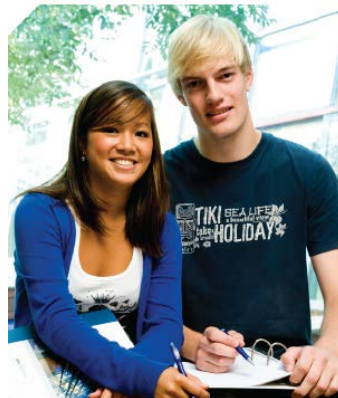




# ESB Business School Reutlingen University



## BSc International Business

### INCOMING GUIDE for exchange students 2014-2015

*(Information and details correct as of March 2014)*

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## Preface

### Liebe Austauschstudent(inn)en!



These introductory notes are intended to give you some general information about your period of study in Reutlingen as an exchange student at ESB Business School, and hence to help you cope with your academic and travel preparations and the first phase of your stay with us.

Your semester, or year, abroad will certainly be one of the most memorable parts of your entire degree programme, and should bring with it enormous benefits on a personal level, in your later studies, and in subsequent job applications. At the same time, it will require you to exercise a great deal of patience, flexibility and adaptability. The first few weeks of living abroad in what is inevitably a totally different linguistic, social, educational, and cultural environment can be extremely stressful – the clichéd "culture shock" can indeed be very real. It is safe to assume that everything – from the most banal to the more substantial – will be different to your home environment.

Learning to cope successfully with these differences is precisely why you are studying abroad! We hope that these notes will mention at least some of the differences, so that you are forearmed!

Many of the comments made are, of course, not unique to Reutlingen but will apply to almost any university or college in Germany (e.g. accommodation/housing problems, student life/social life, bureaucracy etc).

**Section C – 4&5 contains your enrolment information and Section B-2 refers to the selection of your courses. We at the university urge you to pay particular attention to these sections.**

Before you come to us, clarify with your home tutor precisely what academic requirements you need to fulfil while in Reutlingen, try also to gather further impressions and information from those students in your home institution who have been to Reutlingen in the past.

Do not hesitate to contact us, at any time, if you have any questions which have not been fully answered in this brochure. A full list of contact addresses, as well as fax, e-mail, and telephone numbers, is provided in section F.

We are certain that you will thoroughly enjoy your period of study at ESB Business School. We look very much forward to meeting you, and wish you a safe and pleasant journey to Reutlingen.



Prof. Dr. Julia Hormuth  
International Relations Officer 'International Business'  
ESB Business School, Reutlingen University



## A Welcome to Reutlingen University

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### 1. Reutlingen University

The international dimension is one of the hallmarks of our university. This has always been the case, not just since the start of globalisation. At the time of its foundation as a weaving school in 1855, Reutlingen Technical College was already popular among technical students from home and abroad.

Nowadays Reutlingen University, winner of [Germany's International University of the Year 2010](#) award, maintains intensive contacts with more than 120 partner universities worldwide. With around 25 % of its students coming from outside Germany it has the highest proportion of international students of all German-speaking universities. Many of the University's professors and other staff members themselves also come from outside Germany or have international experience. Moreover, each year around 600 Reutlingen students spend a semester abroad as part of their degree programme, either studying or to gain work experience.

Reutlingen University, consistently rated among the top universities in several fields, prides itself on its international reputation for academic excellence:

*“Our vision is to be one of the leading universities in Europe delivering international and business-oriented higher education and executive training programmes.”*






An international dimension, an interdisciplinary approach, practically oriented degree programmes, support for students' personal development and social responsibility: these are the most important features which have made us famous on both a national and international level – as a university renowned for Engineering, Business, Informatics and Design. We are committed to innovative teaching methods in an attractive learning environment, and promote applied research and development.

Reutlingen University is a reliable and innovative research partner, and cooperates with enterprises, with other Universities of Applied Sciences, with traditional research-oriented universities and research institutes – both in collaborative research and in individual projects. Moreover, in recent years, we have witnessed an increase in the number of graduates participating in so-called joint doctoral programmes with traditional universities in Germany and abroad.



## 1.1 The university's 5 faculties

Reutlingen University comprises 5 faculties, each of which offers high-quality degree programmes at Bachelor's and Master's level, each is inspired by innovative research:

-  Applied Chemistry
-  ESB Business School
-  Informatics
-  Technology
-  Textiles & Design

## 1.2 Facts and figures at a glance

More than 150 years of tradition	
Total number of students	> 4,000
... foreign students	> 1,000
... professors	~ 130
... assistant professors	~ 250
... support staff	~ 260

## 1.3 ESB Business School

ESB Business School ranks among the top international business schools in Germany. Many rankings provide strong evidence for our excellent standing in the field of international and practice-oriented education and training for carefully selected students and practitioners. Our reputation is based upon a strong international orientation, close co-operation with highly reputed partner universities and a network of top partner companies unparalleled in Germany.

ESB Business School was one of the first state schools to offer integrated international degrees, which it has been awarding for almost 40 years now. ESB Business School is the largest faculty of Reutlingen University. With nearly 60 professors and around 2,500 students, ESB Business School is one of the biggest business schools in Germany.

ESB Business School currently offers twenty Bachelor's and Master's programmes. In the ESB study programmes, students work in small international and interdisciplinary groups. Professors and external lecturers from the world of business teach the fundamental academic principles of business studies, with contents based on current real world experience. A wide range of teaching methods ensures that knowledge can be acquired actively and in the context of students' intercultural professional experience.



Throughout and beyond their studies, students experience a cooperative and stimulating atmosphere. Communication at the school and across borders, by direct contact and via media supported platforms enables learning in an action-oriented and results-focused manner. Projects, computer-based management simulations, and case studies allow students to become familiar with the complexity of business management tasks.



## 2. International Business degree programme

Your home institution has a partnership agreement with the [International Business undergraduate study programme](#) offered by ESB Business School:

### *2.1 IB programme description*

The International Business degree programme prepares students for a successful management career in international companies and organisations. The possibility of combining different options (e.g. majors, degree opportunities) is unique in Germany. The study programme provides students with a wide-ranging knowledge and understanding of business activities and methods.

Students earn a Bachelor´s of Science (BSc) degree from Reutlingen University. On top, a defined number of students will have the opportunity to earn a second bachelor´s degree or an additional master´s/MBA degree from one of our partner universities.

The international dimension is one of the major factors in the composition of the student body. 50% of all study places per year are awarded to international applicants. 70 of the 140 places available each year are allocated to international students. Besides, "BSc International Business" welcomes every year some 70 students from its more than 40 partner universities worldwide.

All elements of the programme have a strong international orientation. A strong emphasis is placed on the training of soft skills, for example in communication and presentation skills, intercultural competence and business ethics. Many courses are conducted in small seminar-like groups and student participation in class is strongly encouraged. Workshops, case studies, seminars and research, guest lectures by professionals from the world of international business, visits to leading international companies, and close cooperation with an active network of alumni, all guarantee that our programme of study is closely in tune with the real world of global business.



## Majors & study abroad

In the 5th semester students choose a major in subjects like 'Marketing & Strategy', 'Finance & Accounting' or 'Human Resource Management & Organization'. The 6th semester is the international study semester and is spent at one of our renowned partner universities.

## Language of instruction

Apart from the language courses, all courses are taught in English. Certain courses (e.g. Financial Accounting, Business Law) will also be offered in German. (Exchange students have the opportunity to attend additional Business courses in German in other study programmes of ESB Business School if required.)

## Internship & practical thesis semester

An obligatory internship during the 4<sup>th</sup> semester gives students the opportunity to build on the business knowledge and soft skills acquired during their studies. Many IB students seize the opportunity to gather additional international experience in different countries around the globe in their internships. In the practical thesis semester students complete their bachelor's thesis in co-operation with one of our corporate partners. This gives our students the opportunity to further deepen their practical experience. Many of our exchange students combine one study semester at Reutlingen University with an internship semester. It is the student's responsibility to find and apply for an internship, but we offer extensive support to exchange students (compare more information in section D-6.)

## Career Opportunities

Graduates of the International Business programme are in great demand from international enterprises who offer them outstanding career opportunities. Students gain real international experience and a sound knowledge of principles and practice of international management.

*"The highly international focus of the IB programme complements the outstanding quality and practical relevance of its courses. It is the perfect way to start a global career, giving students a choice of paths for their own development. The team spirit of IB students is also very impressive: you will get to know many interesting and highly motivated people from all over the world."*  
(Nils Luepkes, IB student, 6th semester)



## Programme structure



### Summary of key facts

- International dimension in the composition of the student body (50% international students)
- Every year some 70 students from more than 40 partner universities worldwide
- Strong international orientation of all elements of the programme
- Strong emphasis on the training of soft skills (e.g. communication, presentation skills, intercultural competence, business ethics)
- Small seminar-like groups, student participation in class is strongly encouraged
- Workshops, case studies, seminars and research, guest lectures by professionals, visits to leading international companies, active network of alumni
- Majors in subjects like 'Marketing & Strategy', 'Finance & Accounting' or 'Human Resource Management & Organization'
- Obligatory international study semester
- Obligatory internship and practical thesis semester for regular students
- Apart from the language courses, all courses are taught in English (Business courses taught in German are available for exchange students if required)



### Programme objectives

- To prepare "high potential" students for management careers in international companies
- To enable students to gain knowledge in areas of specialization
- To provide students with key business and language modules complemented by lectures in communication, business ethics and interdisciplinary education

## 2.3 Modules of the IB study programme

Modules	Credits
Business Administration	6
Economics	10
Quantitative Methods / IT	19
Business Law	5
Business Communication & Languages	19
Marketing	5
Management	7
Research Methods & Applications	7
Finance & Accounting	6
Human Resource Management	6
Internships	48
General Studies	6
Major	24
International study semester at partner university	30
Bachelor Thesis	12
<b>Total credits</b>	<b>210</b>



## 2.2 History of the programme (Außenwirtschaft/International Business )

The new International Business degree programme is a combination of the two existing Bachelor study programmes (the 'BA Außenwirtschaft' and the 'BSc International Business - dual degree with MBA'). This new study programme started in WS 2011/12 and is being introduced on a semester by semester basis. As long we would still have students in the old programmes, the courses of these programmes will still be offered.

The exchange students are enrolled in the 'BA Außenwirtschaft' -programme until SS 2014. As of WS 2014/15 all exchange students will be registered in the new programme i.e. 'BSc International Business'. Exchange students can select courses from the new 'BSc International Business' and the old 'BA Außenwirtschaft' programmes.

## 2.4 Important contacts within your study programme

We offer you 3 levels of careful support/ tutoring within the IB study programme:

- Firstly, the IB Head of Undergraduate Partnerships Prof. Dr. Hormuth (e.g. strategic management of partnerships, liaison with your home institution, general guidance on time-tables, course selection and exams);
- secondly, our Exchange Coordinator Ms Carolien van der Hulst (e.g. registration/enrolment, accommodation, general guidance on time-tables, course selection and exams);
- thirdly, an official IB student buddy (student in the IB undergraduate programmes – responsible for day-to-day questions/problems);

Besides, the Reutlingen International Office (RIO) under Prof. Veit offers German and Business German courses, excursions, social evenings etc.

Below are important contact details for you during your studies:

	Professor Michel Charifzahdeh (room 5-113) <a href="mailto:Michel.charifzadeh@reutlingen-university.de">Michel.charifzadeh@reutlingen-university.de</a>	Programme Director
	Professor Julia Hormuth (room 5-122) <a href="mailto:julia.hormuth@reutlingen-university.de">julia.hormuth@reutlingen-university.de</a>	Head of Undergraduate Partnerships
	Iris Walker (room 5-123) <a href="mailto:iris.walker@reutlingen-university.de">iris.walker@reutlingen-university.de</a>	Academic Coordinator & Coordinator for Outgoing Students
	Carolien van der Hulst (room 5-121) <a href="mailto:Carolien.van_der_hulst@reutlingen-university.de">Carolien.van_der_hulst@reutlingen-university.de</a>	Exchange Coordinator (Incoming Students)
	Sinem Haßler (room 5-121) <a href="mailto:Sinem.hassler@reutlingen-university.de">Sinem.hassler@reutlingen-university.de</a>	Student Services



## Full-time Professors in the IB undergraduate programmes:

Professor	Subject Area(s)
Prof. Dr. Banke, Bernd	Business Law, European Law
Prof. Beldarrain, Yoany PhD	Business Communications
Prof. Dr. Beyer, Hans-Martin	International Finance, Corporate Finance, Automotive
Prof. Dr. Charifzadeh, Michel	Financial and Management Accounting
Prof. Dr. Ferencz, Marlene	Quantitative Methods
Prof. Dr. Göddeke, Anna	Economics, Micro Economics, Quantitative Methods
Prof. Dr. Herzog, Bodo	Economics
Prof. Dr. Hormuth, Julia	Intercultural Management, Business Communication
Prof. Dr. Kapmeier, Florian	Strategy, International Project Management
Prof. Dr. Lasseben, Hermann	Human Resource Management
Prof. Dr. Nufer, Gerd	Business Administration, Marketing, Market Research

Additionally, the school employs part-time lecturers, predominantly from the corporate world, who hold specific courses and block seminars, or contribute to other courses.

## 2.5 Impressions of former IB exchange students



**IB students and exchange students from Canada presenting their home university**

“The opportunities at ESB Business School are endless. As an international business degree major I have found the course work to be very practical and relevant to my future career goals. The professors cultivate a classroom environment that is inspirational and challenging. The international diversity is amazing. I have met so many motivated and dedicated students from all over the world. The team spirit at ESB is also very contagious: you'll find yourself wanting to be involved in everything right from the beginning.”  
(Clinton Wall, exchange student from the USA)

“I have benefitted from my exchange semester at ESB Business School for two major reasons. The first is the university: Its excellent reputation for business studies is largely due to its international orientation and its practical teaching methods (e.g. case studies, workshops and presentations, usually realised in intercultural teams with German and exchange students). The second is the location: you are quite close to France, Switzerland and Austria. Reutlingen itself is an enjoyable place to stay because it is big enough to socialise every night and at the same time you can enjoy the nice setting and outdoor leisure activities you wouldn't find in a big city. In a nutshell, if you want to study at a top university while having fun, go to Reutlingen!”



**Exchange student from Croatia**

(Antoine Boucault, exchange student from France)



**IB students and exchange students from Paris**



## 2.6 Partner universities of the IB undergraduate programmes

1. ANGLOPHONE-NATIVE	
USA	California State University System (IP), Long Beach, CA San Diego State University, San Diego, CA Chapman University, Orange, CA Kettering University, Flint, MI Kutztown University, Kutztown, PA Marist College, Poughkeepsie, NY Texas Tech University, Lubbock, TX Western Kentucky University, Bowling Green, KY Valparaiso University, Valparaiso, IN Marist College, Poughkeepsie, NY
Canada	St. Francis Xavier University, Antigonish Trinity Western University, Langley Lethbridge University, Lethbridge
Great Britain	University of Exeter, Exeter Swansea University, Swansea Regent's University, London Edinburgh Napier University, Edinburgh
Ireland	Galway-Mayo Institute of Technology (GMIT), Galway Waterford Institute of Technology (WIT), Waterford
Australia	Swinburne University, Melbourne
2. ANGLOPHONE-WORLD	
Finland	Haaga-Helia University of Applied Sciences, Helsinki Lahti University of Applied Sciences, Lahti
Sweden	Karlstad University, Karlstad
Croatia	Zagreb School of Economics and Management, Zagreb
China	University of Donghua, Shanghai
Korea	Hanyang University, Seoul
Romania	Bucharest University of Economic Studies (ASE)
Hungary	ESSCA Budapest (international campus of the ESSCA), Budapest
Vietnam	International University, Ho Chi Minh City
Turkey	Yeditepe University, Istanbul
South Africa	Nelson Mandela University, Port Elizabeth
3. HISPANOPHONE	
Spain	Universidad de Barcelona, Barcelona Universidad Pompeu Fabra, Barcelona Universidad de Las Palmas, Las Palmas Universidad Politécnica de Valencia ESIC Business & Marketing School, Madrid
Argentina	Universidad Austral, Rosario & Buenos Aires
Chile	Pontificia Universidad Católica de Valparaiso
Mexico	Instituto Tecnológico y de Estudios Superiores de Monterrey (ITESM), Monterrey
4. FRANCOPHONE	
France	Ecole Supérieure des Sciences Commerciales d'Angers (ESSCA), Angers Neoma Business School, Rouen Ecole Supérieure du Commerce Extérieur (ESCE), Paris Ecole Supérieure du Commerce de Montpellier (Sup de Co), Montpellier
5. GERMANOPHONE	
Austria	University of Applied Sciences Wiener Neustadt, Wiener Neustadt
Switzerland	University of Applied Sciences Northwestern Switzerland, Basel/Olten/Brugg-Windisch

List as of March 2014



## B Courses for international students

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### 1. Basic Information about the German system

Lectures generally last 90 minutes or 2 academic hours (2 SWS – *Semesterwochenstunden*). In between lectures, there is usually a 15-minute break. It is also not uncommon for courses to be delivered in blocks, i.e. instead of 2 hours per week, you might have 4 hours per fortnight, or even compact seminars lasting 2/3 days.

Most courses are held by full-time staff (*Professoren*), but we also have a large number of part-time staff (*Lehrbeauftragte*) who come in from commerce and industry. As in all German academic institutions, relations between academic staff and students may appear more formal than you are perhaps used to in your home institution. If you need to consult a member of staff, you may be expected to keep to his/her official "consultation hour" (*Sprechstunde*).

As a rule, the majority of courses are structured like seminars in which student participation is encouraged and expected. You will be given details of the days, times, and rooms for courses. Changes will be put up on the notice boards or on the notices in front of the rooms.

#### 1.1 Credits

30 ECTS credits represent the workload of a semester of study at ESB Business School. It is possible to take fewer than 30 ECTS credits, if this is what is required by your home institution. Credits are awarded only when the course and all required examinations have been successfully completed. An original transcript will be sent to the home institution at the end of the semester. ESB Business School will only keep photocopies of transcripts in their files.

All German Universities of Applied Sciences require a high number of contact hours for domestic students, normally in the range of 24 - 28 academic hours of lectures per week in any one semester. The number of ECTS credits for each individual course is hence relatively low. The ramifications of this fact need to be discussed with your home institution.

#### 1.2 Examinations

Written and oral examinations take place in an eight-day period immediately after the end of courses in each semester. Failed examinations are re-taken at the end of the following semester: there is no special "re-sit" examination in the vacation between semesters, as may be the case in other countries. Students are responsible for registering for examinations on the dates stipulated by the University's examinations office.

Depending on what course you choose, marks/grades are obtained by either a presentation or seminar paper (*Referat*) delivered in class, an individual project (*Hausarbeit*), or formal exam (*Klausur*). Papers will probably be in the range of 10 - 20 pages.

At the end of their period of study in Reutlingen, all exchange students and their home universities will be provided with an ECTS Transcript showing courses attended, and grades/credits achieved in assessment.

The grading/marking system used in the School is the traditional German system, which runs from 1.0 (the highest possible grade) to 5.0 (the lowest possible grade), with 4.0 as the minimum passing grade. Reutlingen grades are expressed as follows:



1.0 - 4.0	passing grades
4.1 - 5.0	failing grades
UR	
BE	successfully completed, but without formal assessment

Equivalence of grades on an international/global scale is a complex – and highly emotive - topic, and the School does not attempt to convert grades achieved in RT into the grading system of exchange students' home countries or educational institutions.

In addition, the prescribed ECTS grading system using the passing grades A, B, C, D, and E, plus the failing grades FX and F, will be used on all ECTS Transcripts. An average grade (or GPA) for the semester is not usually used in Germany, and is not included on our ECTS transcript.

## 2. Business and language courses for exchange students

### 2.1 Business courses

As IB exchange students you may choose business courses from all International Business Bachelor programmes (new programme 'BSc International Business', and the old programme 'BA Außenwirtschaft').

Before your arrival in Reutlingen we will send you a 'List of Courses' covering what is on offer during your semester at ESB Business School. You can also download this document from the following website:

<http://www.esb-business-school.de/en/programmes/bachelor/bsc-international-business/exchange-students.html>



Course descriptions will be sent to you via email as soon as they are available.

Please be aware that information in these documents (esp. language of instruction, availability of electives) is sometimes subject to change.

Within our study programmes we offer a wide range of business courses in English. In the new programme 'BSc International Business' all courses will be taught in English. Exchange students have the opportunity to attend more German business courses in other study programmes offered by ESB Business School if required. If you have special requirements, please let us know as soon as possible so that we can find appropriate courses for you.

### 2.2 Language courses

Reutlingen International Office (RIO) offers a range of pre-semester and regular **German language courses** for all international students. The semester courses are offered at all levels from beginners to advanced. Business German is also available. These courses are free of charge and ECTS credits are awarded for most of them.

The intensive preparatory German language and culture course takes place in September (2-3 weeks). We highly recommend you attend this language course as they will facilitate a smoother start and integration into Reutlingen. Unfortunately it is not possible to arrange a pre-semester language course in the summer semester, as the semester starts at the beginning of February and the student dormitories will only be available from the beginning of February.



In addition to your German language courses, you also have the possibility to attend **Business English, Spanish, French or Chinese language courses** at ESB Business School. Several Business English courses are offered by the study programme. Business Spanish, French and Chinese is organised faculty-wide and offered at different levels from beginners to advanced.

You would also be able to attend **other language courses** such as Arabic, Italian and Russian but this changes on a semester basis, so please contact the RIO office or visit their website to get up-to-date information and confirm availability.

Finally, we would encourage you to take advantage of the wide variety of **workshops on intercultural management, job applications and specialist business areas** provided by RIO for both foreign and German students.

You can find more detailed information on language courses at ESB Business School in the 'List of Courses' as well as what the RIO is offering by clicking on the following link:  
<http://www.reutlingen-university.de/en/international.html>

### *2.3 Your selection of courses*

Before you come to us, clarify with the International Office or Academic Coordinator at your home institution precisely what academic requirements you need to fulfil in order to study at ESB Business School, Reutlingen University (number of courses, credit points, grades etc.). Once you have consulted our course offering (esp. the "List of courses"), select the courses you would like to enrol in during your exchange semester. If you have difficulties in finding a corresponding course, we will assist you in selecting a similar or alternative course. Try also to gather impressions and information from those students in your home institution who have been to Reutlingen in the past. Another tip is to get in touch with Reutlingen students who are currently studying at your university.

We also organise a "Course Councelling" session for our exchange students during their first days where the International Relations Officer and the academic coordinator of the chosen study programme will go through and finalise your timetable with you.

## C Orientation and enrolment

### 1. Arrival

#### 1.1 Arriving from Stuttgart airport

The Espresso bus (X3) from Stuttgart Airport to Reutlingen runs once an hour from early in the morning to late in the evening; services on Saturdays, Sundays and public holidays are also available. The bus is painted with yellow and black squares, and the bus stop is right in front of the airport exit. The trip to Reutlingen takes about 45 minutes and costs around € 6. Upon arrival in Reutlingen city (exit at the *Stadtmitte bus stop*), you would have to catch another bus, No. 4 or No. 11 (direction *Hohbuch*). This will take you to the ESB campus (approx. 10 minutes). Get off at the *Hochschulen bus stop*, or directly in the *Pestalozzistraße*. This is where the dormitories are located.

#### 1.2 Arriving from other airports

If you arrive at any other airport in Germany, take a train directly from the airport to Stuttgart's main train station. Frankfurt airport has a train station for ICE and IC (long-distance intercity) trains located in Terminal 1. Trains to Stuttgart usually arrive and depart on platforms 4 to 7. The train ride to Stuttgart will take about an hour-and-a-half. Stuttgart train station is a one-way train station. Take the train in the direction of Tübingen, which runs at least once an hour. Get out at Reutlingen main station (*Reutlingen Hauptbahnhof*).

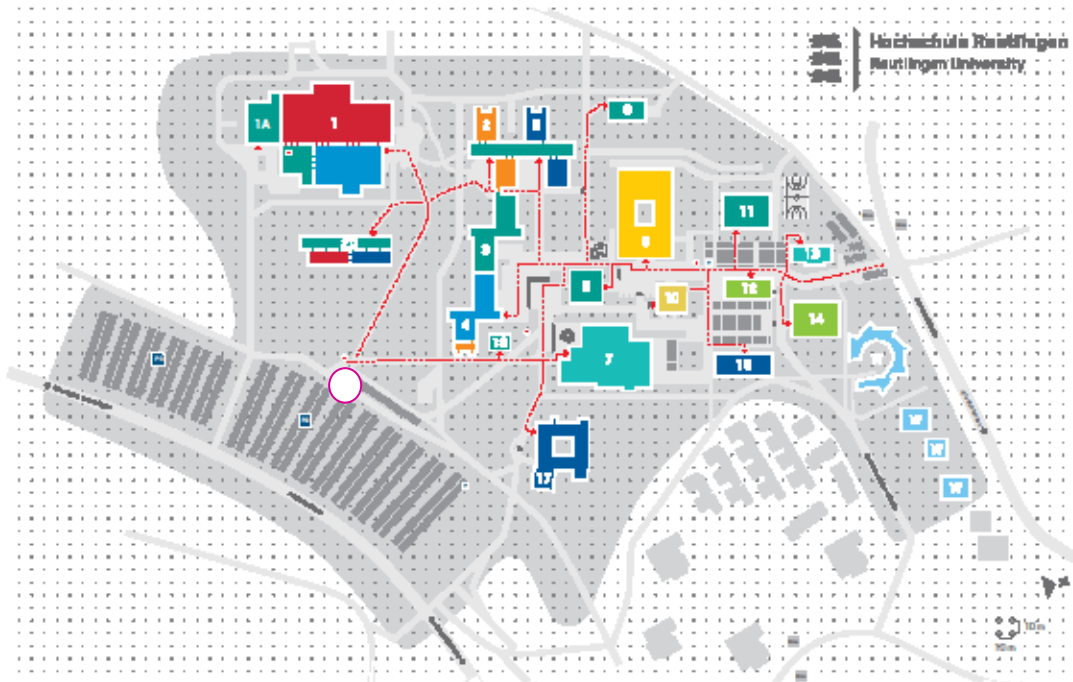
Leave the train station through the main entrance, turn right and right along *Bahnhofstrasse* and walk along the street as far as bus stop *Unter den Linden/Hbf*. Take bus No. 4 going in the *Hohbuch* direction and get off at the *Hochschulen bus stop* or *Pestalozzistraße*. This is where the dorms are located. Another possibility is to go to the *Liststraße/Hbf* bus stop and take bus No. 11 (direction *Hohbuch*) which also stops at the bus stops *Hochschulen* and *Pestalozzistraße*.

#### 1.3 Arriving by car

Take the motorway (highway) A8, Exit Reutlingen/Tübingen. National highway (interstate) B 27 in the direction of Tübingen, Exit Reutlingen Nord. In Reutlingen head for the city centre and then follow the signs to the university (*Hochschule*).



## 2. Campus plan



- |   |   |  |
|---|---|--|
| <p><b>1</b> • <b>TEXTILE &amp; DESIGN SCHOOL OF TEXTILES &amp; DESIGN</b><br/>Grodolabore<br/>Angewandte Chemie<br/>• Technik<br/>Textil &amp; Design<br/>• Technik und Sicherheit<br/>Metall-, Holz-, Elektroverarbeit., Gebäudetechnik<br/>Poststelle, Warenlieferung</p> <p><b>1A</b> • Reutlingen Research Institute</p> <p><b>2</b> • <b>ANGEWANDTE CHEMIE SCHOOL OF APPLIED CHEMISTRY</b><br/>• Praktikum<br/>Hochschulverwaltung<br/>StadlerServiceCenter</p> <p><b>3</b> • Gebäudewerter</p> <p><b>4</b> • <b>TECHNIK SCHOOL OF ENGINEERING</b><br/>• <b>ANGEWANDTE CHEMIE</b><br/>Physikzentrum<br/>Robert Bosch Zentrum (Kontaktbüro)</p> <p><b>5</b> • <b>ESB BUSINESS SCHOOL</b><br/>International Management<br/>International Business<br/>• Hochschulverwaltung<br/>Reutlingen International Office (RIO)<br/>Senatsaal<br/>Druckzentrum</p> <p><b>6</b> • Auto- Ausfahrten<br/>Servicekafeteria</p> <p><b>7</b> • Mensa und Cafeteria<br/>Stadlerwerk Tübingen-Heubheim<br/>Städtische Seminar für Didaktik und Lehrerbildung (Realschulen)<br/>Buchhandlung Jung<br/>Beratung, Ca*Pa</p> | <p><b>8</b> • Rechen- und Medienzentrum</p> <p><b>9</b> • <b>INFORMATIK SCHOOL OF INFORMATICS</b></p> <p><b>10</b> • Hochschulservice Zentrum Baden-Württemberg</p> <p><b>11</b> • Sport- und Sporthalle<br/>Hochschulsport</p> <p><b>12</b> • Pädagogische Hochschule Ludwigsburg</p> <p><b>13</b> • Kinderjugendhilfe<br/>Stadlerwerk Tübingen-Heubheim</p> <p><b>14</b> • Pädagogische Hochschule Ludwigsburg</p> <p><b>15</b> • <b>ESB BUSINESS SCHOOL</b><br/>Produktionsmanagement<br/>Logistics Management</p> <p><b>17</b> • <b>ESB BUSINESS SCHOOL</b><br/>Master Programme<br/>MBA- und Kooperationsprogramme<br/>Knowledge Foundation<br/>First Step- Einbürgerung</p> <p><b>18</b></p> <p><b>20</b> • <b>ESB BUSINESS SCHOOL</b><br/>Produktionsmanagement<br/>Logistics Management<br/>• <b>TEXTILE &amp; DESIGN</b> CAD Labore<br/>• Hochschulbibliothek<br/>Service Desk (RMO)<br/>Campus Reutlingen e.V.<br/>Valparaiso University Study Center</p> | <p><b>20</b> Interimsgebäude Wing/Technik</p> <p>Stadler<br/>• Stadler<br/>• Adolf-I<br/>• Theodor-Lib-Haus<br/>• Theodor-Lib-Haus</p> <p>Hallenstellen, Bauböle 4 u. 11<br/>• Hochschulen<br/>• Hermann-Cläre-Strasse</p> <p>Parken<br/>• Behindertengparkplatz<br/>• Barrierefreier Zugang<br/>• Campusplan<br/>• Hauptzugang Gebäude<br/>• Treppe<br/>• Treffpunkt Mensa<br/>• Wärsel im Foyer<br/>• Multifunktionsplatz</p> <p><b>ROBERT BOSCH ZENTRUM FÜR LEISTUNGSELEKTRONIK</b><br/>Dorfanger Straße 50<br/>Reutlingen-Ronnenlebach<br/>Baustellen 2 und 9<br/>Halle 10a Ronnenlebach Nord<br/>L 270 Richtung Ronnenlebach/Dorfanger<br/>am Drähsengang Ronnenlebach</p> <p></p> <p><a href="http://www.reutlingen-university.de">www.reutlingen-university.de</a></p> |
|---|---|--|



### 3. Academic calendar / semester dates

The university operates on a semester basis, i.e. two semesters in a twelve month period, and does not offer summer sessions. The semesters consist of approx. 15 lecturing weeks (i.e. not counting vacation periods at Christmas and Easter). For the IB programmes the semester begins in early February and mid-September (NB: the dates vary according to the annual calendar). Please note: the semester dates for the IB programmes also vary to the Reutlingen University's general semester dates which you can find on the website! The International Business programmes admit students in both semesters (except the old 'BSc International Business (dual-degree with MBA)'). Hence, most courses and examinations are offered every semester.

Semester schedule 2014/15	Winter Semester 2014/15	Summer Semester 2015
Application deadline	June, 1 <sup>st</sup>	December, 1 <sup>st</sup>
German language course	September, 1 <sup>st</sup> – 13 <sup>th</sup>	No pre-semester language course offered
Welcome session	September, 15 <sup>th</sup>	Not yet defined
Classes	September, 15 <sup>th</sup> – January, 10 <sup>th</sup> (to be confirmed)	Not yet defined
Holidays	December, 22 <sup>nd</sup> – January 6 <sup>th</sup>	Not yet defined
Exam registration	Not yet defined	Not yet defined
Examinations	Not yet defined	Not yet defined
Release of grade transcripts	Not yet defined	Not yet defined

### 4. Orientation meeting

If possible, try to arrive a week before courses start (residence accommodation can be taken up from Sept 1 or Feb/March 1). This will give you time to familiarise yourself with your surroundings, settle into your accommodation, open a bank account and start your linguistic acclimatisation. An early arrival is particularly advisable if you have not been offered residence accommodation.

Before lectures begin, you will be invited to an official [Welcome Session](#). Here you will meet the staff responsible for student exchange as well as your "student buddies", who will be allocated to you personally and will assist you in all administrative and academic matters over the first few weeks. Attendance by all new exchange students is essential, since this meeting will also be used to finalise your course selection and timetable and to complete a number of formalities regarding your official registration as a student at Reutlingen University. Assistance will be offered (where necessary in English, French and German!) by one or more of the student buddies and the coordinators. It is vital, that you bring the appropriate supporting documentation from home and your home university (see below).

At this meeting you will receive a comprehensive [information package](#) containing the "List of courses", class/lecture schedules, a schedule of important dates/deadlines for the whole semester, map and brochure on Reutlingen, information about public transport cards (Naldo), local bus timetables, documents for registering at the City Hall.

Additionally, we will explain how to register with the [AOK Krankenkasse](#) (Health Insurance Fund) and-Time permitting, discussions will be held with you about setting up your own class schedule. Later in the semester, you will have to register for the course examinations. Weather permitting the meeting might finish up with a short guided tour of Reutlingen with your student buddies.



## 5. Enrollment

### 5.1 Essential documents for enrollment

When you arrive in Reutlingen, you will need the following documents in order to be registered as an exchange student:

- A copy of your [valid passport](#)
- A [formal letter from your home institution certifying that you are registered](#) there as a student for the period you are in Reutlingen. The letter must be written in German, French, or English and should clearly state what programme you are enrolled on.
- A [European Health Insurance Card \(EHIC\)](#) for EU-students. Non-EU students must also provide evidence that they have health insurance for the duration of their stay (in the form of a health insurance certificate or card from your home insurance provider). Otherwise you will be required to purchase a student health policy here which costs approx. €70 a month.
- At least, [1 passport photograph](#)
- Your [CV](#) (in German or English)
- 61,50 € in cash (administration fee)



## 6. Formalities

### 6.1 Visa

If you are [not an EU citizen](#), you might need a visa to enter Germany. Please check the following websites to determine whether a visa is required for your country of origin:

[http://www.auswaertiges-amt.de/sid\\_07D3AF616F8C0008FFB82EA6A82BB2C9/EN/EinreiseUndAufenthalt/Visabestimmungen\\_nod\\_e.html](http://www.auswaertiges-amt.de/sid_07D3AF616F8C0008FFB82EA6A82BB2C9/EN/EinreiseUndAufenthalt/Visabestimmungen_nod_e.html) and find the list of countries whose citizens require/do not require visas to enter Germany.

This visa can only be obtained via the German embassy or consulate in your country of residence. We will provide you with a “Letter of Acceptance” in order to apply for a visa. Please note that it is your own responsibility to apply for a visa before expected departure.

### 6.2 Applying for a residence permit

All students have to register at the city of Reutlingen within a week of moving here. You can either go the Citizen Centre (Bürgeramt) or register online. The website for the online registration is the following:

<https://www.formulare.reutlingen.de/intelliform/forms/reutlingen/RT-33-3-Buergeramt/33-3/AnmeldungWohnung/index?return=close-window>

You may ask your student buddy to help you with the official registration.



**Non-EU students** will also have to go to the Foreigners' Registration Office (*Ausländeramt*) in Reutlingen City Hall (*Rathaus*) to apply for a **residence permit** (*Aufenthaltsgenehmigung*).

**Address:** Stadt Reutlingen, Ausländerabteilung  
Erdgeschoss / ground floor  
Oskar-Kalbfell-Platz 21  
72764 Reutlingen

**Opening hours:**

Mon and Tue:	08:00 - 12:00
Wed:	14:00 - 16:00
Thur:	08:00 - 12:00 and 14:00 - 18:00
Fri:	08:00 - 13:00

**Documents:** Passport, 1 passport-sized picture, certification of enrolment, proof of health insurance, financial statement, 100 or 110 €.

**Please note:** When you register, you have to state where your main place of residence (*Wohnsitz*) is. Normally, this is your place of study, so you need to put a cross in the Reutlingen box. Please check the following website for further information:

<http://www.reutlingen-university.de/en/international/destination-reutlingen/information-a-z.html>

## D Campus life

The university occupies spacious modern buildings on a "green" campus on the south-western edge of town. The dormitories and the cafeteria are situated just a few minutes away from the classrooms. The sports park lies within walking distance, as does the city centre with its good shopping and leisure facilities, including many pubs and clubs.



On campus you will find a refectory and snack cafeteria, a library, a computing centre, a bookshop, travel agent and gymnasium with indoor swimming pool. There are ample parking spaces on campus for those students with cars.

### 1. Important places on campus

#### 1.1 Student Office

Reutlingen University student office (*StudienServiceCenter*) aims to support you with any administrative questions you might have e.g. regarding leave of absence, removal from the student register, changes in your contact details, fees etc. The office will also provide you with your international student ID (ISIC) and "CampusCaRT". CampusCaRT is Reutlingen University's multi-functional chip-card with a range of functions:

- it acts as your student ID card
- it allows you to borrow books and other media from the university Library
- you can use it to make cashless payments in the cafeteria (*Mensa*) and in other places run by the "Studentenwerk Tübingen"



At our student office you can also apply for accommodation.

[StudentServiceCenter](#)

Building 2, Room 2-011

[Office hours:](#)

Mon - Thu: 08:00 – 16:00

Fri: 08:00 – 12:00

Tel: +49 - 7121 - 271-1060

E-Mail: [info.studium@reutlingen-university.de](mailto:info.studium@reutlingen-university.de)

## ***1.2 Reutlingen International Office (RIO)***

Reutlingen International Office (RIO) is a central academic service unit of the university, and offers support and advice on international matters to German and international students, to academic staff from all faculties, and also to guests of the university.

Functions and services:

- Maintenance and coordination of the university's international contacts
- Information about grants and other types of funding in Germany and abroad
- Information and advice about periods abroad (language courses, studying, internships, theses)
- Information for international applicants about studying in Reutlingen
- Courses in German as a Foreign Language, programmes for international students
- Intercultural competence workshops, CV preparation and interview techniques in English
- Organisation of excursions and cultural events for international students

### [Contact](#)

International Office  
Reutlingen University,  
Building 5-005, 5-006  
Alteburgstr. 150  
72762 Reutlingen  
Germany

Tel: +49 - 7121 - 271 1006

Fax: +49 - 7121 - 271 1103

### [Office hours:](#)

Mon – Thur: 9.00 - 12.00, 14.00 – 16.00

Mon – Fri: 9.00 - 12.00



## 2. Additional campus services

Below you can find some information about additional services available on our campus in [Building 7](#).

### 2.1 The refectory and cafeteria (Mensa)



A daily menu is published at the following site:

<http://www.my-stuwe.de/cms/80/1/1/art/WasgibtesheuteinderMensaSpeiseplaene.html>

Tel: 07121/271 9450

Opening hours:

Mon- Fri: 11:15 – 14:00 (lunch)  
Mon- Thu: 08:30 – 16:30 (cafeteria)  
Fri: 08:30 – 16:00

### 2.2 Bookstore Jung (Buchhandlung)

Campus Shop website: [www.buch-jung.de](http://www.buch-jung.de)



Tel: 07121/929200

Opening hours:

Mon- Fri 9.00 - 13.00

## 3. Sports

On campus, sporting activities are organised free of charge by the Student Association AStA. Further information can be found on the following website: <http://www.reutlingen-university.de/im-studium/leben-auf-dem-campus/sport.html>.

The variety of sports on offer is extensive: swimming, basketball, football, rock climbing, rope skipping, standard dance, capoeira or thai bo – to name but a few...

If you are interested in Celtic and Modern Dance you should get in touch with the Academic Sports and Cultural Club Reutlingen e.V. This is a private sports club which you can join at relatively little expense. You can find further information in the internet: <http://www.ascc-reutlingen.de>.

An indoor swimming centre (open in winter only) is located in the city centre. Closer to campus is the outdoor swimming pool at Markwasen (open from May 1st till the autumn). Outdoor running tracks and soccer fields are situated close to campus.

Reutlingen and its beautiful surroundings offer the visitor numerous castles, baroque abbeys, rivers and waterfalls as well as excellent opportunities for walking, biking, hiking and winter sports. Reutlingen has an ice rink in winter.



## 4. Library facilities

### 4.1 Reutlingen university library

The university library is located on campus and serves both the Reutlingen and the Pedagogical University of Ludwigsburg. The library has approximately 240,000 books and some 500 current journals.

#### Electronic services

Besides printed books and periodicals, the university library has a number of full-text and reference databases as well as electronic journals, which can be accessed on the campus network and from external computers. An online catalogue provides self-service functions such as catalogue searches, information about circulation status, links to booksellers, catalogues, links to systematic searches, a statement of your account with information on borrowed items, reservations and renewals.

#### The library as learning place

About 100 study places in the reading room, internet workstations and four catalogue computers near the loans desk guarantee good learning conditions. Long opening hours, liberal loan conditions, and good photocopying facilities ensure optimal access.

Library tours and database training courses are offered regularly.

#### Contact

Tel: 07121/271 1355

E-mail: [bibliothek@reutlingen-university.de](mailto:bibliothek@reutlingen-university.de)

#### Opening hours (semester period):

Mon - Fri: 08.00 - 21.00

Sat: 10.00 - 18.00

#### How to borrow books and use electronic databases

You can use your student ID (Campus CaRT) to borrow books and you can check in self-service your library account. The library provides not only German-language materials, but also international press and literature. Copy cards for various photocopiers on campus can be purchased at the front desk of the library.

All books can be borrowed. Periodicals, newspapers and books marked "*Lesesaal - keine Ausleihe*" ("for reference only") can be read at the library. The standard loan period is four weeks. If you need the books for a longer period you can prolong the period very easily for another four-week period (maximum three times).

#### Fees

Using the library and borrowing books is free of charge. But please be prepared to pay fees whenever you miss to return books in time. Please return your books during opening hours at the loans desk or use the return box outside the library.

### 4.2 Nearby libraries

With a Reutlingen University ID card you may also use the [Tübingen University Library](#) on Wilhelmstrasse in Tübingen. This library is known for its vast archives (6 million volumes and almost 8,000 journals) and specialises in philosophical, medical, law, theological, scientific and linguistic works. It is excellent for research, especially if you read German. The building provides a number of computer terminals and spaces to study.



**Contact:**

Universitätsbibliothek Tübingen  
Wilhelmstraße 32  
72016 Tübingen

Tel: 07071/2972846, Website: [www.ub.uni-tuebingen.de](http://www.ub.uni-tuebingen.de)

**Reutlingen City Library (Stadtbibliothek)** is one of the best in Baden-Württemberg. It offers a wide range of books and other media in German and other languages. With a library card, you can borrow material from over 300,000 items for a 4-week period, including books in several languages, periodicals, language learning programmes, sheet music, audio cassettes/CDs, videos and DVDs, and even board games. The library is located on Spendhausstrasse (next to the *Rathaus*, or town hall) in a striking modern building, constructed to evoke the half-timbered architecture of medieval Germany. It is a quiet place to study and has a closed study and research room for students, though computer and photocopier use may be slightly expensive.

To join the library, please take your passport and student ID, your semester address, and a €15 annual fee (unfortunately there is no discount for students). A fee of €3 per loan or renewal is charged if the borrower has not registered for a library card.

Please be advised that the fines for not returning books within the due dates are quite high, i.e. €2 per book and week. Website: [www.stadtbibliothek-reutlingen.de](http://www.stadtbibliothek-reutlingen.de)

**Opening hours**

Tue - Fri: 10.00 - 19.00  
Sat: 10.00 - 13.00

## 5. Computing and network facilities

New students are automatically assigned a login name and an e-mail address on registration and can access the campus net and Internet from most locations on campus.

### 5.1 General computer access

On campus we have 1,600 workstations equipped with PCs. These are managed by the university's main computer centre (*Rechenzentrum*) which runs a fast Gigabit-Ethernet-Network. The Service Desk for IT-serves can be found in building 20.

**Opening hours:**

Mon – Thu:	09:00 – 12:00/ 13:00 – 18:00
Fri:	09:00 – 12:00/ 13:00 – 17:00

Students who have their own personal computers at home can access the campus network via standard telephone and ISDN lines.



## 5.2 Computer access within ESB Business School

ESB Business School has excellent computing facilities. The school operates a number of newly equipped computer labs. Computer labs with workstations, printers and scanners can be found in the following rooms:

Building	Rooms
5	017, 104, 204
17	110, 107, 109
20	2 Labs, 018

ESB-Business School has established a support program in which student IT tutors help fellow students with IT matters. The IT tutors are responsible for supporting new students with login, email and Wi-Fi-configuration and room locking. They also offer seminars on all MS-Office programmes. You can contact the IT tutors via the following e-mail address: [esb.tutoren@reutlingen-university.de](mailto:esb.tutoren@reutlingen-university.de)

## 5.3 Wireless, laptops

If you own a laptop, we strongly recommend that you bring it with you. You can easily configure it to access the university network. Several access points for internet access via Wi-Fi are available on campus. You can find more information at the following site:

<http://www.rz.hochschule-reutlingen.de/>

All standard Microsoft software programmes are available to Reutlingen University students free of charge. For more information, please contact Rainer Friedrich at [rainer.friedrich@reutlingen-university.de](mailto:rainer.friedrich@reutlingen-university.de)

## 5.4 Relax platform

The RELAX e-learning platform serves as a communication interface between professors, support staff and students. Presentations, scripts and all kinds of documents (between student groups) can be exchanged via this platform.

Contact person: Gus Hagelberg ([gus.hagelberg@reutlingen-university.de](mailto:gus.hagelberg@reutlingen-university.de))

## 6. Career service: internships and temporary employment

German commerce/industry has an enviable system of internships (industrial placements) of which we take full advantage. All our own students have to complete an internship during their degree programme, either in Germany or abroad.

We have excellent connections to a wide selection of German and international companies which regularly take our students as interns. These companies range from the "global players" such as [Daimler](#), [BMW](#), [IBM](#), [Siemens](#), [Bosch](#) to the medium and small-sized companies that are still the backbone of the German economy.



We are more than happy to assist our exchange students in obtaining an internship, for example in the second half of a year in Germany. However, we do not arrange these internships: exchange students, like our own students, are responsible for applications, docu-

mentation, and arranging interviews where necessary. This can be quite a long process, and cannot sensibly be started until students are actually here in Reutlingen.

Internships are traditionally of 5 - 6 months duration and are full-time positions. They cannot be undertaken parallel to courses in our School. Part-time, or temporary, employment in companies is available to students to a limited extent, but we would strongly advise exchange students against taking on such commitments except during holiday periods. "On-campus" jobs, as are quite normal in, for example, the US do not normally exist in Germany – largely due to complex labour laws and social security regulations.

Even though it is the students' sole responsibility to do an internship at a company, we do offer our exchange students assistance:

- **Career center:** The ESB career center receives regular internship offers from member companies of our corporate support association "V.I.M.A." (big German companies and global players) and making them available to our students. One interesting internship opportunity offered to exchange students with an advanced level of German are the "Daimler summer projects" offered by Daimler Trucks. The career center will send you an invitation to an information session relating to this.

The career center also supports students during the application process. For more information please visit the following website: <http://www.esb-business-school.de/en/career-center/alumni.html>

- **Business fairs:** ESB Business School holds two company contact fairs each year, the 'International Business Fair (IBF)' during the summer semester and the 'Companies Forum/Firmen Forum (FiFo)' during the winter semester. These fairs are designed to provide opportunities for contacts between students and companies (e.g. internship applications).



To prepare the contact fairs properly, students are invited to several workshops, e.g. checking of application documents, interview case studies, internships abroad etc.

- **RIO-courses:** The Reutlingen International Office (RIO) offers special workshops for exchange students to help them with their application ("Application training in German"). These courses don't offer credits, but are highly recommendable for developing personal skills.



## E Life in Reutlingen

### 1. Reutlingen City

Reutlingen can look back on a long history. Founded in the 5th century as an Alemannic settlement, it is first mentioned in a document from the year 1090. In 1220 it received its town charter and then became a Free Imperial Town; in 1803 it became part of the state of Württemberg. Well-known figures such as the political economist Friedrich List and the clergyman, Gustav Werner, founder of the charitable organisation *Bruderhaus*, have left their stamp on the town.

Nowadays the city is prosperous with over 110,000 inhabitants, and exhibits a character which is both traditional and cosmopolitan. The centre of the town is modern with very good shopping facilities, including an open-air market, an excellent public library, several museums, a theatre, cinemas and a wide variety of cafés, restaurants and bistros.

The combination of mediaeval half-timbered buildings and modern urban architecture gives the city's appearance a very special charm.



Located approximately 30 km south of Stuttgart, Reutlingen is considered the biggest commercial centre in southern Baden-Württemberg, one of Germany's most innovative and dynamic economic regions. Famous for its textile, high-tech, mechanical engineering and automobile industry: this region is home to the world or European headquarters of many prominent companies including [Hugo Boss](#), [Daimler](#), [Porsche](#), [Bosch](#), [Celesio](#), [Hewlett-Packard](#) and [IBM](#). Historically, the economy and wealth of Reutlingen itself were based on the textile industry.

Today, multinational companies, medium-sized companies, high-tech centres, start-ups and modern service providers all successfully conduct their global activities in or around Reutlingen.

Reutlingen and its surrounding regions offer a wide range of cultural events and numerous leisure activities, especially for those interested in water sports, biking, trekking, climbing and winter sports. As the "Gateway to the Swabian Jura (or Swabian Alb)", Reutlingen lies in one of the most scenically attractive areas of Germany. Hills, caves, waterfalls, castles and stately homes, mediaeval villages and thermal spas are attractive destinations for short excursions.



## Location of Reutlingen in Germany



Reutlingen is located on the Echaz River, approx. 30 km South of Stuttgart and is nestled just beneath the majestic Swabian mountains and near the famous Black Forest.

Thanks to its location and extensive transportation system, the city of Reutlingen is a perfect starting point to explore Germany and the rest of Europe. Stuttgart and Reutlingen's near neighbour, Tübingen (one of Germany's oldest and loveliest university towns), offer a wide range of art, music, dance, ballet, and opera. Other popular destinations for weekend trips are the Black Forest, the mountains in the Allgäu region, the Swiss Alps or Austria as well as the Alsace wine region in France or Lake Constance.



## 2. Accommodation

Finding a place to stay can be one of the most challenging tasks when relocating to a foreign country. Our student residences are located near campus and cater for both men and women. There is one hostel for women only located nearer to the town centre. There are also some individual private rooms available on the open market.

It is crucial to apply for a room as soon as possible. We advise you to apply to all of the housing associations mentioned here.

### 2.1 Halls of Residence

Halls of residence on Campus			
Name	Address	Contact Person	Application Forms
Theodor-Litt-Haus	Pestalozzistr. 29	Office: Mrs Schurr <a href="mailto:Alexandra.schurr@gwg-reutlingen.de">Alexandra.schurr@gwg-reutlingen.de</a> Tel. 07121-277-186  Janitor: Mr Zorn Tel. 07121-29613 Mob. 0171-4938517	<a href="http://www.gwg-reutlingen.de/studentenwohnheime/studentenwohnheime_index.htm">http://www.gwg-reutlingen.de/studentenwohnheime/studentenwohnheime_index.htm</a>
Adolf-Reichwein-Haus	Pestalozzistr. 39	Office: Mrs Schurr <a href="mailto:Alexandra.schurr@gwg-reutlingen.de">Alexandra.schurr@gwg-reutlingen.de</a> Tel. 07121-277-186  Janitor: Mr Zorn Tel. 07121-29613 Mob. 0171-4938517	<a href="http://www.gwg-reutlingen.de/studentenwohnheime/studentenwohnheime_index.htm">http://www.gwg-reutlingen.de/studentenwohnheime/studentenwohnheime_index.htm</a>
Theophil-Wurm-Haus	Pestalozzistr. 35	Office & Janitor: Mr Pehlke <a href="mailto:info@theophil-wurm-haus.de">info@theophil-wurm-haus.de</a>  Tel. 07121-230515 Mob. 0152-02032263	<a href="http://www.theophil-wurm-haus.de/wohnen/download.html">http://www.theophil-wurm-haus.de/wohnen/download.html</a>
Studentenwerk Tübingen "Aquarium"	Pestalozzistr. 41	Office: Mrs. Röder <a href="mailto:jutta.roeder@sw-tuebingen-hohenheim.de">jutta.roeder@sw-tuebingen-hohenheim.de</a>  Janitor: Mr Micieli Mob. 0162-2916123  Substitute janitor: Mr Panagopoulos Mob. 0162-2916121	<a href="http://www.my-stuwe.de/cms/front_content.php?client=1&amp;changelang=3&amp;idcatart=53&amp;idcat=40">http://www.my-stuwe.de/cms/front_content.php?client=1&amp;changelang=3&amp;idcatart=53&amp;idcat=40</a>

Halls of residence in the city			
Frauenwohnheim (Women only)	Albstr. 93	Office: Mrs Schurr <a href="mailto:Alexandra.schurr@gwg-reutlingen.de">Alexandra.schurr@gwg-reutlingen.de</a> Tel. 07121-277-186  Janitor: Mr Piazza Mob. 0163-7728958	
Studentenheim "Am Heilbrunnen" and Kurt-Schumacher-Haus	Am Heilbrunnen 10 Kurt-Schumacher-Str. 3-5	Office: Mr Huber: <a href="mailto:Hausverwaltung@Studentenheim-reutlingen.de">Hausverwaltung@Studentenheim-reutlingen.de</a>	Please send a request for the application form to <a href="mailto:Hausverwaltung@Studentenheim-reutlingen.de">Hausverwaltung@Studentenheim-reutlingen.de</a>

Administratively and financially the student residences or dorms (*Studentenwohnheime*) adjoining the campus are not part of the university, but are owned and administered by the GWG Housing Association and the Tübingen Studentenwerk. We are, therefore, not able to reserve a room for you, nor can we exert direct pressure on the housing companies to allocate a room to you. Nonetheless, in the allocation of rooms, exchange students are normally granted a certain preferential treatment.

You have to apply for a room in the normal way (please find appropriate application forms and information on our website). The application forms will need to be submitted by the second week of December if you are coming to Reutlingen in the summer semester or by the second week of June if you are coming in the winter semester.

If you are allocated a room, written notification will be sent by the end of July/beginning of August, or end of January to your home address. If you are going to be away from home at that time, you should inform the GWG / *Studentenwerk* of the address to which the notification should be sent. You must return the acceptance form immediately or else the room will be allocated to someone else. It is likely that the tenancy contract will be sent at the same time - usually two copies. Both copies should be signed and returned at once.

One copy of the contract will be returned to you, which you need to bring with you and show to the caretaker (*Hausmeister*) of your residence in order to get your key. Please note in terms of arrival that the caretaker is not on duty on weekends.

**Please notice that contracts are legally binding, i.e. once you have signed the contract you remain responsible for paying the rent for the whole semester. You cannot just give up the tenancy on your room when it suits you.**

In the residences administered by the GWG, the rent is currently €210 (single room) per month, and you will have to pay for a whole half-year beginning Sept. 1 or Feb/ March 1. Often, exchange students are offered a shared room (rent €160): if, for example for health reasons, you require a single room, this should be indicated on the application form. A refundable deposit (*Kaution*) of 2 months' rent (i.e. €420 or €320) plus €30 for your key is payable on, or shortly after, arrival.

When you leave, you must officially clear your room with the caretaker.

Studentenwerk Tübingen is rather more expensive: € 240 per month (+€ 300 deposit). All residence fees are subject to increases. The residences are self-catering, so you will need to bring your own bed-linen (including pillows and blankets), but other equipment (such as cutlery, cups, saucepans) is probably best bought locally.



Much of the day-to-day running of the residences, as well as the maintenance of good order and discipline, and certain cleaning duties, are the responsibility of the residents in the residences: this "self-administration" is carried out through residence student committees and representatives. All residents are obliged to participate and cooperate in the smooth and consensual running of the residences.

If you are not offered residence accommodation, we will do our best to assist you in finding a private room/shared flat when you arrive. However, as everywhere else in Germany, this is not easy: you should be prepared to rough it for several days while the search is on. A private room will cost upwards of €250 per month and may well involve some travel to and from the university.

In any case, do not panic if your accommodation is not settled before you leave home: just come, we have never yet failed to find accommodation for our exchange students!

## 2.2 Private housing market

The university's student office (*Studierendenbüro*) offers assistance if you are interested in renting a private room. You can obtain more information by writing an email to the following address: [info.studium@reutlingen-university.de](mailto:info.studium@reutlingen-university.de)

You can also publish an advertisement with your search for private accommodation in one of the following local newspapers:

Reutlinger General-Anzeiger, Burgstrasse 1-7 , 72764 Reutlingen

Reutlinger Nachrichten, Burgplatz 1, 72764 Reutlingen

Wochenblatt (Anzeigenblatt), Marktplatz 16, 72764 Reutlingen

Accommodation Link on the Reutlingen University website:

[www.reutlingen-university.de](http://www.reutlingen-university.de) click on *HOCHSCHULE* -> *CAMPUSLEBEN* -> *Zimmervermittlung*

Further links that might help you regarding your search for accommodation in Reutlingen are:

[www.stubue.de](http://www.stubue.de), [www.reutlingen.de](http://www.reutlingen.de), [www.wohnzentrale.de](http://www.wohnzentrale.de), [www.zimmer-boerse.de](http://www.zimmer-boerse.de),  
[www.wg-gesucht.de](http://www.wg-gesucht.de), [www.wg-welt.de](http://www.wg-welt.de), [www.studentenwohnungsmarkt.de](http://www.studentenwohnungsmarkt.de), [www.studenten-wg.de](http://www.studenten-wg.de)

## 2.3 Temporary accommodation

**Youth Hostel** (*Jugendherberge*)

In *Tübingen*:

Gartenstraße 22/2, Tübingen 72074. Tel.: 07071/23002.

**Hotels und Guest houses** (*Pensionen*)

You can find a lot of information on the City of Reutlingen: [www.reutlingen.de](http://www.reutlingen.de)

## 3. Cost of living

Your cost of living will depend on your personal lifestyle. Living abroad in an unfamiliar environment always stretches one's budget. However, the overall cost of living in Germany is fairly affordable for students. Accommodation costs are one of the major expenses. Students generally need about €800 per month to cover accommodation, food, transport, leisure and other personal costs.



The subsidised meals in the refectory / cafeteria (*Mensa*) are a very good value, though you may wish to bring your own beverages, which are sometimes cheaper if bought at a grocery store. Day-to-day groceries are cheap if you use the supermarkets, clothes range from cheap to breathtakingly expensive, and books are quite expensive.

Currency fluctuations can play havoc with your financial planning. If you are on a student grant or a scholarship, make sure that the awarding body is aware of the full length of your studies in Reutlingen.

### 3.1 Financial assistance

Financial aid is generally not available through Reutlingen University. All financial matters have to be organised by students themselves. If you are looking for financial aid in the form of grants or scholarships, you should contact the International Office of your home university.

Some help may be available from the DAAD – German Academic Exchange Service – but this is not automatic. For further information go to the DAAD's website: [www.daad.de](http://www.daad.de) > English > information for foreigners > support > scholarship database.

## F. Contact

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Alteburgstraße 150  
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#### Head of Undergraduate Partnerships:

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Professor Hermann Laßleben (stand-in for Prof. Julia Hormuth)  
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#### Exchange coordinator (Incoming Students):

Ms. Carolien van der Hulst  
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#### Student services:

Ms. Sinem Hassler  
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E-Mail: [sinem.hassler@reutlingen-university.de](mailto:sinem.hassler@reutlingen-university.de)

