

University of Applied Sciences Bonn-Rhine-Sieg

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1. **General description of the University of Applied Sciences Bonn-Rhine-Sieg and the location of the two campuses in Sankt Augustin and Rheinbach**

The Bonn-Rhine-Sieg University was established on 1 January 1995 with campuses in Sankt Augustin and Rheinbach. Its foundation is based on the agreement on compensation measures for the Bonn region signed in June 1994 by the Federation, the Länder of North-Rhine/Westphalia and Rhineland-Palatinate, the City of Bonn, and the districts of Rhein-Sieg and Ahrweiler.

The tasks of the **Bonn-Rhine-Sieg University** lie in particular in teaching and study in the fields of applied research, development, transfer and further education. Key features of the University are its interdisciplinary, international and practical approach.

The following **courses** are offered:

Business Administration, focusing on marketing, controlling, financial management/financial services, human resource management, international management, business administration for trading companies, business to business marketing, information technology in business. Final award: Bachelor of Science on the Sankt Augustin Campus, Bachelor of Arts and Master of Business Administration on the Rheinbach Campus.

Business Information Systems leads to Bachelor of Science.

Computer Science leading to a Bachelor of Science and Master of Science. Additionally there is a Master of Science in Autonomous Systems.

Communication Systems and Network, final award: Master of Science

Biology – International course leading to a Bachelor of Science and Master of Science with Biomedical Sciences.

Chemistry with Materials Science. Final award: Bachelor of Science.

Forensic Sciences, final award Bachelor of Science

Electrical Engineering, final award: Bachelor of Engineering

Mechanical Engineering, final award: Bachelor of Engineering

Technical Journalism leading to the final award Bachelor of Science

Nearly 5,000 students are now enrolled at the Bonn-Rhine-Sieg University of Applied Sciences. They study in quite new buildings that were completed in 1999, followed in February 2005 by the first extension.

2. Name and address of the Bonn-Rhine-Sieg University

Postal address for both campuses:

University of Applied Sciences
Bonn-Rhine-Sieg
D-53754 Sankt Augustin

Campus address:

University of Applied Sciences
Bonn-Rhine-Sieg
Grantham-Allee 20
D-53757 Sankt Augustin

University of Applied Sciences
Bonn-Rhine-Sieg
von-Liebig-Str. 20
D-53359 Rheinbach

Head of the International Office:

Dr. Roland Weiß
International Office
Grantham-Allee 20
Tel. +49 2241 865 711
Fax +49 2241 865 8711

University Coordinator for International Affairs:

Dr. Vera Schneider
International Office
Grantham-Allee 20
Tel. +49 2241 865 628
Fax +49 2241 865 8628
E-mail: vera.schneider@h-brs.de

Incoming students:

Ute Schriefers-Jung
Lea Mund
International Office/ Welcome Centre
Grantham-Allee 20
Tel. +49 2241 865 671
Fax +49 2241 865 8671
E-mail: welcome.centre@h-brs.de

Ute Schriefers-Jung and Lea Mund are your contact persons in organisational matters if you are presently enrolled at one of our partner universities.

3. Academic Calendar

The academic year is divided into two semesters. All study courses commence in the winter semester, Business administration courses in Rheinbach and Sankt Augustin as well as Computer Science (Master-programme) commence in both the summer and the winter semesters.

a) Winter semester (WS): 1 September to 28 February

Lectures begin: end of September

Lectures end: end of January

Examination period: Please inquire at the Examinations Office

b) Summer semester (SS): 1 March to 31 August

Lectures begin: end of March

Lectures end: end of June

Examination period: Please ask the responsible person from Examination Office

Dates when lectures are held vary slightly from semester to semester.

4. Application, admission, matriculation and renewal of matriculation at the Registrar's Office

General requirements

Since most of courses are held in German, good German language skills are required from the outset in order to successfully study in Germany.

<http://www.daad.de/deutschland/index.en.html>

<http://www.study-in-germany.de>

During the lecture period you can take part in a language course at the Language Centre of the University of Applied Sciences Bonn-Rhine-Sieg in order to improve your knowledge of German.

N.B.: Biology courses and the course Master of Science in Autonomous Systems

(http://www.inf.h-brs.de/Master_in_Autonomous_Systems-lang-en.html)

are held in English. English language skills are required (TOEFL).

The MBA programme (<http://www.wir.h-brs.de/MBA-lang-en.html>), accredited by FIBBA, is taught in German (appr. 50%) and English (appr. 50 %).

Application deadline

You find the deadlines for applications on the homepage of the “Studierendensekretariat” (Registrar’s Office)

http://www.h-brs.de/times_dates-lang-en.html , information on application on the homepage http://www.fh-brs.de/Application_and_Admission_of_foreign_applicants-lang-en.html (Registrar’s Office). Deadline for exchange students coming from partner universities is normally 30 May or 30 October.

Deadlines for matriculation, renewal of matriculation and exmatriculation

Following admission by a department at the Bonn-Rhine-Sieg University, applicants from partner universities will be informed in writing of a personal enrolment date in the notification of admission sent to them by the Registrar’s Office at the University. Matriculation takes place at the beginning of August for the winter semester and at the beginning of February for the summer semester.

The Registrar’s Office is located in Sankt Augustin. Students at both campuses and of all subjects are provided with counselling and advice here at the beginning of their studies in all matters relating to their studies. A general advisory service is also provided for potential students. The Registrar’s Office also issues student ID cards and enrolment certificates.

The Registrar’s Office is open from Monday to Wednesday from 10.00 a.m. to 1.00 p.m., on Thursday from 10.00 a.m. to 12.00 noon and from 2.00 to 4.00 p.m. On Friday the office is closed. Appointments at other times may be arranged by telephone, normally from 8-10 a.m.

If, in agreement with the departmental coordinator, foreign students from partner universities decide to stay on for a second semester at the Bonn-Rhine-Sieg University, they have to rematriculate by the relevant deadline like any other student. The deadlines set by the University are announced to students at the beginning of each semester through notices and are also sent to them by post together with a matriculation certificate for the new semester. Any student failing to rematriculate is exmatriculated at the end of the current semester without further notice.

The Bonn-Rhine-Sieg University practises a policy of automatic rematriculation, i.e. following matriculation, students receive an automatically-produced bank transfer form bearing their matriculation number and the amount to be paid for the semester together with their study documents. On payment of this amount using the form, rematriculation takes place automatically. If your address has changed, however, an application for rematriculation must be submitted to the Registrar’s Office. For further details of rematriculation, please contact the Registrar’s Office.

In order to register, proof of health insurance or of exemption from the requirement to have health insurance issued by a statutory health insurance scheme in Germany is required.

Payment of health insurance contributions must be made to the relevant health insurance scheme before matriculation or rematriculation.

For further information, please contact:

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 Fax: +49 2241 865 8622

Gertrud Roman Tel.: +49 2241 865 132
 Fax: +49 2241 865 8132

Cornelia Schleicher Tel.: +49 2241 865 626
Cathrin Schrader Fax: +49 2241 865 8626

Tanja Schnettker Tel.: +49 2241 865 697
 Fax: +49 2241 865 8697

Gabriele Krauss Tel.: +49 2241 865 644
 Fax: +49 2241 865 8644

E-mail: studierendensekretariat@h-brs.de

Semester contribution for travel pass, social contribution and student union contribution

On matriculation, a semester contribution currently totalling € 233,10 (two hundred thirty three) must be made. It covers the cost of the following:

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|---|----------|
| Social contribution to the <i>Studentenwerk</i> Bonn (student services) | € 77,00 |
| Mobility contribution (SemesterTicket) | € 104,90 |
| Nordrhine Westfalia Ticket | € 42,40 |
| Contribution to ASTA, the student union | € 8,80 |

The SemesterTicket serves as a travel pass, entitling you to the free use of all train and bus services in the local network *Verkehrsverbund Rhein-Sieg (VRS)*. The Nordrhine Westfalia Ticket entitling you to the free use of all trains in this part of Germany. But you can use only regional trains. Fast trains (IC or ICE) you have to pay.

5. Examinations Office

The Examination Office is situated in Sankt Augustin and is open from Monday to Tuesday and from Thursday to Friday from 10.00 a.m. to 1.00 p.m. On Wednesday the office is closed. Assistance is available here for students based at both campuses. The following information may be obtained here:

- Bachelor/Master examination regulations
- Study regulations
- Curriculum

- Departmental timetable
- Timetable for subject-related examinations

Examination period

Examinations are spread throughout students' studies in accordance with the Bachelor/Master examination regulations. Examinations are held at the end of each lecture period (1st examination period) and at the beginning of the lecture period of the following semester (2nd examination period). Examination results are announced no later than six weeks after the date of the examination by SIS-Informationssystem or may be consulted at the reception desks in Sankt Augustin and Rheinbach.

In order to take these examinations, a formal application must be submitted to the examinations office. The deadline is approximately four weeks before the respective examination period. It is possible to withdraw registration up to 7 days before the examination without stating a reason.

Further information, especially on registration, admission, deadlines, retaking examinations etc. is to be found in the Diplom/Bachelor/Master examination regulations and is available in the relevant departmental office. Information may also be obtained from the Student and Examinations Offices. This is where all study and examination results are collected and administered. Students are given graded certificates on request.

For further information on matters relating to examinations please contact:

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|----------------|------------------------|
| Brigitte Alexi | Tel.: +49 2241 865 623 |
| Marion Wehnert | Fax: +49 2241 865 8623 |

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|---------------|------------------------|
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|---------------|------------------------|
| Rita Loschitz | Tel.: +49 2241 865 667 |
| | Fax: +49 2241 865 8667 |

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|---------------|------------------------|
| Karin Schwarz | Tel.: +49 2241 865 643 |
| | Fax: +49 2241 865 8643 |

E-mail: pruefungen@h-brs.de

6. International Office – Welcome Centre / Partner Universities

Contact persons:

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|---------------------------------|--|
| Dr. Roland Weiß | Tel.: +49 2241 865 711 Fax: +49 2241 865 8711 |
| Maria do Carmo Massoni | Tel.: +49 2241 865 705 Fax: +49 2241 865 8705 |
| Ute Schriefers-Jung Lea Mund | Tel.: +49 2241 865 671 Fax: +49 2241 865 8671 |
| Dr. Vera Schneider | Tel.: +49 2241 865 628 Fax: +49 2241 865 8628 |
| Astrid Schlinkert | Tel.: +49 2241 865 709 Fax: +49 2241 8709 |
| Aline Nimbona | Tel.: +49 2241 865 707 |
| Ina Schlegel | Tel.: +49 2241 865 714 Fax: +49 2241 865 8714 |

Students at the Bonn-Rhine-Sieg University may take part in a study programme lasting one or two semesters at the partner universities on successful completion of their preliminary studies without having to extend the full course length of 6-7 semesters. In addition, it is possible in some cases to gain a bachelor's or master's degree or another award from the partner university. The list of partner universities and how to apply can be found under http://www.h-brs.de/Partner_universities-lang-en.html . It is also possible to be supervised by the partner university during a semester of practical training. Information on this, as well as on special sponsorship opportunities, scholarships for study and practical training semesters abroad may be obtained from the International Office.

7. Central units: university and local libraries and the Language Centre

Your student ID card entitles you to use the library on both campuses. More information about the ID card you will find on http://www.h-brs.de/Current_students-lang-en.html Informationen für Studienanfänger > General Informations for beginners. A sufficient number of computer workstations are available for your use in the libraries and in the departments. On application, your department will supply you with an e-mail address free of charge.

Computers with connections to the Internet and to the internal university CD-ROM network with its various reference works on CD ROM is to be found in the libraries in Sankt Augustin and Rheinbach. The catalogue of the media available can be accessed on the Internet. In

addition, a list of the journals and newspapers subscribed to by the University is to be found here. Course literature, standard works and works of reference etc. are available in the library and most can be taken out on loan. Desks and reading places are available to library users both in Rheinbach and Sankt Augustin. Library staff will assist you in researching what is available in the library as well as in searching for literature on the Internet and on CD ROM.

The Language Centre (Sprachenzentrum) offers a range of services including a variety of language courses, a CALL laboratory and a self-access centre which is integrated into the library. As well offered by Language Centre is the DSH (German-language proficiency exam) for foreign students who wish to study at the Bonn-Rhine-Sieg University of Applied Sciences.

In addition to foreign language courses, the Language Centre also conducts seminars in intercultural communication.

8. Accommodation – student residences run by the Studentenwerk (student services)

The International Office can reserve rooms in advance for incoming students from partner universities in student residences run by the Studentenwerk. A place can be reserved for a maximum of two semesters. When you sign the contract, the first month's rent and a deposit amounting to one and a half months' rent must be paid in cash. The rent for the following months is paid to the Studentenwerk by direct debit, which means you need to open a bank account. Even if you have rented accommodation for a limited period and this is laid down in the contract, you must give notice in writing six weeks before you move out. Forms for giving notice are available from the Studentenwerk or from the student residence administration.

Studentenwerk Bonn
Zimmervermittlung und Wohnheiminformation
(Accommodation service and student residence information)
Nassestrasse 11
D-53113 Bonn
Tel. +49 228 737164
<http://www.studentenwerk-bonn.de/wohnen>

The addresses of youth guest houses are as follows:

Jugendgästehaus Venusberg (youth hostel bonn)
Haager Weg 42
D-53127Bonn
Tel.: +49 228 289 97-0
Fax: +49 228 289 97-14
JHG-Bonn@t-online.de
<http://www.jugendherberge.de/jh/bonn/>

http://www.jugendherberge.de/lvb/rheinland/index_en.htm (Youth Hostels in Rhineland)

Haus Venusberg e.V.
Haager Weg 28-30
D-53127 Bonn
Tel.: +49 228 289 91-0
Fax: +49 228 289 91-59
Email: tagungsstaette@haus-venusberg.de
<http://www.haus-venusberg.de>

For information on rooms or apartments for a longer stay please look at the homepage of <http://germany.gabinohome.com/en>

9. Registration and residence permit

Students must register their place of residence in Germany within 14 days of arrival. Registration forms are available from the Bürgeramt (town hall) in the student's city of residence. Any changes of address must also be communicated to the Bürgeramt within one week of the move. Shortly before the end of your stay, the Bürgeramt should be notified of your departure.

In order to obtain confirmation of registration, you will require the following documents:

- A completed application form
- A passport
- A visa (if required for the duration of your study visit)
- Tenancy agreement for accommodation

Depending on where you live, you may also apply for a residence permit at the competent Bürgeramt/Bürgerbüro. Such a permit is required for any study visit lasting more than three months.

In order to apply for a residence permit, you will require the following documents:

- passport
- photo (biometric picture – photo shop)
- a certificate of matriculation from the University of Applied Sciences
- confirmation of registration from the Bürgeramt
- evidence of funding for the duration of your stay (e.g. written declaration from your parents that a sum of € 650 will be made available each month)
- evidence/proof of health insurance (or of exemption from the obligation to have health insurance)

10. The Bürgerämter (town halls) in the cities of Sankt Augustin, Rheinbach and Bonn

The Bürgeramt of the City of Sankt Augustin – registration and residence permit

If you live in Sankt Augustin, you should register at the Bürgeramt in the City of Sankt Augustin. You can obtain a copy of the registration form from the City Administration's information desk on Monday from 8.30 a.m. to 12.00 noon and from 2.00 -6.00 p.m. and from Tuesday to Friday from 8.30 a.m. to 12.00 p.m.

Bürgeramt
Stadtverwaltung Sankt Augustin
Markt 1
53757 Sankt Augustin
Tel.: +49 2241 243-0

You may register at the Bürgeramt on Monday and Thursday from 7.30 a.m. to 6.00 p.m., on Tuesday and Wednesday from 7.30 a.m. – 2.00 p.m. and on Friday also from 7.30 p.m. to 12.00 noon.

At the same time, you must also apply for a residence permit. Your application will be forwarded directly by the Bürgeramt to the Foreigners Registration Office of the Rhein-Sieg district in Siegburg.

The Bürgeramt of the City of Rheinbach – registration and residence permit

If you live in Rheinbach, you should register at the City Administration's Bürgeramt in the town. At the same time you must also apply for a residence permit. Your application will be forwarded directly by the Bürgeramt to the Foreigners Registration Office of the Rhein-Sieg district in Siegburg.

Stadtverwaltung Rheinbach
Bürgerbüro
Schweigelstr. 23
53359 Rheinbach
Tel.: +49 2226 917-0

Opening hours: Monday to Wednesday from 8.00 a.m. - 12.00 noon and from 1.30 p.m. to 3.30 p.m., Thursday from 8.00 a.m. to 6.00 p.m., Friday from 8.00 a.m. to 11.30 a.m.

Bürgeramt of the City of Bonn - registration

Anyone living in Bonn should register at the Bürgeramt of the City of Bonn. A registration form is available at the information desk.

Bürgeramt der Stadt Bonn
Stadtverwaltung
Stadthaus, Berliner Platz
53111 Bonn
Tel.: +49 228 77-0 /-1

Opening hours: Monday and Thursday from 8.00 a.m. to 6.00 p.m., Tuesday, Wednesday, Friday from 8.00 a.m. to 1.00 p.m..

Applications for residence permits must be made in person at the Foreigners Registration Office of the City of Bonn.

11. Foreigners Registration Office of the City of Bonn – residence permit

The Foreigners Registration Office is responsible for issuing residence permits and granting and extending visas. Students who are not nationals of an EU country must generally apply for a visa before leaving their home country.

Ausländeramt
Oxfordstraße 19

53111 Bonn

Tel.: +49 228 77-6000 (appointment)

or online

http://www.bonn.de/rat_verwaltung_buergerdienste/buergerdienste_online/index.html?lang=de

Opening hours: Monday, Tuesday, Thursday and Friday from 8.00 a.m. to 12.00 noon, Thursday also from 2.00 p.m. to 5.30 p.m.

12. Health insurance

There is a general obligation to have health insurance in Germany. **International Health Insurance is mandatory for all international students before enrolment.** Cheaper health insurance tariffs are available for students for the duration of their studies (until the age of 30).

1. There are health insurance agreements with all **EU countries**. Students from these countries should bring their home country EU health insurance and submit it to a health insurance scheme of their choice in Germany. They will be then exempt from a German compulsory student health insurance. The EU health insurance must be obtained from the student's national health insurance in his or her home country before departure. It must cover the entire period of the planned stay in Germany. Otherwise, they have to apply for a German health insurance.

2. Students from **Non-EU** countries have to have a health insurance that is accepted by German law. Either the students have obtained a health insurance in their home country which is accepted by German law (unlimited coverage!) or apply for a German health insurance.

Some German health insurance companies offer the possibility of online application.

For the addresses of health insurance schemes, look in a trade directory or in the yellow pages. The University coordinator will help you if necessary.

<http://www.studentversicherung.de>

http://www.studentversicherung.de/affordable_health_insurance_germany.html

13. Sport and leisure

The university sports programme comes out at the beginning of each semester (www.sport.uni-bonn.de). It includes numerous sports activities in which you can take part using facilities of the University of Bonn.

Through their proximity to the Rhein, the Siebengebirge mountains, the Eifel and High Venne region and the Nürburgring, the Cities of Sankt Augustin and Rheinbach offer excellent leisure opportunities.

Culturally, too, the nearby cities of Bonn and Cologne offer a varied programme of activities, with their theatres, concert halls, museums and art galleries.

14. Checklists

Before departure:

- Inform yourself about Germany and German Higher Education from the following website; <http://www.daad.de/deutschland/index.en.html>; <http://www.study-in.de/en/>; www.study-in-germany.de)
- Collect the documents you need to register at the host university (evidence of your studies so far– proof of course attendance, certificates, certification of having attained a certain level of proficiency in German, etc.)
- Obtain proof of health insurance
- Make sure you have a valid passport
- Bring enough cash or international credit card (approximately € 500,00) as a deposit for a room in a student residence and 1 and ½ month's rent. The Studentenwerk doesn't accept cheques.
- Funding of approximately € 700 per month should be available in order to have a normal study stay (for accommodation, living expenses, semester contribution, leisure activities, travel expenses etc.)

On arrival:

- Report to the Studentenwerk Bonn to receive your tenancy agreement if you are coming from the partner university.
(opening hours: every day 9.00 a.m. – 12.00 noon and Thursday from 2.00 to 4.00 p.m.)
- Present your Health Insurance, if you are an European citizen, to the Allgemeine Ortskrankenkasse (AOK) so that you can be granted the required exemption from health insurance
- Report to the Registrar's Office the Bonn-Rhine-Sieg University (Studierendensekretariat) or to the International Office, if you are coming from the partner university for Enrolment.
- Report to the relevant Bürgeramt
- Apply for a residence permit