



# International Student Handbook

# Content

- Welcome letter
- Studying at the Nordhausen University of Applied Sciences
- Structure of higher education
- Registering for exams
- Credits and grading system
- Arriving in Nordhausen
- Semester contribution
- Health insurance
- Reporting your stay at the resident registration office
- Enrolment
- Student ID card (Thoska)
- Proof of financial resources
- Blocked account
- Visa and residence permit
- Accommodation (student dorms/ private accommodation)
- Public transportation in Nordhausen and Thuringia
- Helpful services



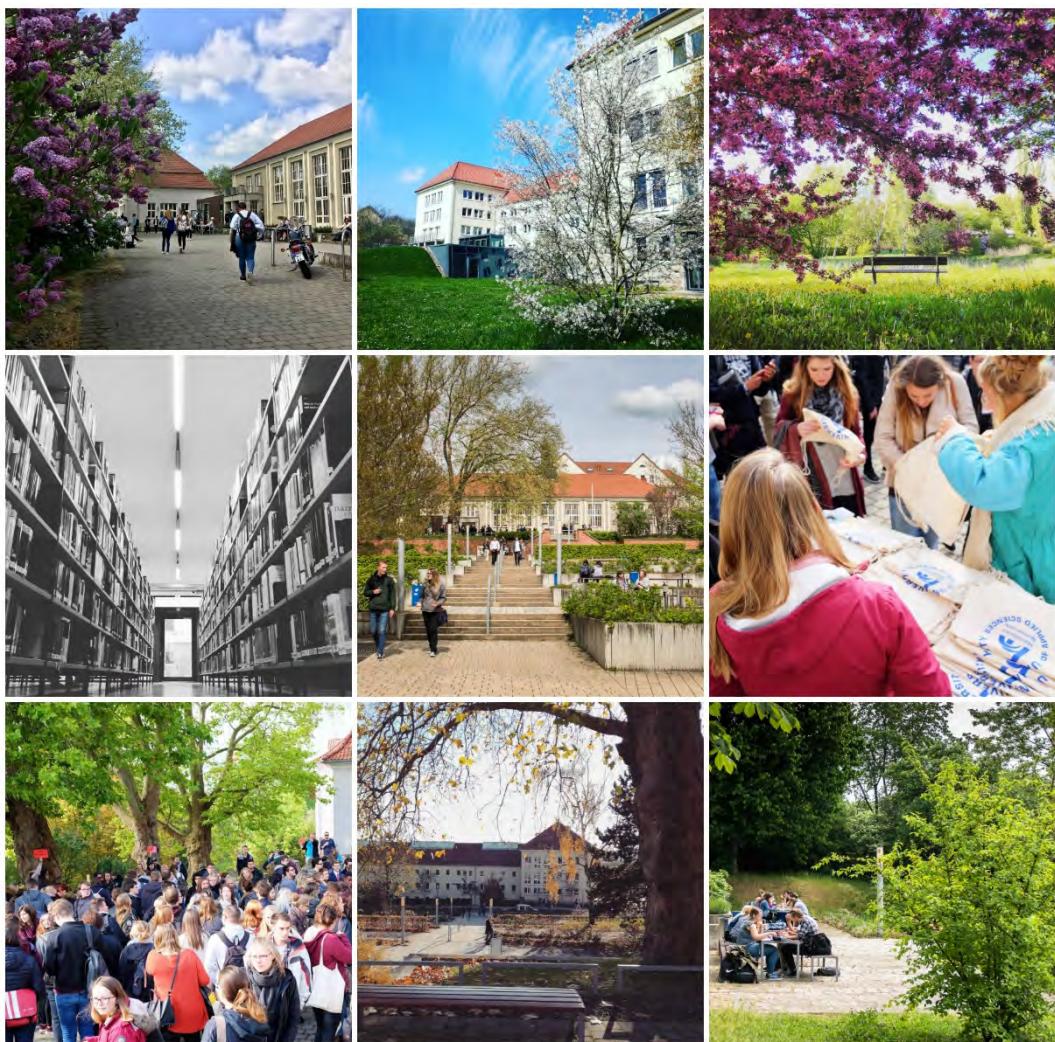
Dear student,

## Welcome to the Nordhausen University of Applied Sciences!

We are delighted that you have chosen to study at our university. This guide will help you prepare for your stay in Nordhausen, as well as for your studies. It contains essential information that will enable you to have a smooth and comfortable transition to your new surroundings.

Whether you are joining us for one, two or more semester(s), we look forward to welcoming you and wish you an enjoyable stay.

Your International Office



# Studying at the Nordhausen University of Applied Sciences

The Nordhausen University of Applied Sciences (Hochschule Nordhausen, also referred to as HSN) is a **young, modern, future-oriented** educational institution. With cutting-edge technologies and highly qualified teaching staff, the academic training it provides is in a class of its own.

The university's pleasantly small size will allow you to get to know your fellow students and lecturers personally, which means you will always be able to find someone to answer any questions you may have.

As the classrooms and lecture halls are relatively close together, one never has to walk very far to reach one's destination, hence there is always plenty of time to grab a coffee during breaks. The green campus also offers lots of open space and grassy areas that are perfect for enjoying the sunshine and relaxing between lectures.



# Structure of higher education

The Nordhausen University of Applied Sciences provides education at both a **bachelor's and master's degree level** in the fields of engineering, economics and social sciences.

Please view our website for more information regarding our courses:  
<https://www.hs-nordhausen.de/en/studies/>

The academic year is divided into two semesters: the **winter semester (October to March)** and the **summer semester (April to September)**. Students can enjoy a lecture-free semester break in between the examination period at the end of each semester and the start of the new semester. In addition, there is a two-week-long break for Christmas and New Year.

For exact semester dates and/or information about public holidays, please see the official academic calendar:  
<https://www.hs-nordhausen.de/en/studies/academic-calendar/>



# Semester contribution

It is likely you have thought about what studying at the Nordhausen University of Applied Sciences costs. As you have already discovered, we allow you to **study without tuition fees**. However, students must pay a semester contribution in order to cover administrative and other costs, such as the student transportation ticket.

By paying the semester contribution you also confirm to the university that you would like to continue your studies in the upcoming semester. In order to avoid paying extra fees, it is important to pay it within the deadline.

For more information regarding the amount and payment method for the semester contribution, please check the following webpage: <https://www.hs-nordhausen.de/en/application/financial-aspects/degree-course-cost/>



# Proof of financial resources / „Finanzierungsnachweis“

Before commencing your studies, you are required to prove that you have sufficient financial resources to support yourself during your stay in Germany. As part of this process, you will need to fill out a document titled “proof of financial resources” (Finanzierungsnachweis).

**Please be sure to contact the German embassy or consulate in your home country for more information** regarding the funds required per year (at least 11,208 euros/year).

There are a number of ways to prove that you can finance your studies:

- Providing documents that certify the income and financial assets of your parents
- A person with permanent residency in Germany can guarantee the immigration authority that they will cover your expenses
- Depositing a security payment deposit into a **blocked account (Sperrkonto). This method is highly recommended.**
- With a scholarship award notification from a recognised scholarship provider

# Proof of financial resources / Finanzierungsnachweis

## *Blocked account / Sperrkonto:*

The **blocked account (Sperrkonto)** is used by many international students, as it is the most effective way to prove you have enough money to cover your expenses in Germany.

It is called a blocked account, because there should be enough money to finance one academic year and only a certain amount of money can be withdrawn per month.

It is relatively easy to open a blocked account:

- It is recommended to apply as early as possible, in order to open your blocked account at your preferred bank (e.g. at the Deutsche Bank or Fintiba). The paperwork is usually processed within a week, but can take longer at the beginning of the semester.
- You will need to fill out the necessary forms and have a copy of your passport certified by a German general consulate or the German embassy in your home country. You should only send the forms to the bank once this paperwork is complete.
- Once the bank has set up the account for you, you can deposit the money required for one year and pay the bank's processing fee.

Please check the following website for more information:

<https://www.auswaertiges-amt.de/en/sperrkonto/388600>

# Enrolment

Before beginning your studies, you are required to enrol yourself at the university. Once you are officially enrolled, you are allowed to participate in university courses, have access to its facilities and enjoy the benefits of your student ID and transportation card.

You can enrol in person or by E-Mail at the Student Service Centre (SSZ) **during the enrolment period** stated on your admission.

## Necessary documents for applications submitted via Uni-assist:

<https://www.uni-assist.de/en/>

- Letter of admission
- Confirmation of health insurance coverage (usually by a public health insurance provider in Germany)
- Transfer of the semester payment from a German bank account by the start of the semester (in the case of cash deposits at a bank, the payment receipt must be submitted)
- Completed application form (together with the letter of admission) for the student ID card (Thoska)

## Necessary documents for applications submitted directly to the university:

- All documents listed above
- University entrance qualification (i.e. secondary school-leaving certificate): original or certified copy with a certified translation in German (French and English are accepted)
- Certificate confirming that you have passed your German language tests

→ Please note the following deadlines for each degree courses:

<https://www.hs-nordhausen.de/en/application/online-application/>

# Visa

You may need a visa for Germany, depending on where you come from and how long you wish to stay in the country. It is recommended to **always keep in touch with the German embassy or consulate in your home country, as they will provide you with up-to-date information about visa requirements.**

Please note:

- Citizens from an EU member country, Iceland, Liechtenstein, Norway or Switzerland only need their personal identification card to enter Germany;
- Citizens from other countries require a visa if they wish to remain in Germany for more than 90 days:
  - If you come from Australia, Canada, Israel, Japan, New Zealand, South Korea or the United States you may obtain a visa upon **arrival in Germany**. The same applies for citizens of Andorra, Brazil, El Salvador, Honduras, Monaco and San Marino who do not wish to seek employment.
  - Citizens from all other countries must apply for a visa **before travelling to Germany**.

If you have received a letter of admission from the university, you should **apply for a student visa (*Visum für den Aufenthalt zu Studienzwecken*)**. This visa is usually valid for three months and before it expires, you will need to apply for a residence permit at the immigration office of Nordhausen.

**Please ensure you do not enter the country on a tourist visa, as these cannot automatically be converted into student visas.**

# Arriving in Nordhausen

## *Arrival from abroad:*



One of the largest airports in Germany is Frankfurt (Main) (FRA), but there are also some international flights to Hanover (HAJ), Leipzig-Halle (LEJ), Berlin (BER), Hamburg (HAM) and Erfurt (ERF).

The distance from these airports to Nordhausen is as follows:

- Airport Frankfurt (Main) - 300 km
- Airport Hanover - 150 km
- Airport Leipzig-Halle - 130 km
- Airport Berlin Brandenburg - 270 km
- Airport Hamburg - 280 km
- Airport Erfurt - 80 km

In general, the fastest way to reach Nordhausen is by taking a direct flight to one of the airports mentioned above, and from there travelling on public transport. It is not recommended to take a connecting flight within Germany to another airport as this would take more time.

If you are travelling to Germany by plane, please consider the table below, in which the latest suggested arrival time at each airport is noted. If arriving before this time, travel via public transportation to Nordhausen is still possible. Later arrival times than those listed below mean that onward travel to Nordhausen may need to wait until the next day.

Arrival at Frankfurt (Main) (FRA)	By 5:30pm at the latest
Arrival at Hanover Airport (HAJ)	By 6:00pm at the latest
Arrival at Leipzig-Halle (LEJ)	By 8:30pm at the latest
Arrival at Berlin (BER)	By 5:30pm at the latest
Arrival at Hamburg Airport (HAM)	By 5:00pm at the latest
Arrival at Erfurt Airport (ERF)	By 7:30pm at the latest

# Arriving in Nordhausen

## **Travelling within Germany:**



### **By train:**

Nordhausen is conveniently located on a major railway junction for the region. Following important train routes exists:

- Halle – Kassel (RE9)
- Erfurt – Nordhausen (RE56)
- Göttingen – Nordhausen (RB80)

On all routes trains run almost hourly in both directions from 5am to 11pm.

For timetables and further information please visit: <https://www.bahn.com/en>



### **By car:**

From the east, travel via B80 and A38 from Halle.

From the south, it is best to travel via A71 to Sangerhausen and then take A38 to Nordhausen, or via B4 from Erfurt.

From the north, take A7 (Hamburg – Würzburg) to the Seesen exit and from there take B243 to Nordhausen.

From the west, take A44 to Kassel, then via A7 (direction Hanover) to the triangle Drammetal and continue via A38 to Nordhausen.



### **By bus:**

Currently no long-distance busses travel to Nordhausen, but they are another affordable option reaching many towns and cities in Germany. Connections, timetable information and prices can be found at: [www.busliniensuche.de](http://www.busliniensuche.de)

#### ***City line busses in Nordhausen***

The campus can be reached from the railway station by bus line A ("Hochschule" is the bus stop directly on the campus). This bus departs every 20 minutes.

Additionally, the campus can be reached via the bus lines K and 21 (the bus stop near the university is "Hallesche Straße", at the southern entrance to the campus). Timetables for these bus routes/lines can be found at: <https://www.stadtwerke-nordhausen.de/verkehr/bus-strassenbahn/fahrplan/>

# Reporting your stay at the resident registration office

As soon as you arrive in Germany and have secured your accommodation, you must report your address to the local resident registration office.

You will need the following documents for your registration:

- Passport (and visa, if applicable) or your personal identification card
- Tenancy agreement (“Mietvertrag”)
- “Wohnungsgeberbestätigung” (apartment donor confirmation)

After filling out your registration form, you will be issued a confirmation that you have registered. Make sure you do not lose this confirmation. If moving to another address within Germany, you must notify the resident registration office within one to two weeks and you will need to bring the confirmation with you.

Appointments can be booked online here: <https://tevis.svndh.de/>  
“Bürgerservice Stadt Nordhausen” → “Meldeangelegenheiten” →  
“Anmeldung des Wohnsitzes (Ausländische Staatsangehörige)”  
**OR** you can send the documents scanned by email.

**Einwohnermeldeamt Nordhausen  
(citizens' service)**

Address:

Neues Rathaus  
Markt 15  
99734 Nordhausen  
[buergerservice@nordhausen.de](mailto:buergerservice@nordhausen.de)



# Residence permit

Entry visas for Germany are normally valid for three months. Before this period elapses, students who wish to continue studying at the university are required to apply for a long-term residence permit from the relevant immigration authority.

**The following documents are required and can be submitted personally or via E-mail (recommended):**

- Filled application form and Passport (non-EU nationals) or identity card (EU nationals)
- Confirmation of registration from the relevant authorities
- Two passport photos
- Certificate of student status with expected study duration (can be printed via QISPOS)
- Proof of health insurance
- Proof of financial resources

The relevant immigration authorities for Nordhausen are part of the district administration office:

## Landratsamt Nordhausen

Address: Behringstraße 3, 99734 Nordhausen

Phone:                   Opening hours:

03631 911-3100       Monday 8:30am - 12:00pm

03631 911-3115       Tuesday 8:30am - 4:00pm

03631 911-3120       Thursday 8:30am - 6:00pm

                            Friday 8:30am - 12:00pm

E-Mail: [auslaenderwesen@lrandh.thueringen.de](mailto:auslaenderwesen@lrandh.thueringen.de)

<https://landkreis-nordhausen.de/zustaendigkeitsfinder?keywords=Auslaenderangelegenheiten>



# Accommodation

## *Student halls of residence:*

Our university has several student halls of residence. This type of accommodation consists of furnished single rooms.

**The student rooms are managed by the “Studierendenwerk Thüringen” and are the most affordable form of accommodation, which is why it is necessary to apply for one well in advance (i.e. as soon as you receive your notification of admission).**



### **Student halls of residence in Nordhausen:**

<https://www.stw-thueringen.de/en/housing/residential-homes.html>

### **Online application form:**

<https://tl1host.eu/SWJ/#admission> (change to English in right top corner)

**For questions relating to the student halls of residence and/or the online application please contact: [wef@stw-thueringen.de](mailto:wef@stw-thueringen.de)**

# Accommodation

## **Private accommodation:**

Due to the popularity of the student halls of residence, it cannot be guaranteed that all applicants will receive a room. Therefore, we strongly suggest that students also search for private accommodation options. The price and quality of private accommodation can vary significantly, but there are a lot of options to choose from, from empty rooms to fully furnished flats.

In Germany, it is very common for students to rent a room in a shared flat. These shared flats are called ***Wohngemeinschaft*** or simply ***WG***. In this type of accommodation you would have your own bedroom, but share the kitchen, bathroom and sometimes the cost of internet.

There are some online accommodation services (in German), which are especially useful to students seeking a shared flat:

- [www.wg-gesucht.de](http://www.wg-gesucht.de)
- [www.immobilienscout24.de](http://www.immobilienscout24.de)
- [www.ebay-kleinanzeigen.de](http://www.ebay-kleinanzeigen.de)

In **Nordhausen** there are three major private accommodation providers whose offers can be viewed via the links (in German) below:

- **Studizentrum Nordhausen:** <https://studizentrum.de/willkommen.html>
- **WBG Südharz:** <https://www.wbg-suedharz.de/de/wohnung-nordhausen.html>
- **SWG Nordhausen:** <https://www.swg-nordhausen.de/>

# Health insurance

Health insurance is obligatory for everyone who studies in Germany. If your insurance policy from your home country is not recognised here, you will have to insure yourself in Germany.

The public health insurance providers are usually more affordable than private health insurance companies and offer lower membership rates for students. In Nordhausen there you can find the following branches of public health insurance providers:

## AOK

Rautenstraße 8/8a  
99734 Nordhausen  
[service@plus.aok.de](mailto:service@plus.aok.de)

## DAK

Rautenstraße 36  
99734 Nordhausen  
[service724900@dak.de](mailto:service724900@dak.de)

## Barmer

Bahnhofstraße 18  
99734 Nordhausen  
[service@barmer.de](mailto:service@barmer.de)

## IKK

Bahnhofstraße 22  
99734 Nordhausen  
[info@ikk-classic.de](mailto:info@ikk-classic.de)

## BKK VBU

Bahnhofstraße 19c  
99734 Nordhausen  
[info@bkk-vbu.de](mailto:info@bkk-vbu.de)

## TK

Vor dem Hagentor 5  
99734 Nordhausen  
[tk.de/service/app/2024970/filiale/detail.app](http://tk.de/service/app/2024970/filiale/detail.app)

# Student ID card (Thoska)

Every student enrolled at the university is issued a student ID card, which, in Nordhausen, is known as the “Thoska”. The Thoska allows you to use the university library, reserve seminar rooms, access the launderette, use the photocopiers and printers and pay in the cafeteria at all universities within the state of Thuringia.

Your student ID card is also your ticket for **public transportation in Nordhausen** and your ticket for the **regional trains in the state of Thuringia**. Whenever you take busses and trams in Nordhausen, you just have to show your Thoska to the driver or to ticket-checking staff. On regional trains, i.e. to Erfurt, Jena or Weimar, tickets will be checked by conductor.

You will also need to **bring your Thoska to each examination**, because your **student ID number** is printed on it. You will need to show your Thoska to the exam supervisor before signing the attendance sheet. You can receive your Thoska from Service Point of SSZ in House 18. Please don't forget to validate your card by putting it into the validation machine in the foyer of House 18.

## Service Point SSZ (House 18)

Mo	10am – 2pm
Tue	10am – 2pm
Wed	10am – 2pm
Thu	10am – 2pm
Fri	9am – 1pm

# Public transportation in Nordhausen and Thuringia

As an enrolled student, you can use your Thoska (student ID card) as a ticket for busses and trams in Nordhausen. You can also travel on the regional trains within Thuringia, e.g. to Erfurt, Weimar and Jena.

- **For busses: show your card to the bus driver before getting on the bus**
- **For trams and trains: show your card to the train conductor**

**NOTE! Travelling on public transport without a valid ticket you can be fined at least 60 Euros!**

**Timetable for busses and trams in Nordhausen:**

<https://www.stadtwerke-nordhausen.de/verkehr/bus-strassenbahn/fahrplan/> (in German)

**For information regarding the regional trains and schedules:**

<https://www.bahn.com/en>

## Useful Vocabulary

Straßenbahn	tram
Bahn	train
Bus	bus
Haltestelle	bus stop
Fahrkarte	ticket
Linie	line

## Train types

U-Bahn	subway
S-Bahn	Suburban train
RB/RE/IRE	regional train
IC/EC/ICE	express train

# Registering for exams

Students' academic progress is usually assessed via a final examination during the examination period. Depending on the course, it can also be based on student performance during the semester, for example through project work, homework papers or mid-term exams. However, in most cases, students are required to take a final exam in order to pass the course.

In order to register for an exam, students must sign on for each exam through the university's online-portal (QISPOS):



- Log in with your username and password
- Click on “administration of exams”, followed by “exam registration”
- Once you are in the portal “exam registration”, select your degree course and then the module catalogue
- In the module catalogue you can register for the exams you wish to take at the end of the current semester

A screenshot of the Hochschule Nordhausen website. At the top, there is a logo for Hochschule Nordhausen, University of Applied Sciences. Below the logo is a blue navigation bar with links for "Home" and "Logout". On the left side, there is a sidebar with a "You are here" breadcrumb trail: "Home" → "Administration of exams". Below this, there is a list of links: "General administration", "Administration of study", "Administration of exams" (which is highlighted with a red oval), and "Logout". On the right side, there is a main content area titled "Administration of exams". Under this title, there is a list of links: "Exam registration" (which is highlighted with a red oval), "Info on Exams (internships)", "Info on Exams", and "Exams Extract".

**Please note: It is important that you register for exams within the exam registration period.**

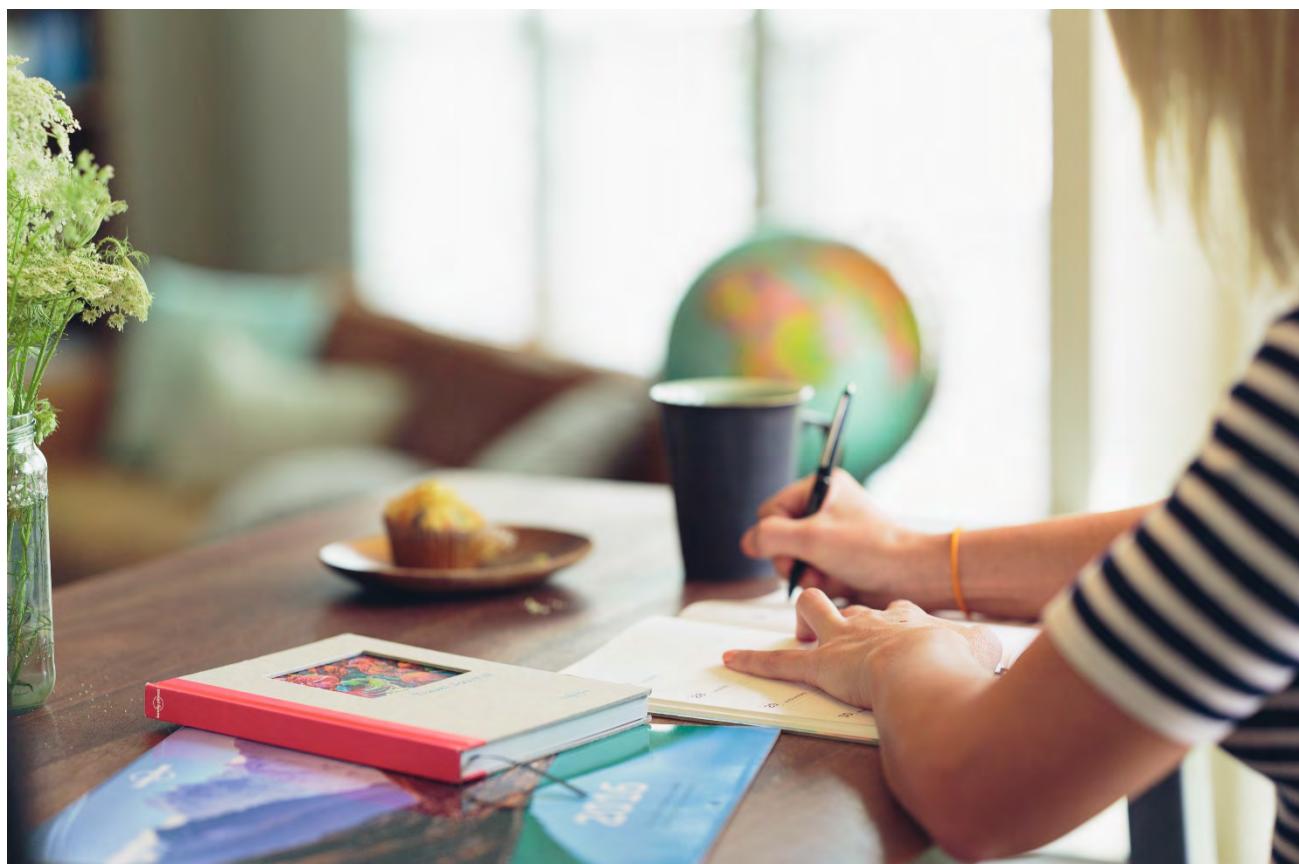
The exact dates of the exam registration periods can be also found on the academic calendar.

# Credits and grading system

## *The European Credit Transfer System (ECTS):*

The European Credit Transfer System was developed by the European Commission in order to provide a common method of accreditation within the European Union.

Within the ECTS, one academic year is equivalent to 60 ECTS-credits (30 ECTS-credits per semester), which represent the full-time study workload during a semester. Each course is worth a specific number of credits (usually 4, 6 or 8) and added together usually make up approximately 30 credits per semester, once all examination requirements have been passed successfully (e.g. written exams, presentations, group projects, etc.).



# Credits and grading system

## **Grading system:**

Grades at the Nordhausen University of Applied Sciences are given as follows:

Grade	Rating	Declaration
1,0	Sehr gut (excellent)	Bestanden (Pass)
1,3	Sehr gut (very good)	Bestanden (Pass)
1,7	Gut (good) +	Bestanden (Pass)
2,0	Gut (good)	Bestanden (Pass)
2,3	Gut (good) -	Bestanden (Pass)
2,7	Befriedigend (satisfactory) +	Bestanden (Pass)
3,0	Befriedigend (satisfactory)	Bestanden (Pass)
3,3	Befriedigend (satisfactory) -	Bestanden (Pass)
3,7	Ausreichend (sufficient) +	Bestanden (Pass)
4,0	Ausreichend (sufficient)	Bestanden (Pass)
5,0	Nicht ausreichend (unsatisfactory)	Nicht bestanden (Fail)

# Helpful services

## ***Buddy Programme:***

The “Buddy Programme” is organised and operated by student volunteers from the Nordhausen University of Applied Sciences, in collaboration with the university’s International Office. Their main purpose is to provide each international student with their own friendly tutor who will try to make your stay in Nordhausen on the initial dates as pleasant and smooth as possible. Your tutor will get in touch with you before your arrival to Nordhausen.

For more information, please check our webpage:

<https://www.hs-nordhausen.de/en/international/international-activities-hsn/>

## ***Dorm tutors:***

The student dorm tutors are a team of students who can help you with any questions you may have regarding the student halls of residence. They can show you around the facilities of the halls of residence and can also help you find accommodation if required.

For more information, please visit the webpage of the Studierendenwerk Thüringen:

<https://www.stw-thueringen.de/en/housing/information-for-tenants/residential-tutors.html>