flensburg must re-matriculate at the end of the class period of each semester; otherwise they will lose their student status. For re-matriculation you just have to pay the semester fee to the Student Services stating your matriculation number and study semester.

Förde-Sparkasse Kiel

IBAN-Nummer: DE68 2105 0170 0025 0018 50

BIC-/SWIFT-Code: HSHNDEH1KIE

Reference: student number e.g. 123456

The **deadlines** for re-matriculation are:

International Management study programs:

31.12. for the following summer semester

30.06. for the following winter semester

All other study programs:

15.01. for the following summer semester

15.07. for the following winter semester

Students who miss the deadline cannot be re-matriculated.



Registration in the city

Flensburger Bürgerbüro Rathausplatz 1 24937 Flensburg Tel.: +49 461 852124 www.flensburg.de	Office hours: Monday 7:30 – 16:00 Tuesday 7:30 – 13:00 Wednesday 7:30 – 13:00 Thursday 7:30 – 19:00 Friday 7:30 – 12:30
--	--

Visa/Residence permit

Stadtverwaltung Flensburg (Rathaus) Rathausplatz 1 24937 Flensburg Ausländerangelegenheiten (Basement) Responsible for students' concerns Rebecca Sampeney Tel.: +49 461 852403 e-mail: sampeney.rebecca@stadt.flensburg.de	Office hours: Monday & Friday: 8:30 – 12:00 Thursday: 7:30 – 12:00 14:00 – 17:30
---	--



LIVING IN FLENSBURG

COST OF LIVING

The cost of living is generally slightly lower than in major German cities. Students are recommended to budget for a minimum of € 550 to € 700 monthly, including rent. Breakfast, lunch and snacks are available in the main campus refectory (*Mensa*) open daily weekdays from 8:30 to 16:00. Lunch is served in the times from 11:15 – 14:00. The menu includes vegetarian dishes daily.

Initial one-off costs

Transport from Hamburg (airport) to Flensburg	approx. € 40 (shuttle + train)
Accommodation deposit (will be refunded by the end of your stay if your room is ok)	€ 300
Rent for September (if applicable)	€ 200-240
Contribution to Student Services (semester fee)	€ 100
Basics (bed linen, cutlery/china, toiletries)	€ 50
Telephone card	€ 30
Intensive language course	€ 20

Approximate monthly costs

Rent - room in student halls of residence or private accommodation	€ 200-240 € 220-350
Food (minimum!)	€ 250-300
Health Insurance (if required)	€ 90

Additional costs may occur for

Travel within Germany

Books and materials (150€)

Leisure activities (Sport, etc.)

ACCOMODATION

Halls of residence

There are three halls of residence in Flensburg run by the *'Studentenwerk Schleswig-Holstein'*:



Wohnheim "Norderburse"

Prof.-Mensing-Str.1, D-24937 Flensburg

64 single rooms (11-15 m²) in 2 - 4 room units, average rent € 187 per month incl., furnished.

Distance to university: 3 km

Distance to city centre: 1.5 km



Wohnheim "Auf dem Campus"

Thomas-Fincke Str. 3-5, D-24943 Flensburg

140 single rooms in 4-room units

(apartments), average rent € 225 per

month incl., furnished. Situated on campus

Distance to city centre: 1.5 km



Wohnheim "Sandberg"

Kanzleistrasse 77-85b, D-24943 Flensburg

Two, three or four bedroom flats with single bedrooms, average rent € 205 per month incl., some unfurnished.

Situated on campus

Distance to city centre: 1.5 km

All halls of residence comprise self-catering accommodation with shared kitchen and cooking facilities. Some

rooms have private facilities. Students must supply their own bed linen and towels as well as dishes and kitchenware (pots, pans, etc.).

Room bookings are made directly with the Student Services (*'Studentenwerk Schleswig-Holstein'*) on a **12-month or 6-month basis**. Late applications for Halls of Residence rooms may not be successful (please check deadlines on their website).

**Accommodation deposit (refundable at the end of rental period):
€ 300 payable upon arrival.**

To apply directly, please contact:

Studentenwerk Schleswig-Holstein

Steenbeker Weg 20

D -24106 Kiel

Tel.: +49-431-8816-317

Or: www.uni-kiel.de/stwsh

For further information, also see:

www.studentenwerk-s-h.de

Bank account for rent

Studentenwerk Schleswig-Holstein

Förde Sparkasse

IBAN: DE82 2105 0170 0000

860044

BIC: NOLADE21KIE

Private Accomodation

A furnished room in a shared student flat (*Wohngemeinschaft*) is difficult to arrange (from approx. € 200 incl. per month). Small flats with 2-3 rooms for families or student groups are let unfurnished (€ 250- € 425 basic).

The University Student Union (*AStA*) keeps a list with accommodation to let and offers help finding private accommodation within Flensburg.

To apply, please contact:

AStA-Büro

Auf dem Campus 1

D-24943 Flensburg

Tel.: +49 (0) 461 8052133

E-Mail: asta@uni-flensburg.de

www.uni-flensburg.de/asta

<http://flensburg-studieren.de/de/service/anzeigen/wohnung/angebot>

GEZ LICENSE FEE

For €17.50* per month the licence fee covers all public service broadcasting programmes over all means of distributions. It also ensures that there will be a varied and freely available programme for all citizens in the future.

Today it is perfectly normal to listen to the radio on your smartphone or to watch TV on your tablet computer. Modern technical devices offer an increasing number of functions and change the way in which we use media content. The licence fee does not depend on the number of devices you own and covers all services offered by public service broadcasting on all distribution channels. It does not matter how many people live at one residence and how many devices they own - Whether you live on your own or in a share flat- a simple rule applies:

The logo for GEZ (German Entertainment Fee) is displayed in a large, bold, green font. The letters 'G', 'E', and 'Z' are all in the same size and weight, with a period following the 'Z'. The logo is positioned to the right of the main text block.

ONE RESIDENCE - One Fee: 17,50€

The licence fee of € 17.50* per month is payable for rooms in student halls of residence that are accessed via a public corridor. Single Rooms count as a residence - regardless of whether they have their own bathroom or kitchen.

If you live in a room of a shared flat in a student hall of residence, only one person per shared flat needs to pay the licence fee. However, this is only the case if the shared flat is separated from a public corridor or stairwell by a door and only those living in the flat have a key for the door. You can find the forms to register and de-register at www.rundfunkbeitrag.de.

Shared flats benefit in particular. For example, four people sharing a flat only pay one fee in total: € 17.50* per month regardless of the number of radios, televisions, computers or smartphones they have.

LAST MINUTE ACCOMODATION

For late arrivals at short notice Flensburg Youth Hostels offer Bed & Breakfast from € 16 -17 per day (non-members).

Jugendherberge Flensburg

Fichtestr. 16

D -24943 Flensburg

Tel.: +49 (0) 461 37742

E-mail:

jhflensburg@djh-nordmark.de



Hostel Flensburg

Zur Exe 23

24937 Flensburg

☎+49 (0)461 - 90 90 833

📠+49 (0)461 - 90 90 834

E-Mail:

info@hostel-flensburg.de



FLENSBED

Hostel- & Boardinghouse

Bahnhofstr. 28

24937 Flensburg

☎+49 (0)461 80728510

📠+49 (0)461 80728511

E-Mail:

info@flensbed.de

www.flensbed.de



UNIVERSITY FACILITIES

Main Cafeteria (*Mensa*)

There is a main cafeteria on the main campus as well as on the campus “Munketoft”. In the Mensa the campus card has now been introduced to reduce the waiting time at the checkout.

Cash payment will be charged a higher guest price. The campus card can be simply recharged with cash or by debit card. Cost € 15 (€ 7,5 deposit and € 7,5 credit).



Open	Monday - Thursday	8:30	16:30
	Friday	8:30	14:00
	Hot lunches	11:30	14:00

Campus Suite

The Coffee Shop “Campus Suite” is situated in the New Building (EB) of the University.



Library

The university library is located on the main campus.

Open: Monday - Friday
8:00 – 21:00
Saturday
10:00 – 18:00

Tel: +49 (0) 461 805 2916

Internet: www.zhb-flensburg.de,

E-mail: info@zhb-flensburg.de



Books can be borrowed for three weeks, except those from the reserve books section and magazines. A fine has to be paid for each day the period of loan is exceeded. The use of the library facilities is free of charge and students register by presenting their passports or student ID. Introductory tours of the library are offered at the beginning of every semester.

ELECTRONIC DATA PROCESSING

Three computer rooms are located on the main campus, providing computers with internet access and e-mail. There are also some PCs for student use in the university library. Students are entitled to use this service after matriculation.

NON-ACADEMIC AND LEISURE ACTIVITIES

Student Union (AStA)

AStA (Allgemeiner Studierendenausschuss) is the representative body of all matriculated students. It is operated by students on a voluntary basis. The AStA office is located in the entrance hall of the main building. There you can buy photocopy cards, paper, overhead transparencies, International Student Identification Cards (ISIC), etc. AStA is divided into several departments dealing with cultural, social, international, environmental and political affairs and offering practical advice and help in matters of housing

and accommodation as well as social, legal and financial issues. It organizes beginning of semester parties and other events and runs the AStA bookshop (which is also situated on the ground floor of the main building).

Student representatives are elected and organised in departmental groups (*Fachschaften*) and can be contacted for information on the department and the course of study as well as specific classes. For further information, see the notice boards of the various departments.

Sports

Every semester a variety of courses is offered by the *Sportzentrum*. Courses are open to all members of the university. A membership can be obtained for € 40/semester without the fitness gym. The schedules and locations are displayed on the notice boards in the university buildings or at the homepage of our university. (<http://www.uni-flensburg.de/sportzentrum/>). Courses include: Aerobics, Aikido, Badminton, Basketball, Beach Volleyball, Fencing, Floor Ball, Football, Gymnastics, Handball, Hockey, Indoor Cycling, Irish Dance, Jazz Dance, Judo, Karate, Lambada, Mountain-bike Training, Power Yoga, Gi-gong, Salsa, Self Defence for Women, Sailing, Taekwondo, Tai Chi, Tango, Table Tennis, Volleyball, Yoga, etc. If you wish to use the fitness gym or participate in sailing or skiing an additional fee will be charged.

Contact:

Sportzentrum

Campusallee 2

D-24943 Flensburg

Telephone: +49 (0) 461 805 2711

Telefax: +49 (0) 461 805 2571

www.uni-flensburg.de/sportzentrum



PUBLIC SERVICES IN AND AROUND FLENSBURG

Travelling by bus in Flensburg:

Flensburg has three main bus companies operating in Flensburg. The Aktiv-Bus GmbH which operates number 1-7, the AFAG operating the services 10-15 and the Autokraft. The semester ticket is only valid in the busses of Aktiv-Bus and AFAG services and bus service no.21.

Busses in Flensburg operate mostly every 20 minutes and will only operate until about 23:00. From 20:00 on the busses will operate only once every hour.

There are two night buses. Number 1 operates between 1:00 and 3:00 on Saturday nights from the Central Bus Station towards *Weiche* and *Friedenshügel* (where Norderburse is located) and the other one operates at the same time from the Central Bus Station towards *Twedter Plack* which is close to *Solitüde* and back.

For timetables and further information see the following links:

www.aktiv-bus.de/

www.afagbus.de/

www.autokraft.de/

www.nah-sh.de

Deutsche Bahn (German railway)

If you are planning to go on some short trips within Germany, note the following offers of the Deutsche Bahn which help you to travel cheaper.

There are three types of tickets for groups:

1. **Länderticket (Regional ticket):** this allows you to travel with a maximum of 5 people through the region, in our case through Schleswig-Holstein from € 28 for one person to € 40 for 5 people. It is valid for one day from 9:00 to 3:00 the next morning.

2. **Sparpreis Ticket:** It costs € 29 and you can travel everywhere in Germany, when travelling with another person it costs €49. Subject to availability (bookings need to be made well in advance, online only).
3. **Schönes-Wochenende-Ticket:** You can travel everywhere in Germany with a group of 5 people wherever you like it costs € 44, can be only used between Saturday and Sunday (from midnight).

Be aware: with those tickets you are only allowed to travel with the so-called *Nahverkehr* (local trains) and not *Fernverkehrzüge* (long-distance trains) like IC and ICE. But we recommend you check again before you buy a ticket.

If you travel by yourself, you can try to get a **Sparpreis Ticket** which costs from € 29 plus. You just have to check if there are still tickets available on the route you are planning to take. The difference between this ticket and the normal ticket is that you are restricted to the trains you have booked. So once you have bought your ticket, you have to take exactly the trains specified on your tickets.

For further information and train schedules, see:
www.die-bahn.de



FLENSBURG CULTURE - Museums and Exhibitions in Flensburg

Harbour Museum (*Museumshafen*)

It is located right at the Flensburg's Fjord. Traditional sailing boats and historical watercraft are taken care of and renewed here.

You can get further information on their homepage:

www.museumshafen-flensburg.de

Museumsberg Flensburg

The Museumsberg consists of two buildings, the Heinrich-Sauermann house and the Hans-Christiansen house. On an exhibition area of 3000 square meters, you can get a thorough insight into Schleswig's history of arts and culture.

For further information, see:

www.museumsberg-flensburg.de

Flensburg's Shipping Museum (Schiffahrtsmuseum)

You will see a wide range of different kind of ships, marine maps and instruments for maritime navigation when you go for a visit to the shipping museum. It describes approx. 700 years of Flensburg's shipping history. In the basement you find the Rum Museum, which documents Flensburg's rum trading and producing history, which brought wealth to Flensburg's business people in the past.

Flensburg's steam boat Alexandra (Salondampfer Alexandra)

The steam vessel Alexandra is a saloon steaming boat and was built in 1908. It is the only passenger steam boat which still goes to sea in Germany.

For further information, see:

www.dampfer-alexandra.de

Science Museum (*Naturwissenschaftliches Museum*)

The Science museum is also located at the Museumsberg and exhibits the geological history, as well the history of the world of animals and plants in Schleswig-Holstein.

Phänomenta Science Centre

In this interactive science centre adults and children can try out the wide range of experiments which the Phänomenta offers on different scientific topics. There are more than 150 stations with experiments.

Getting active and trying out is the aim of Phänomenta Centre, where science holds many surprises for you.

For further information see: www.phaenomenta-flensburg.de



FLENSBURG THEATERS AND CINEMAS

Schleswig-Holsteinisches Landestheater u. Sinfonieorchester

Rathausstr.22, 24937 Flensburg, Tel.: (0) 461 141000

www.sh-landestheater.de

Orpheus Theater

Marienstr.1, 24937 Flensburg, Tel.: (0) 461 23168

www.orpheustheater.de

Theaterwerkstatt Pilkentafel

Pilkentafel 2, 24939 Flensburg, Tel.: (0) 461 182841

www.pilkentafel.de

Niederdeutsche Bühne

Augustastr. 3-5, 24937 Flensburg, Tel.: (0) 461 13790

www.niederdeutschebuehne.de

UCI Kinowelt Flensburg

Once a month movies in non-dubbed versions are presented.

<http://www.uci-kinowelt.de/>

51-Stufen-Kino

This cinema shows classics and older movies. You can see the programm at:

www.51stufen.de

WHAT ELSE TO DO IN FLENSBURG

A small selection of Flensburg's Cafes and Bars:

Café Extrablatt

It is located in Große Straße between Rathausstraße and Nordermarkt. They offer everything from breakfast buffet to dinners, and are famous for their special cocktail prices during their "Happy Cocktail" time. Every day from 19:00 every cocktail costs € 4.45.

For further information, see:

www.cafe-extrablatt.com

Café Barista

Café Gabo is a small and cosy café with excellent cake.

www.barista-flensburg.de

Café Kritz

It is also located at Nordermarkt and like Extrablatt serves everything from breakfast to dinners. It is always quite busy at weekend nights.

For further information, see:

www.kritz.de

FLENSBURG NIGHT LIFE

MAXdisco

Every Thursday is midmax student night. Students have free entrance until 00:30. The disco is also used as a concert hall.

<http://www.max-flensburg.de/>



www.phono-flensburg.de



Kühlhaus

Disco as well as concert hall. Every Wednesday students have free entrance (alternative Wednesday: Indie & Rock)

<http://www.kuehlhaus.net/index.php>



Kaffeehaus

During day time Flensburg's Kaffeehaus is a coffee shop – at night it turns into a club with changing music styles.

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

GENERAL INFORMATION

Dictionary

Auto	car
bitte	please
Bitte. / Gern geschehen.	You're welcome.
Wo ist der Bus?	Where is the bus?
Danke.	Thank you.
Flughafen	airport
Hallo, mein Name ist ...	Hello, my name is ...
(Haupt-)bahnhof	(main) station
Hilfe / Ich brauche Hilfe.	help / I need help.
Ich würde gerne...	I would like to...
Kann ich Ihnen helfen?	Can I help you?
Wie viel kostet ...?	How much is/are...?
Zentraler Omnibusbahnhof (ZOB)	Central Bus Station

In case of an emergency

Police: 110

Ambulance: 112

Taxi: 0461 2 22 23

0461 2 88 00

0461 3 33 33

Diako Hospital (Emergency)

Address: *Marienhölungsweg 2*, 24939 Flensburg

Telefon:0461 81201

Contact at EUF

International Center

Tel.: +49 461 805 2070

Fax: +49 461 805 2775

int-center@uni-flensburg.de

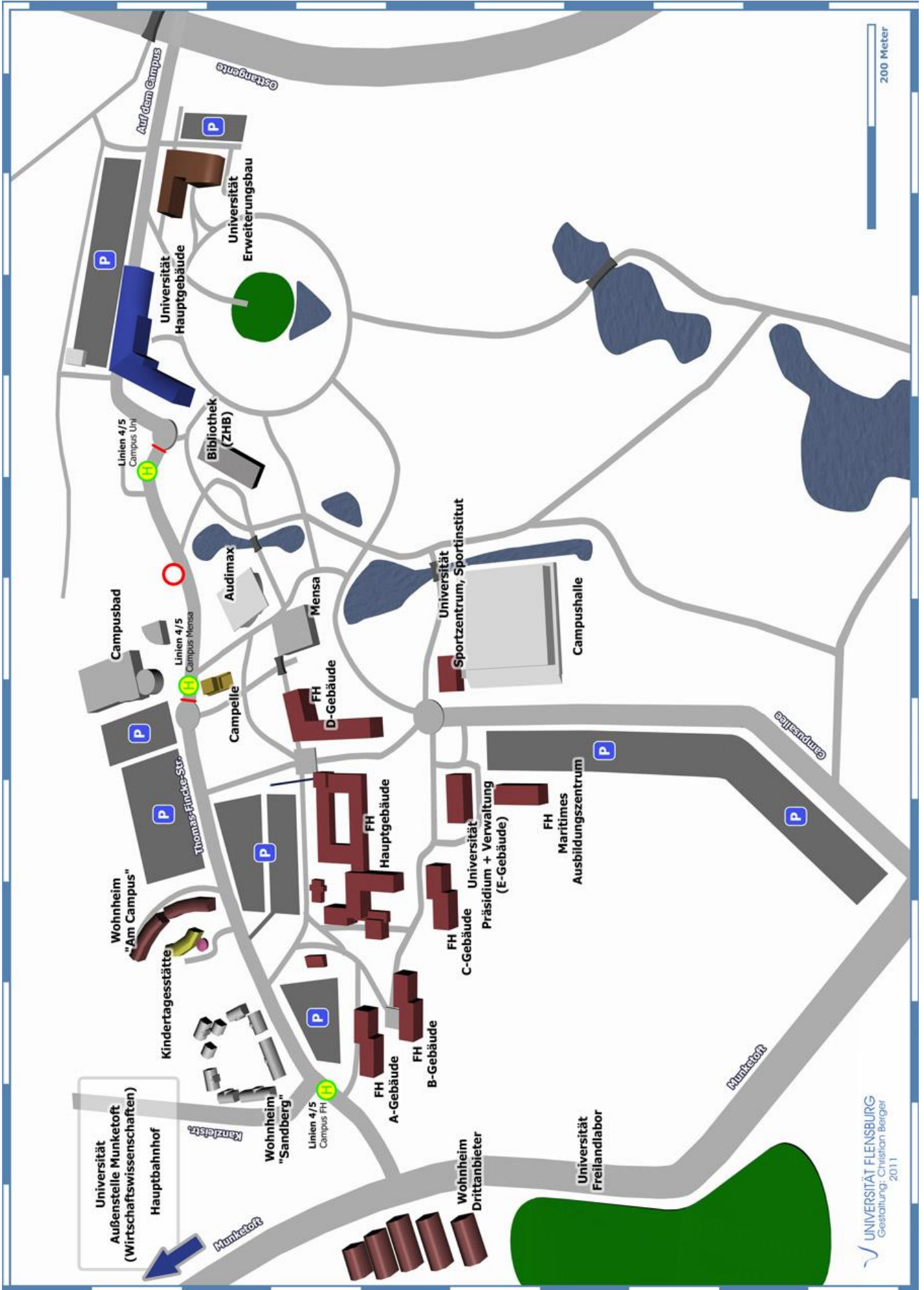
Erweiterungsbau - EB 034

BEFORE LEAVING FLENSBURG

When your stay in Flensburg is coming to an end, we ask you to remember the following points. A couple of days before you are planning to leave Flensburg you have to:

- collect your (Erasmus+) Confirmation Letter** at the International Center (only EU students). Tuesdays between 9:00-12:00 a couple of days before departure.
- request all certificates/grades** from the professors/instructors and ask them to send them to the International Center. With the grades then we can write the transcript of records and send them to your International Office.
- send us an email with** your personal data to be included in the Transcript and the updated list of courses taken here
- ex-matriculate** at the Registration Office (Building EB, room 018)
- de-register** at the Residence Registration Office, Town Hall, Flensburg
- close bank account**
- de-register** with German **insurance company**, if applicable
- vacate your room** promptly at the student hall of residence, leaving it in a clean state for the next occupant, and return key to caretaker (*Hausmeister*). The Student Services Organisation (*Studentenwerk*) has the right to deduct money from your deposit if repairs, replacements, or additional cleaning services are required.
- check** if there are any tasks to be completed or bills to be settled (e.g. books to return to the library, a telephone bill to pay, etc.).

CAMPUS MAP



FLENSBURG CITY MAP

