



**Hochschule
Worms**
University of Applied Sciences



Handbook Studying and Living in Worms
International Degree-Seeking Students

Table of contents

Table of contents	2
1 Welcome note	4
1.1 Location of Worms and Hochschule Worms.....	5
2 Studying in Worms	6
2.1 Hochschule Worms	6
2.1.1 Semester dates.....	6
2.1.2 Campus plan.....	7
2.1.3 International Center	8
2.2 Before your arrival in Worms	9
2.2.1 Visa for all non-EU citizens	9
2.2.2 Import regulations for Germany	10
2.2.3 Housing.....	11
2.2.4 Semester contribution	16
2.2.5 Health insurance	17
2.2.6 How to get to Worms	18
2.3 First weeks in Worms	22
2.3.1 Orientation	22
2.3.2 Administrative matters	23
2.3.3 Buddy program	25
2.3.4 Important online tools at Hochschule Worms.....	25
2.4 During your study time here	28
2.4.1 Facilities of Hochschule Worms	28
2.4.2 Student organisations	36
2.4.3 Social life on campus	38
2.4.4 Studying at Hochschule Worms	40
2.4.5 Financial support.....	40
3 Living in Germany	41
3.1 Gestures.....	41
3.2 Cuisine	41
3.3 Customs and traditions.....	42
3.3.1 German holidays.....	43
3.3.2 Basic vocabulary.....	43
3.4 City of Worms.....	44
3.4.1 Places to visit in Worms.....	45
3.5 Internet during the first days	48
Cafes with Wi-Fi nearby the campus.....	48
3.6 Cost of living.....	48
3.7 Opening hours.....	48
3.8 Bottle deposit.....	48
3.9 Shopping	49
3.10 Public transport	49

3.11	Important telephone numbers	50
4	Checklists	51
4.1	Checklist "Before departure"	51
4.2	Checklist "The day of your departure"	51
4.3	Checklist "After arrival"	52

STUDYING AND LIVING IN WORMS

1 Welcome note

Dear international student,

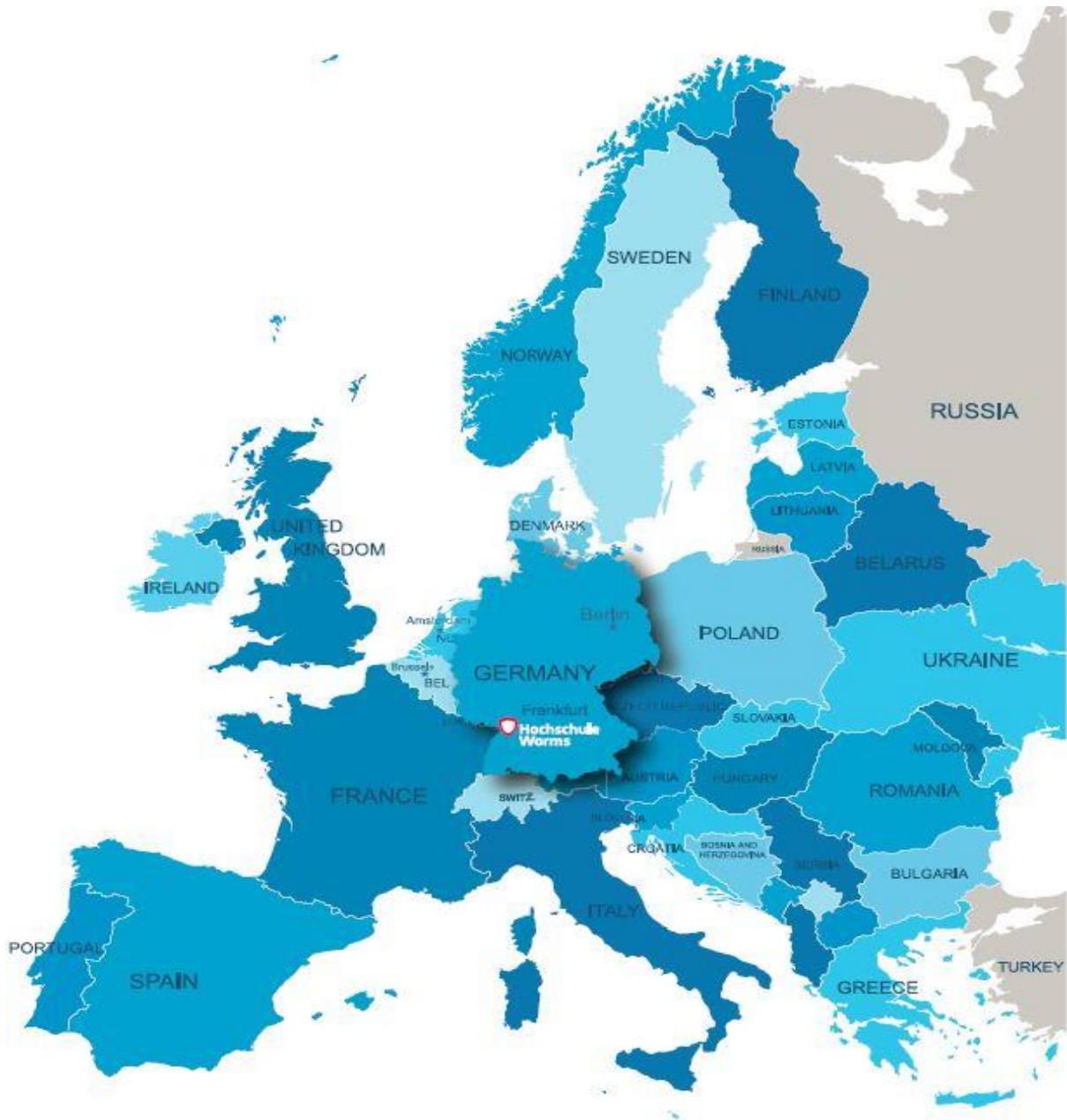
welcome and thank you for your interest in earning a degree at the Hochschule Worms. This handbook has been designed to help you along this exciting journey and to give you an overview of student life at the Hochschule Worms and living in Worms in general. You will soon join many other students to become part of a large international community here on campus. We certainly hope your time with us will be an excellent one. However, studying abroad is a challenging task and requires some preparation. There are matters you should take care of before you leave home. This handbook is your guide through most of the procedures and formalities both before and after your arrival. Please see checklists in the end of this handbook to help keep you on track.

Inside this handbook you will find answers to (probably all) practical questions you might have. **Please take some time to read through this handbook before and after your arrival. You'll be glad you did.**

If you have any unanswered questions after reading this handbook, please don't hesitate to get in touch with us. Remember that there is always someone here to talk to if you need help or advice. We wish you a safe trip to Worms and a pleasant and successful stay!

Your International Center Team

1.1 Location of Worms and Hochschule Worms



Worms is a city in Rhineland-Palatinate, Germany, situated on the Upper Rhine about 60 kilometres (40 miles) southwest of Frankfurt am Main. It has about 80,000 inhabitants.

2 Studying in Worms

2.1 Hochschule Worms

The Hochschule Worms was founded in 1977 as part of Hochschule Rhineland-Palatinate. In September 1996, Hochschule Worms got established as an independent university with approximately 3,500 students studying in three faculties:

- Faculty of Business Administration
- Faculty of Tourism and Travel Management
- Faculty of Computer Sciences

We currently have a total of 16 different academic programmes on Bachelor and Master level. All of these courses are accredited.

2.1.1 Semester dates

The academic year is divided into two semesters:

- **Summer semester** (01st March until 31st August)
- **Winter semester** (01st September until 28th/29th February)

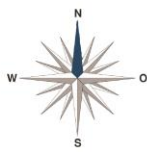
The **lecture period (including exams)** runs:

- from mid-March until mid of July in **Summer semester**
- from end of September/beginning of October until end of January in **Winter semester**

2.1.2 Campus plan



Campus Hochschule Worms



Campus North

Building L
University Management,
President and University Boards,
Finance and Human Resource

Building M
Student Affairs Office,
International Center,
Senate Room

Building N
Faculty of Business Administration,
Faculty of Computer Science,
Lecture Rooms

Building O
Lecture Rooms

Campus South

Building A
Visitor's Reception, Post Office,
Property Management, Computer Center,
Library, BAfoeG Office, Lecture Rooms,
Public Relations, Quality Management

Building B
Auditorium (Aula),
Audimax

Building C
Lecture Rooms

Building D
Lecture Rooms

Building E
Cafeteria (Mensa)

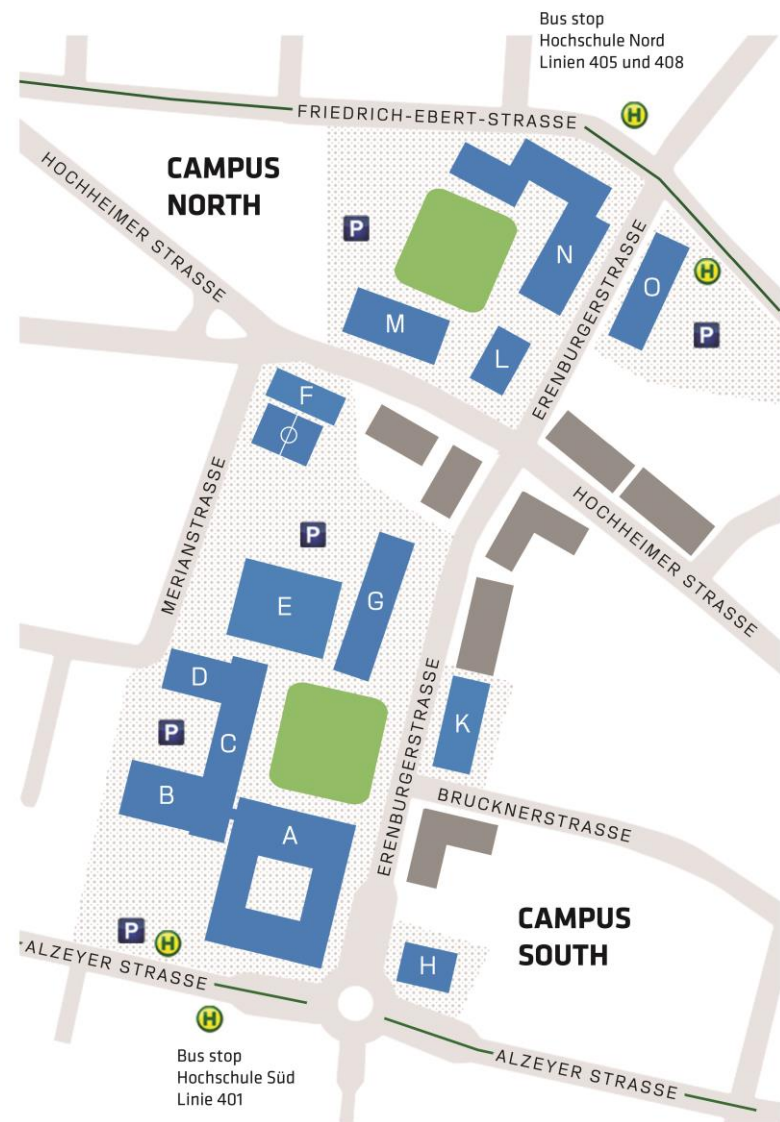
Building F
Daycare facility for Children

Building G
Student Council,
Studierendenwerk Vorderpfalz,
Lecture Rooms

Building H
Center for Technology Transfer
and Telecommunications (ZTT)

Building K
Faculty of Tourism and Travel
Management, Equal Opportunities Officer

P Parking



www.hs-worms.de

2.1.3 International Center

- primary contact point for international students.

You will find us in:
Our walk-in hours:

Building M, room 108
Mon. & Tue. 9:00 a.m. – 12:00 p.m.
Thu. 1:00 p.m. – 03:00 p.m.
or on appointment



Annette Mayer-Möbius

Tel.: +49 6241/ 509 - 168

Email: moebius@hs-worms.de

- Contact point for international degree-seeking students
- Academic support for international students
- Information on how to apply for internships abroad
- Advice on applications for scholarships (financial support)
- International Day
- International Students teaching at schools in Worms (L.I.V.E.)
- Financial and social emergencies



Elena Albers

Tel.: +49 6241/ 509 - 294

Email: albers@hs-worms.de

- Coordinator international degree-seeking students
- Orientation
- Info sessions and excursions
- Administrative support (residence permit, etc.)
- Social commitment booklet (Bonusheft)



Claudia Verleye

Tel.: +49 6241/ 509 - 468

Email: verleye@hs-worms.de

- Administrative support for international degree-seeking students (housing)



Céline Maser

Tel.: +49 6241/ 509 - 292

Email: maser@hs-worms.de

- Language courses

2.2 Before your arrival in Worms

Please check how long your passport/identity card is valid.

2.2.1 Visa for all non-EU citizens

If you have a foreign nationality not belonging to the EU or a country having signed a bilateral agreement with Germany you will most likely need a visa. You can check the visa duty for your country in the list of states of the German Federal Foreign Office:

Studying in Germany

a) Citizens from Australia, Israel, Japan, Canada, New Zealand, South Korea or USA

If you are coming to Worms from *Australia, Israel, Japan, Canada, New Zealand, South Korea* or the *USA* it is possible to enter Germany on a tourist visa and then register for a long-term visa. But we recommend that you apply for a long-term visa before your arrival. Therefore, we will provide you with an application form for a long-term visa together with the letter of acceptance. Please take this document to the German embassy in your country and request an acceptance for this document. With this acceptance you will avoid the costs for a visa at our local foreign registration office in Worms (currently € 100.00) and you do not need an extra appointment at the foreign registration office in Worms.

Only if you can travel to Germany without visa (depends on your citizenship) and apply for it here (please check visa regulations closely):

In this case you will apply at the foreign registration office in Worms for a visa. You could avoid the fee of currently € 100.00, if you can present an official confirmation, that you will receive a scholarship from your home university. This confirmation has to be written in **German** language. We will provide you with a sample form together with the letter of acceptance.

b) Students from all other Non-EU-countries

You will need to apply for your visa at the German Embassy/Consulate whilst in your home country. Please apply for your visa well in advance (at least 2 months before your departure!).

We will provide all non-EU students with an application form for a long-term visa together with the letter of acceptance. Please take this document to the German embassy in your country and request an acceptance for the attached document. With this acceptance you will avoid the costs for a visa at our local foreign registration office in Worms (currently € 100.00) and you do not need an extra appointment at the foreign registration office in Worms.

Only if you can travel to Germany without visa (depends on your citizenship) and apply for it here (please check visa regulations closely):

In this case you will apply at the foreign registration office in Worms for a visa. You could avoid the fee of currently € 100.00, if you can present an official confirmation, that you will receive a scholarship from your home university. This confirmation has to be written in **German** language. We will provide you with a sample form together with the letter of acceptance.

Please note: It is extremely important to submit correct and complete information regarding your reasons to study in Worms/Germany (**letter of acceptance**).

Please note: Some Non-EU citizens need to open a **blocked account** (with approx. 8.000 Euro for two semesters) at Deutsche Bank in order to get a visa for Germany. Please inform yourself about the details and consider the time aspect, as it could take some time to open this account.

Please check the visa regulations on this link: **non-EU nationals**
Regarding visa fees, please click: **Visa fees**

Please note that working with your visa is allowed to a restricted extent. If you want to work during your stay here, please acquire information at the visa section of the German embassy in your home country.

2.2.2 Import regulations for Germany

When entering Germany as a student studying in this country the following items **receive exemption** from duties:

- Household effects need to be used
- Educational materials
- Used furniture only for personal use

No restrictions are placed on students' educational materials.

For *further information*, please see the following link:

http://www.zoll.de/EN/Private-individuals/Staying-in-Germany/School-study/school-study_node.html

Moreover, **restrictions** are placed on:

- Medical products and narcotics
- Cash with a value of € 10,000.00 or more
- Some food and feedstuffs
- Publications or media likely to harm minors and unconstitutional publications
- Counterfeiting and piracy
- Animals and plants, products containing animal or vegetables substances
- Fireworks, weapons and ammunition

For detailed information, please see this link: http://www.zoll.de/EN/Private-individuals/Travel/Entering-Germany/Restrictions/restrictions_node.html

Please be aware of the fact that these regulations and restrictions can change over time. Therefore, you are responsible to inform yourself about any changes which might occur.

To be always up-to-date on what to carry with you, please check out the travellers' allowance page: http://www.zoll.de/EN/Private-individuals/Travel/Entering-Germany/Duties-and-taxes/Travellers-allowances/travellers-allowances_node.html

2.2.3 Housing

2.2.3.1 General information

Above all, remember always to be respectful, kind and considerate towards your housemates, landlord/landlady and neighbours. Treat others as you wish to be treated. Requests for silence or cleaning are not personal attacks, but simply requests.

Usually a **deposit** must be paid to the landlord via a bank transfer. This deposit will be paid back upon your departure provided you leave your flat/room in satisfactory condition. The deposit acts as an insurance against any damage done to the room and guarantees that you, the tenant, will keep the room clean according to the requests of the landlord. If you fulfil these requirements the deposit will be paid back at the end of your stay.

Please pay your rent on time – usually on the 1st of each month the rent should be credited to your landlord's account. A fee can be charged due to late payment or worse eviction! Please make sure, to pay the rent even when you are on vacation!

Furnished rooms generally contain a bed, table, chairs and a wardrobe for your clothing. The kitchens have standard equipment. You will have to bring or buy your own bed linen, sheets and towels.

Electricity, water and heating are mostly included in your monthly rent (ca. € 80.00 per month). In Germany, the costs for electricity, water and heating are among the highest worldwide. The rates set by your landlord/landlady are rather low and based on the assumption that you know how to save energy (heating!) and water as much as possible. Turn down the radiator when taking classes or leaving your room for a few hours! Please act responsible with such resources.

When you **move into your room**, it will be clean. You are responsible for it. When moving into your room, be sure to check everything carefully. If something is broken or in poor condition, please inform your landlord/landlady – if possible, add a remark on both of the rental contracts before signing them. Always inform your landlord/landlady right away if anything does not work properly.

You are responsible for keeping your room **clean**. If you sign a contract, it is understood that the assignment carries with it an obligation to protect the landlord/landlady's property. If not, you will be charged for the damage. If everything is in good condition and clean when you move out, your **security deposit** will be returned. There is nothing more disgusting than a filthy room or toilet, trash that has not been taken out for weeks and rotting food in the kitchen. Not only that, but it is also unhealthy. **Everyone is expected to clean his/her apartment regularly**. If you need a cleaning service for your room, talk to your landlord/landlady.

We have a **recycling system** in Germany. There are three or four containers in your dormitory, residence or your landlord/landlady's place. Ask for the waste collection schedule since different containers are collected on different days.

We separate waste in the following ways:

Blue container: Everything made of paper and cardboard e. g. envelopes, books, cardboard boxes, catalogues, paper, paper bags, cardboard, cartons, corrugated cardboard, newspapers, magazines, broken-down boxes and paper or cardboard packaging such as flour bags and washing powder.

Brown container: Everything from the kitchen and garden

Kitchen waste such as vegetables, fruit peel, coffee grounds, eggshells, filter bags and teabags.

Plant waste such as withered flowers, used potting soil, withered parts of houseplants and garden waste such as tree, bush and hedge cuttings (crushed), grass cuttings (dried), foliage and wild herbs.

Yellow container/bag: Everything made of plastic and metal

Metal such as tins, drinks cans, caps and seals, aluminium dishes, aluminium lids and aluminium foil.

Composite materials such as drinks and milk cartons.

Plastics such as plastic film, plastic bags, washing-up liquid, detergent and toiletry bottles, dairy product pots and containers, margarine containers, etc., foams and polystyrene.

Black/Grey container: Cooked leftover food, bones and meat, hygiene waste such as paper tissues, nappies, plasters, vacuum cleaner bags, dirt, ash, cat litter, etc., soiled recyclable waste and cigarette stubs.

Bottles: Disposable bottles and glass are collected in containers across the city (often close to supermarkets) – white containers for white glass, green container for green glass, brown container for brown glass.

Please **respect quiet hours** in order to secure the right of other housemates and neighbours to read, study and sleep free from unreasonable noise and other distractions! **Night quiet hours are from 10.00 pm - 6.00 am**, furthermore it is not allowed to be loud during **1.00 pm and 3.00 pm**. On Sundays and holidays it is also expected to be quiet.

Please **open your room windows** every day for at least 10 minutes, even in winter times. Some houses in Germany are especially insulated, so it is very important to leave humidity at a very low level. This is the best way to prevent mould in your room.

Smoking is prohibited in all of the accommodations (and generally in public restaurants and bars). You can only smoke outside.

In some cases, you will have **Internet access** provided by your landlord/landlady and included in your monthly rate. Costs for Internet access depend on the respective contract, but normally there is a fee to pay of € 10.00 – 20.00 per month. Sometimes it is not included in the rent and you will be responsible for providing your own access. Please ask your landlord/landlady before signing a contract. Furthermore, please be aware of the **copyright protection** in Germany – you are not allowed to download music and movies etc. from illegal platforms. Please be aware that you have to pay **high penalties** otherwise!

If you want to **change your accommodation**, you are responsible for finding a new tenant and obtaining your landlord/landlady's agreement in advance. If you decide to leave Germany earlier you have to discuss this with your landlord/landlady. If you change your apartment during your stay you have to inform the registration office (Einwohnermeldeamt) and Ms. Claudia Verleye. But first you have to find a replacement tenant, if you cannot find one, you will have to pay the rent as agreed upon in your contract.

2.2.3.2 Housing-Service

It is important to understand that the Hochschule Worms does not have dormitories for students (no on-campus-housing). We can only liaise private landlords in Worms who offer furnished rooms in shared flats nearby the campus. Accordingly, please understand that this **offer is limited and fluctuating**. Based on the equipment, size and distance to campus the prices vary between approx. € 300 - 400. Please note that searching for a furnished and affordable flat nearby the campus is very difficult and time-consuming. Therefore, you should **not underestimate the housing issue**.

If you need help finding an accommodation please contact **Ms. Claudia Verleye**, she is responsible for housing matters and is happy to help you prior to your arrival in Worms. Her contact details are as follows:

Email: verleye@hs-worms.de

Tel.: +49 6241 / 509 - 468

Room: M-Building 108

Please note the following:

1. Requests are being handled on **first-come-first-serve-basis** as the offer is **limited**.
2. You will receive an **email with a maximum of three accommodation offers** (depending on the availability) shortly after your request. In this email we will set a **deadline** within which we have to receive your decision.

These deadlines are necessary as we have to serve as many students as possible within a short time frame. Therefore, **check your email account frequently** and **reply as soon as possible**. If you miss the deadline we have to offer the accommodation to the next person.

3. Please understand that the International Center cannot fulfil all your housing preferences. Our offer depends on:
 - The amount of students applying for the relevant academic term
 - The amount of apartments and rooms available at the time of application

If you do not answer in time or refuse our housing offers, we won't assist you anymore and you'll have to search for an accommodation on your own.

2.2.3.3 Independent Search

Based on the equipment, size and distance to campus the prices vary between approx. € 300 - 400. Sometimes there are additional charges for electricity and heating. These are called 'Nebenkosten'. At other places 'Nebenkosten' can be included in the rent. Please be aware that most of the offered apartments are **not furnished!**

There are two **Facebook groups** organized by students, where students sometimes post accommodation offers:

<https://www.facebook.com/groups/internationalsWorms/>
<https://www.facebook.com/groups/studierende.hs.worms/>

There are two **student dormitories**:

www.studierendenwerk-vorderpfalz.de/Wohnen.52.0.html

This dormitory is situated very close to the campus, which is why it is very popular and often booked out one semester in advanced.

www.wohnungsbau-gmbH-worms.de/studenten-appartements.php

This student house is about 5 km away from the university but with regular bus-connections to the campus.

You may also want to check the following webpages for private accommodation offers in and around Worms. You can choose between private or shared flats (called WG or 'Wohngemeinschaft').

Useful links:

<http://www.asta.hs-worms.de/boerse2/>

<http://www.wg-gesucht.de/en/>

<http://77www.wohngemeinschaft.de>

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

<http://www.immobilienscout24.de/>

<http://www.studenten-wg.de>

<http://www.deutschland-wg.de>

<http://www.studenten-wohnung.de>

In case you don't find an accommodation, you may consider to stay at a **youth hostel** for the first few days upon your arrival (Jugendherberge Worms).

http://www.diejugendherbergen.de/jugendherbergen/worms/portrait/?gclid=CObv6PLegMACFU_JtAodB1oAnA.

Important abbreviations regarding housing:

Abbreviations	German	English
EZ	Einzelzimmer	single room
WG	Wohngemeinschaft	communal residence
EG	Erdgeschoss	ground floor
OG	Obergeschoss	top floor
DG	Dachgeschoss	attic story
MM	Monatsmiete	monthly rent
KM	Kaltmiete	rent exclusive of heating costs
WM	Warmmiete	rent including heating costs
NK	Nebenkosten	additional costs
KT	Kaution	deposit
ZKB	Zimmer, Küche, Bad	room, kitchen, bathroom
BLK	Balkon	balcony
L	Lift	elevator
NR	Nichtraucher	non-smoking room

2.2.3.4 Rundfunkbeitrag

Beitragservice is a joint organization of Germany's public institutions ZDF, ARD (Television) and "Deutschland Radio". This organization guarantees the public broadcasting diversity in Germany. It is an association of administrations subject to public law and responsible for the collection of licence fees. Mandatory licence fees must be paid by every household, or by every apartment sharing community, regardless if the household actually has the capability to receive the broadcasts itself. Therefore, it is possible that a letter from the Beitragservice reaches you during your stay in Germany, in which they request you to pay the licence fees. In this case please consult your landlord, maybe this fee is already included in your rent or a housemate already pays the Rundfunkbeitrag. If not, you have to pay the fee. Therefore, please calculate approx. € 18.00 in addition to your monthly rent.

2.2.3.5 Copyright act and infringement

Germany has a **very strict copyright act** than other countries in the EU or world wide. Therefore, please make sure in advance to **not misuse the Internet** for illegal music and media up and downloads from and to your PC. These activities can lead to **a fine of several thousand euros** imposed by the government, which you would be forced to pay before leaving Germany. To prevent this, please inform yourself about Germany's copyright act and its infringement.

(More information: http://www.gesetze-im-internet.de/englisch_urhg/)

2.2.4 Semester contribution

Both German and foreign students are exempt of paying tuition fees. Solely a contribution for the administration process has to be made – **€ 138.30** by you as a new student and **€ 118.30** for each further semester you will study at HS Worms. It allows you e.g. to access a cheaper public transportation ticket and to use the university's inexpensive student cafeteria. You can transfer the semester contribution (in German: *Studierendenschaftsbeitrag*) of currently € 138.30 for your first semester (or € 118.30 for your second semester) to the following bank account **before** your arrival in Worms.

Bank details:

<i>Remittee:</i>	Landeshochschulkasse Mainz
<i>IBAN:</i>	DE39 5451 0067 0010 1766 79
<i>BIC:</i>	PBNKDEFF
<i>Financial institution:</i>	Postbank NL Ludwigshafen
<i>Reference first line:</i>	6681 0967 38921 Stud.-Beitr
<i>Reference second line:</i>	Exchange Student <i>and your full name</i>

Please note: you need to make sure, that **exactly € 138.30** will be transferred to the above mentioned account (not less and not more money). This is very important otherwise the payment can not be processed.

Please find the **deadlines for payment here**.

Please understand that the **semester contribution is no tuition fee**.

2.2.5 Health insurance

Proof of health insurance details

You are an EU citizen:

1. *Do you have a valid legal health insurance policy, which covers the period of your stay?*

You may enter Germany with the European Health Insurance (with the blue European symbol). This is accepted by the university. No further action is necessary.

2. *Do you have a private health insurance covering the period of your stay?*

Then you must have the validity of your private health insurance policy checked by a German legal health insurance company, which can be done during our Orientation. If your health insurance covers the minimum requirements, you will receive an exemption certificate, which is required for enrolment at our university.

3. *You have no health insurance?*

You can sign up for any German health insurance before your arrival in Worms.

You are a non-EU citizen:

1. *You have no health insurance?*

Then you can sign up for any German health insurance before your arrival in Worms.

2. *Do you have a private health insurance covering the period of your stay?*

Then you must have the validity of your private health insurance policy checked by a German legal health insurance company. If your health insurance covers the minimum requirements, you will receive an exemption certificate, which is required for enrolment at our university.

3. *Are you a Turkish citizen with a Turkish health insurance?*

Bilateral agreements exist between Turkey and Germany that ensure that some Turkish health insurance plans are accepted here in Germany. This must be validated on a case-by-case basis.

As a general note, **statutory health insurance** rates are usually +/- € 70.00 - € 90.00 per month.

2.2.6 How to get to Worms

The closest airports are:

- **Frankfurt am Main (FRA)**
- **Frankfurt-Hahn (HHN)**

Frankfurt am Main Airport (FRA) and Frankfurt Hahn Airport (HHN) are situated in **different places** and the **distance** between these airports is more than **100 kilometers**.

Important abbreviations:

RB = regional train (in German: *Regionalbahn*)

RE = regional express train (in German: *Regionalexpress*)

ICE = Intercity-Express (fastest trains in Germany, long-distance trains)

S = suburban train (in German: *S-Bahn*)

Hbf = central station (in German: *Hauptbahnhof*)

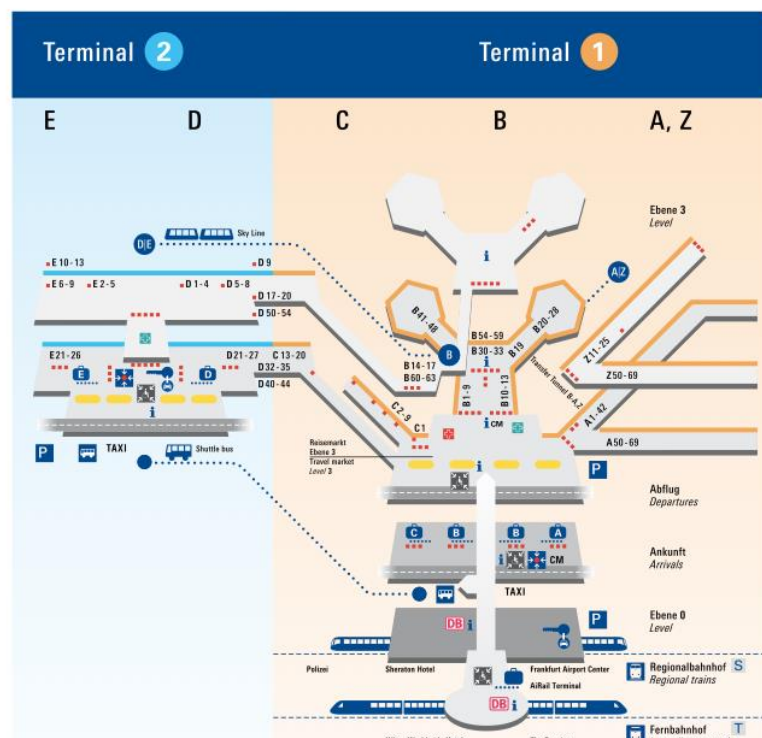
Arriving at airport Frankfurt am Main (FRA):

Inside the airport there are two railway stations:

1. **Regional train station** (in German: *Regionalbahnhof*), S-Bahn suburban trains, regional and local services), location Terminal 1, access via Level 0
2. **Long-distance train station** (in German: *Fernbahnhof*), location opposite Terminal 1

Reliably Get Where You Want to Go

Terminals and Important services at a glance



1. REGIONAL TRAIN STATION (Regionalbahnhof) at the airport FRA:

Take a **suburban train S 8 or S 9** – leaving on platforms 4 to 7. **Suburban trains** leave ca. every 30 minutes.

Take the **S8 or S9** to **Wiesbaden central station** (Wiesbaden Hbf) and leave at the **central station in Mainz** (Mainz Hbf). Then take the regional train (RB^{***}) or regional express train (RE^{***}) to **Worms central station** (Worms Hbf), direction to Mannheim or Karlsruhe – for details (e.g. train number, platforms and times) please check the huge destination board inside the central station or the mobile app “DB Navigator”

TICKETS

- DB TravelCenter (Reisezentrum) in Terminal 1, B Concourse, Level 0, open daily from 7am to 10pm
- Ticket machines in Terminal 1, Level 0
- Tickets can be purchased with credit card or cash

2. LONG-DISTANCE TRAIN STATION (Fernbahnhof) at the airport FRA:

Take the **ICE train** to **Mannheim central station** (Mannheim Hbf), leave at the central station in Mannheim and take the regional train (RB^{***}) or regional express train (RE^{***}) to **Worms central station** (Worms Hbf), direction to Mainz. For details (e.g. train number, platforms and times) please check the huge destination board inside the central station or the mobile app “DB Navigator”

TICKETS for **Deutsche Bahn**

- In the regional train station in Terminal 1, B Concourse, Level 0 and the long-distance train station on Level 3 at the long-distance train station in the AIRail Terminal
- DB TravelCenter (Reisezentrum) in Terminal 1, B Concourse, Level 0, open daily from 7am to 10pm
- Tickets can be purchased with credit card or cash

Arriving at airport Frankfurt-Hahn (HHN):

Option A:

Take the **Airport Shuttle bus** to **Mainz central station**. Airport Shuttle leaves from bus terminal stop 1, costs ca. € 13.50 per person, tickets are available on the bus.

Here you find the *timetable* for the Airport Shuttle:

http://hahn.orn-online.de/busfahrplan_mainz.htm

At **Mainz central station** take the regional train (RB^{***}) or regional express train (RE^{***}) to **Worms central station** (Worms Hbf), direction to Mannheim or Karlsruhe – for details (e.g. train number, platforms and times) please check the huge destination board inside the central station. **TICKETS** for the train are available at ticket machines or at the travel center inside the station.

Option B:

Take the bus “**Hahn Express**” to **Mannheim central station**. You can find the Hahn-Express-bus stop at the bus-terminal 200m to the right of the exit of Airport-Terminal 1 in Frankfurt-Hahn, at bus stop No. 3. Costs ca. 20 Euro per person.

Here you find more information about the “Hahn Express” (e.g. timetable, tickets):

http://www.hahn-express.de/inhalt.php?id=10357&menu_level=1&id_mnu=10357&id_kunden=1029

At **Mannheim central station** (Mannheim Hbf) take the regional train (RB^{***}) or regional express train (RE^{***}) to **Worms central station** (Worms Hbf), direction to Mainz. For details (e.g. train number, platforms and times) please check the huge destination board inside the central station. **TICKETS** for the train are available at ticket machines or at the travel center inside the station.

AIRPORT TRANSFER (FRA and HHN):

In general, you can also book in advance an airport transfer:

The following companies (amongst others) offer an airport transfer service to Worms:

Reisebüro Hinterschitt

Osthofen

Tel.: +49 6242-60001

Fax: +49 6242-60002

Email: mhinterschitt@t-online.de

Travel & Event Fahrservice

Worms

Tel. +49 6241-4965287

Fax: +49 6241-4969908

Email: info@te-fahrservice.de

COMMUNICATION OPTIONS

1.) **Free WIFI at the Frankfurt Airport** (for mails, Whatsapp, Facebook calls, etc.)
Simply turn on your smartphone, select the wireless network "Telekom hotspot", and open a new browser window. Then open your browser and go to the registration page. Provide all of the requested information on the registration form, then enter your e-mail address. You will receive an automatic e-mail confirming that you have registered, and can start using the Internet free of charge.

2.) **The coin operated telephone at the hall of the train station in Worms**
Please consider to have some coins (maybe consider to buy something small at the airport to get change/coins) with you to use it.

USEFUL LINKS

Using the following links you can book tickets and compare prices for trains or buses:

- Up-to-date information on local transportation schedules and prices is available at www.rmv.de
- [Map of the railway network](#) of **rmv** (in German only)
- Bus connections from **Frankfurt am Main Airport** to Worms:
https://www.flixbus.com/?wt_mc=paid.de.FlixBus.sem.google.brand.flixbus.ad&wt_cc1=branded&wt_cc5=flixbus&gclid=CPrU2qGY_MsCFRSNGwod8pEIFW
- To book a train ticket from **Frankfurt am Main Airport or from Frankfurt Hahn Airport** to Worms: <http://www.bahn.de/i/view/DEU/en/index.shtml>
- Some useful travel information about train times and train tickets you can find here: <http://www.thetrainline-europe.com/train/frankfurt-airport-regional-train-to-worms-hbf~8070004~8000257>
- Local transportation in Worms www.rnv-online.de

2.3 First weeks in Worms

During your **first days in Worms**, you have to take care of a number of **formalities concerning your stay**. Before you arrive in Worms you will receive our Orientation schedule by email. Make sure to register for Orientation and arrive in time. Please find further details for your first weeks in Worms in the next paragraphs.

2.3.1 Orientation

As soon as your application for admission to the HS Worms has been approved, please plan your arrival date so that you are able to **join the entire Orientation**.

The orientation week for international degree-seeking students enables you to integrate rapidly into the **campus and social life** in Worms. This process is required for your successful studies at our university and is therefore **of great importance** for you as an international student.

During the Orientation we'll help you through **all the formalities and procedures** you'll face upon your arrival. Moreover you'll **get prepared for your studies** and will know exactly what is expected from you as a student in Germany.

Please follow the link below for the Orientation program and the registration form for the upcoming semester:

<https://www.hs-worms.de/international/incoming-students/degree-seeking-students/important-information/>

2.3.2 Administrative matters

Mini-checklist for settling in after your arrival in Worms:

- 1) Register at registry office (*Bürgerservicebüro*) (!)
- 2) Apply for a residence permit at the foreigners' office (*Ausländerbehörde*) (!For non-EU citizens)
- 3) Open a bank account (necessary to pay e. g. the rent)

We will support you with these points during the orientation week!

1) Registration at the Bürgerservicebüro – necessary for all exchange students

German law requires that all people living in Germany have to register within one week after moving in a new apartment. This law also affects foreign students.

This means: You have to register for the duration of your stay with the local police within the first 8 days after signing your rental agreement!

You can register at:

Bürgerservicebüro, Ämterhaus,
Adenauerring 1, 67547 Worms
(near the Luther Monument)

The **opening hours** of the **registry office (Bürgerservicebüro)** are:

Mon & Wed:	8.00 am - 4.00 pm
Tue:	7.15 am - 12.00 pm
Thurs:	8.00 am - 6.00 pm
Fri:	7.15 am - 12.00 pm

Necessary documents for registration:

- Your passport
- Your Student ID-card (or the confirmation of the Hochschule Worms)
- Landlord's confirmation of residence (Wohnungsgeberbestätigung)
- Your rental contract

2) Foreigners' office for non-EU citizens

In the same building you will find the foreigners' registration office (Ausländerbehörde). You have to make an appointment and register personally after your arrival because you intend to stay in Germany for more than 3 months (if you haven't applied for a long-term visa before you arrived in Worms). You must make an appointment in advance.

Necessary documents for registration:

- Passport
- 2 biometric passport photos
- Application "Issuing of a residence permit" ("Antrag auf Erteilung einer Aufenthaltserlaubnis") - yellow form in your folder
- Enrollment certificate (Immatrikulationsbescheinigung)
- Proof of health insurance
- A declaration of commitment (Verpflichtungserklärung) or a blocked account - most likely this document has already been sent to the foreigners' office Worms directly by your embassy
- Fee: approx. 100 Euro
- You might be asked for further documents

The **opening hours** of the **foreigners' office** are:
Mon - Thurs: 8.00 am - 3.45 pm

Please note that this process will cost € 100.00 (registration fee), if you did not apply for a long-term visa in advance. A reimbursement of this fee is also possible, if you have a document stating that you receive a scholarship during the time of your exchange. This document needs to be issued by your home university, it has to be in German and it has to cover the duration of your stay.

In general, you avoid this fee if you have already applied for a long-term visa at the German embassy in your home country before you arrive in Worms. You receive this application for a long-term visa together with the letter of acceptance.

You will receive more details during our Orientation.

3) Bank account

We recommend that you open a bank account in Germany. The majority of living costs (e. g. rent) are not paid in cash, but by debit order. You also need an account if you want to receive a transfer from your home country and for paying the monthly rent. Furthermore, you need to transfer the semester contribution (€ 138.30) for enrolment, payment by cash is not possible.

It is advisable to open the bank account at a bank, which is connected to your bank at home. There are branches of almost all major German banks in Worms. Please consult your home bank about it before leaving your home country. Almost every German bank offers student accounts, this means that you do not have to pay bank charges.

Please note that credit cards are not universally accepted for small purchases in Germany. For example, it is not always possible to pay at supermarkets with a credit card, but your ATM card (in German: EC-Karte) is accepted nationally.

Required documents for opening an account:

- Passport
- Rental agreement
- Confirmation of registration (Anmeldebescheinigung)
- Enrollment certificate

Please check the **opening hours** in advance.

2.3.3 Buddy program

The student organization AStA offers a buddy program, which aims to help you find your way as a new student at the Hochschule Worms. If you take part in this program, you will be partnered with a student from Hochschule Worms, who will help you with the organization of your stay here. Your buddy will also be able to answer questions that you may have regarding studying or living in Worms. You will get further information about our Buddy Program during our Orientation.

2.3.4 Important online tools at Hochschule Worms

We have two important online management systems, which our students have to use in order to organize their study – *moodle* and *LSF*.

2.3.4.1 moodle

moodle is an online learning management system, which you can access with your RZ-account. Most of our professors use moodle to communicate with their students and to provide them with material for the lectures and sample exams. Please subscribe to your courses in moodle, if they exist there (not all lecturers use moodle), and check the content frequently. Some courses are password-protected, in that case the lecturer provides you with the password. You will get a brief introduction to moodle during our Orientation.

2.3.4.2 LSF system

The LSF system is the perfect tool to organize your course schedule. There you can learn the exact times and the rooms of all of your lectures. You can set up your personal schedule when you are logged in with your RZ-account. It is very important, to check your personal course choice concerning overlapping. Furthermore, you can find information about changes in the schedule. We recommend to check the timetable every day to be informed about possible adjustments. Furthermore, you can download an official document, which certifies that you are enrolled in our university. You will get a brief introduction to LSF during our Orientation.

Useful LSF Abbreviations

The frequency of the schedules are always abbreviated in LFS. For better understanding you find the most common abbreviations collected in this list with its English translation.

German Abbreviation	English Translation
Einzel	Single Only on that specific date
Woch	Weekly Every e.g. Monday ...
14täg	Every two weeks

LSF Remarks Translations

Please check daily the category “Courses” → “Lectures cancelled today” in LSF in order to be up to date for changes and cancellations of courses.

The screenshot shows the LSF interface for Hochschule Worms. The main content area displays "Cancelled lectures today Mon, 20.06.2016" with 11 hits. A table lists the cancelled lectures with the following columns: Begin, End, Nr., Title of lecture, Building, Room, Parallelgroup, Realising Lecturer, and Remarks. The table contains 10 rows of data, including lecture titles like "7.2 Personalführung u. Organisation - TL Führung" and "2010 Wirtschaftsspanisch V (neue PO)".

Begin	End	Nr.	Title of lecture	Building	Room	Parallelgroup	Realising Lecturer	Remarks
08:15	09:45	6072	7.2 Personalführung u. Organisation - TL Führung	D-Gebäude	D138 Engelhorn		Nedig	verlegt auf 01.07.
10:00	14:00	60711	7.1 Personalführung u. Organisation - TL Organisation	A-Gebäude	A126		Funder	Raumverlegung nach C 038
11:45	13:15	6042	4.2 Quantitative Methoden - Mathematik	A-Gebäude	A125		Muth	Ausfall
12:00	14:00		Übung Mathematik	B-Gebäude	B200	b-Gruppe		Raumänderung nach C 131
12:00	14:00		Übung Mathematik	C-Gebäude	C131	b-Gruppe		verlegt auf Mittwoch, 9.30-11.30 (siehe A-Gruppe)
13:30	15:00		2010 Wirtschaftsspanisch V (neue PO)	O-Gebäude	O305	1-Gruppe	Haro-Schmitt	-> Spanisch VI
13:30	15:00		Anwendungsentwicklung m. o.o. Programmiersprachen	N-Gebäude	N313	Vorlesung	Thom	Vorlesung entfällt, stattdessen Praktikum
13:30	15:45	60121	1.2 Basics in Int. Business Management - Strategy	O-Gebäude	O303	Tutorium	Tutor H4/M4	
15:15	16:45		1610 Wirtschaftsspanisch I	O-Gebäude	O305	1-Gruppe	Woytal	findet statt, Raumverlegung
15:15	16:45		2010 Wirtschaftsspanisch V (neue PO)	O-Gebäude	O305	1-Gruppe	Haro-Schmitt	-> Spanisch VI
17:00	18:30		1610 Wirtschaftsspanisch I	O-Gebäude	O305	2-Gruppe	Woytal	findet statt, Raumverlegung

Under “*Remarks*” you find different reasons for changes or cancellations which can be indicated in German. In the table below you find the common expressions with its corresponding English translation:

German	English Translation
Bitte Uhrzeitänderung beachten.	Please note the time change.
Bitte Raumänderung beachten. Raumverlegung Raumänderung	Please note the change of rooms.
Ausfall Die Vorlesung fällt aus. Die Vorlesung entfällt.	Cancellation
Verlegt auf ... Verschoben auf ...	Postponed to ...
Die Veranstaltung beginnt erst um ...	The course/lecture starts at ...
Die Vorlesung fällt aus und wird auf ... verlegt.	The lecture is cancelled and will be postponed to ...
Verlegt, Ersatztermin am ...	Postponed, a new date is scheduled on ...
Fällt aus, Nachholtermin/ Ersatztermin wird bekannt gegeben.	Cancelled, a new date will be scheduled soon.
Findet statt, vorverlegt auf ...	Lecture takes place and is brought forward on/at ...

2.4 During your study time here

2.4.1 Facilities of Hochschule Worms

2.4.1.1 Library

The library (<http://www.hs-worms.de/index.php?id=15&L=1>) is located in the A-building where you can find approximately 40,000 university books and periodicals. In addition, there is room for about 60 students who use it for studying and working on projects in the reading room. At the beginning of each semester there is an introductory tour through the library for new users.

The loan period for books is three weeks and can be extended by another three weeks, if the particular book has not been reserved by anyone else. Fines are charged for books being returned late.

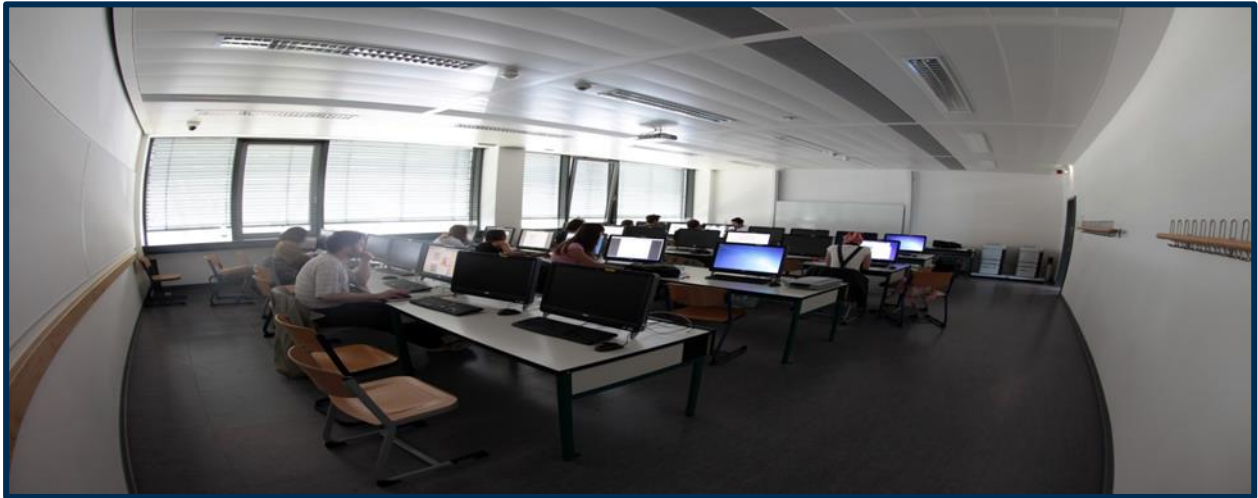


The **opening hours** of our **library** are currently:

Monday - Thursday	8.30 am - 7.00 pm
Friday	8.30 am - 6.00 pm
Saturday	9.00 am - 1.00 pm

Please note that the opening hours differ during semester breaks.

2.4.1.2 Computer Center



The Computer Center, which is located in the A-building (first floor), creates a user ID (called RZ-account) for each student at the Hochschule Worms, which allows you to use the campus-WLAN on your own devices and provided access to computers and printers in the computer labs (PC pools and language labs). Furthermore, it allows you to access the LSF system (online course schedule) and moodle (online course contents).

You receive this RZ-account when enrolling at the HS Worms (as soon as your **documents** for enrolment **are complete**) – that is usually the case during your first two weeks in Worms. During our Orientation we will have a mandatory info-meeting, where the basics of the *LSF system* and *moodle* will be explained.

If you want to use your own device (laptop, smartphone etc.) on our campus, please make an individual appointment with the Computer Center. But **not before** you received your RZ-account!

Office: A 105
P: 06241.509-400
E: helpdesk@hs-worms.de

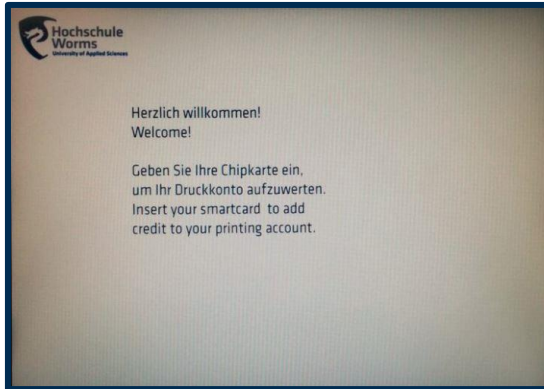
PC Pools are in rooms: A 103, A 106, A 107, A 113, A 114

Language Labs are in rooms: A 101 and A 102

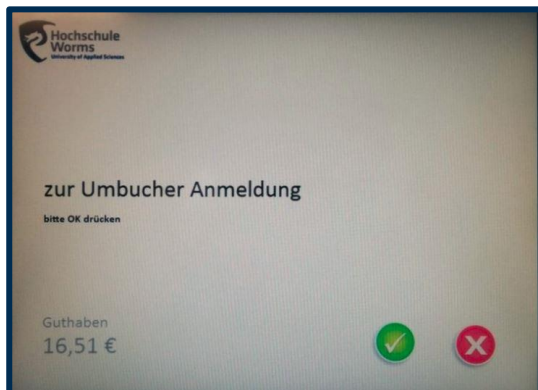
24 hours PC Pool is in A 002 (<https://www.hs-worms.de/24h-PC-Pool.4914.0.html>)

2.4.1.2.1 Printing

If you would like to print using our computer labs, you simply need to buy some credit with your student ID card. Therefore, you need to go to the device located next to the Computer Center (room A 105). The exact process as follows:

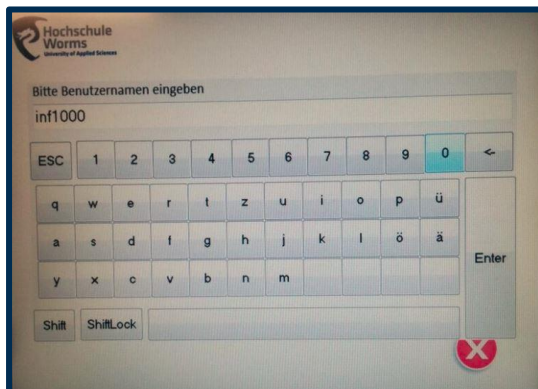


Insert your student ID card to start the process. Be aware that your ID card needs to be charged with money.

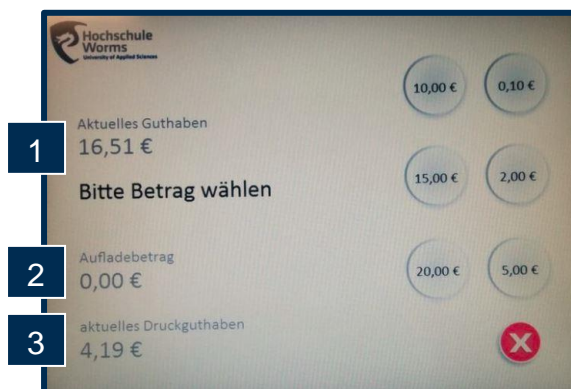


On the screen you just need to click on the green check mark to start the transfer process.

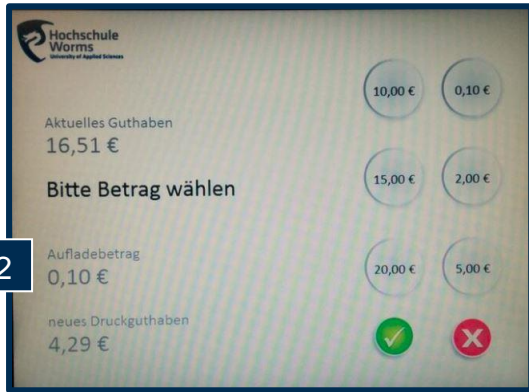
Additionally, you can see your credit balance at the bottom of the screen (in German: "Guthaben").



Now you need to enter your username (in German: "Benutzernamen"). This is the same name as the one in your email address from the university e.g. your email address is "inf1000@hs-worms.de" → your username is "inf1000". Press "Enter" to confirm.

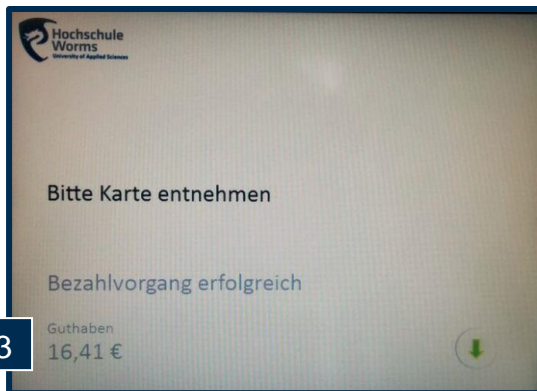


Then you can see different amounts, which can be transferred from your student ID card to your printing credit balance. You can also find your (1) current credit balance on your student ID card (in German: "Aktuelles Guthaben"), your (2) loadable credit (in German: "Aufladebetrag") and your (3) current printing credit balance (in German: "aktuelles Druckguthaben").



2

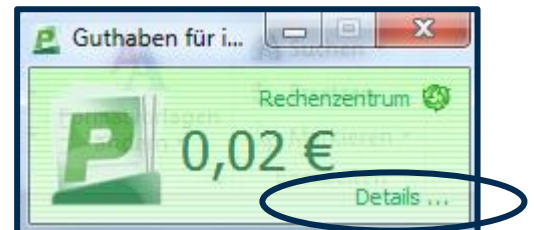
Choose the amount you would like to load. This amount now appears as your (2) loadable credit (in German: “*Aufladebetrag*”). Then press the green check mark to confirm.



3

This is the final screen, which confirms that your money transfer was successful. You can now see your (3) new printing credit balance (in German: “*Guthaben*”). Do not forget to remove your student ID card from the terminal (in German: “*Bitte Karte entnehmen*”).

The money you have loaded will be directly credited to your account, which can be accessed via “Paper Cut”, a software which is installed on all our computers in the labs. You can find some more operations if you click at “Details”.



2.4.1.2.2 Scanning

Furthermore, HS Worms also offers some scanners at free disposal for scanning your documents:

- **A 103**
- **A 106**
- **Library** (same room as photocopier)
- **24h PC pool** (A 002)

2.4.1.3 Mensa

There is an on-campus cafeteria (Mensa), one meal costs € 2.40 for students. **Please note that it is not possible to pay in cash.**

For an exact description how to charge your student ID-card have a look at [“How to charge your student ID-card”](#).

With the loaded student ID-card you can pay your meals in Mensa directly. Please take into consideration that during lunch time there could be a longer waiting period due to high demand and limited devices. Getting there early would be a good idea.



The **opening hours** for meals are:

Monday - Thursday 11.45 am - 1.45 pm and 5.30 pm - 6.30 pm
Friday 11.45 am - 1.45 pm

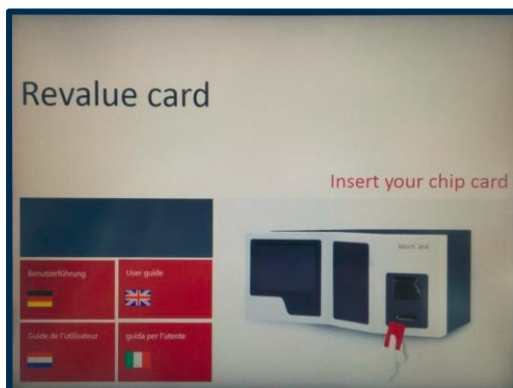
The general **opening hours** for the **cafeteria** are:

Monday - Thursday 9.00 am - 6.30 pm
Friday 9.00 am - 4.00 pm

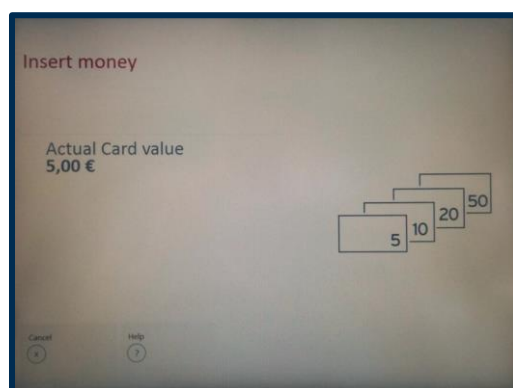
2.4.1.4 How to load your student ID card

From now on our student cafeteria (in German: “Mensa”, located in the E-building) is using a cashless payment system by using the student ID card. You have two possibilities loading your card:

- 1) **In Mensa:** You can load your student ID card with banknotes only (see picture)
- 2) **In A 031 (locker room):** You can load your student ID card cashless with your debit card only



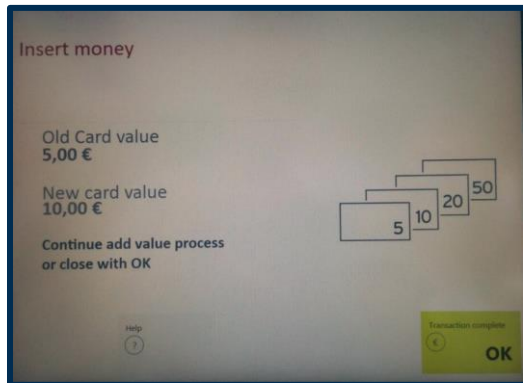
1. You can choose between four different languages. Choose your preferred language and insert your student ID card.



2. Then you can see your current balance (“Actual Card value”) on your student ID card.



3. Now insert your banknote (in German: "Geldscheine").



4. Afterwards, you can see your old balance ("Old Card value") and your new balance ("New card value"). You can now either insert another banknote or finish the process by clicking "OK".



5. As soon as you click "OK" your student ID card is successfully loaded. You can now go to the food counter with your student ID card and put it on a little device which will automatically deduct the price for the menu from your card.

2.4.1.5 How to obtain your certificate of enrollment

At some stage during your study period you will need a proof of enrollment (if showing your student ID-card is not enough) which will give you access to many student discounts and benefits like attending a fitness studio at a discounted rate or purchasing a semester ticket for traveling by train and bus at student rates. You will need to present your certificate of enrolment in order to qualify for these student benefits. In the following step-by-step process we will guide through where to find this certificate in LSF (<https://lsf.hs-worms.de>).

Step 1

Log in to the LSF system by entering your *username* and *password*. In order to change the language to English, click on the British flag in the top right corner of the page.

Step 2

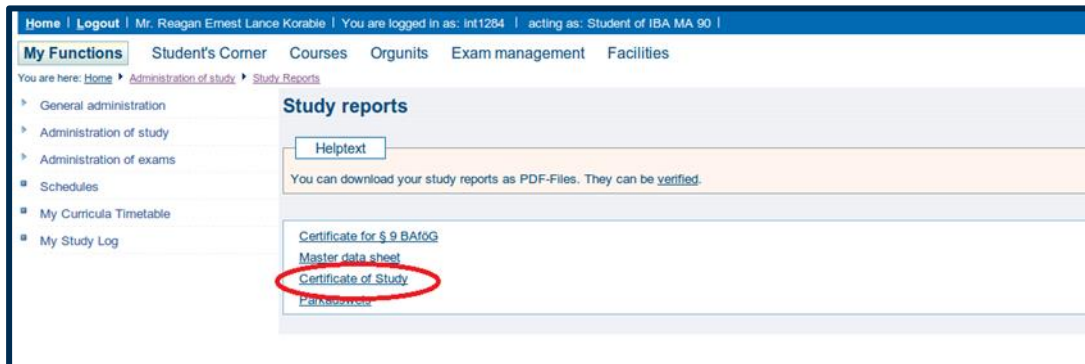
Now click on the *administration study* icon.

Step 3

Click on the *study reports* icon.

Step 4

Click on the *certificate of study* icon.



Step 5

Your certificate will automatically download. This is an official document, which can be verified by everyone through checking the code on the bottom of the document in the LSF system.

2.4.2 Student organisations

2.4.2.1 AStA

The AStA (Allgemeiner Studierendenausschuss) is the main student organisation of the HS Worms. It represents the students' interests and helps you to solve all student related problems. The AStA is also one of the main promoters for free time activities for students.

The AStA office is located in the **G-building** across the cafeteria (Mensa).

Opening hours: Monday - Friday from 9.00 am - 2.00 pm

The activities organised by the AStA are displayed all over the campus – on black boards in the main building (A), the cafeteria (Mensa), the Taberna etc.

Language courses: English, French, Italian, Spanish, (beginners and advanced) and if there is enough interest – Russian and Chinese. These courses are mainly elective classes, so you will not be credited for it on your official transcript of records.

Sports courses: Basketball, Fitness courses, Soccer, Squash, Volleyball, Yoga, Zumba and more. At the beginning of each semester AStA sends the sports plan with all offered courses by email. Attendance of the course is enough, no need to register.

Music courses: Guitar, drums or piano lessons and jam sessions ... AStA sends all details about registration procedure by email or the information is distributed by flyer on the campus.

IT courses: MS Office Package courses (Excel, Power Point, Access, etc.) for different levels and. AStA sends all details about registration procedure by email or the information is distributed by flyer on the campus.

Culture: AStA organises trips to operas and musicals in Mannheim and Heidelberg. Occasionally, there are stand-up-comedies, poetry slams and small theatre groups. AStA also participates in the organisation of the HS balls, the show evenings and the theatre evenings.

Copy cards: In the AStA office, you can purchase a copy card for €5 (valid for 100 photocopies). Photocopiers are located in the AStA office, in building A in the library.

Accommodation: In the AStA office they have a card index with apartments and rooms available and an online apartment exchange but mostly **not furnished**.

Student jobs: AStA advertises all the submitted job offers on the notice boards.

Office material: You can buy stationary, e.g. refill pads, copies, folders, pens etc. at a cheaper rate from AStA.

The AStA displays timetables from all courses of study in their office. You can also receive discounted swimming and sauna tickets.

P: 06241.509-670
F: 06241.509-671
E: asta@hs-worms.de

2.4.2.2 Fachschaften

The so-called “Fachschaften” in German are different groups of students who study in the different departments at our university. These student departments support the public interest of all students studying in the different study programmes. In case you need support or assistance with a professor or if you feel victimized in a course, you can make an approach to the student department of the study course.

The following student departments support you at HS Worms:

- **Fachschaft Touristik (Tourism & Travel):**
Contact: fstour@hs-worms.de
- **Fachschaft Internationale Betriebs- und Außenwirtschaft (International Business Administration and Foreign Trade):**
Contact: fsiba@hs-worms.de
- **Fachschaft International Management und Handelsmanagement:**
Contact: fshandel@hs-worms.de
- **Fachschaft Informatik (Computer Sciences):**
Contact: fsinf@hs-worms.de
<https://fsinf.hs-worms.de>
- **Fachschaft Steuern (Taxation):**
Contact: fssteuer@hs-worms.de

All offices are located in the G-building.

2.4.3 Social life on campus

The Hochschule Worms offers a comprehensive range of sports. For details see the chapter AStA. Additionally, our on-campus student club “**TABERNA**” (in short **tab**) offers weekly events such as public football viewing, karaoke or student parties at student prices.

2.4.3.1 Green up your college

The concepts of "sustainability", "environmentally-friendly" and "green" are becoming increasingly important in many different aspects of our lives. Hochschule Worms is responding to these issues in a number of ways, from recycling and raising awareness to events that create a student culture of constantly thinking green.

Most of the actions are guided by the Green up your college team (GUYC) enforced by the university's departments and involve cooperation between students, professional and academic staff.

Some of the initiatives at HS Worms include:

- The waste reduction program
- Green Mobility
- CSR

Each of these projects have sub projects beneath them that fall in line with the overall goal of creating awareness around green sustainability on campus and the community as a whole.

We at GUYC would like to invite all international students to attend one of our meetings. We look forward to seeing you there and joining us in creating a campus which is sustainable for all of us. For further information please visit us on our facebook site “Green-up your college!”



2.4.3.2 University's Christian Communities

The university consists of two Christian communities, the Protestant Student Community (evangelische Studierendengemeinde, ESG) and the Catholic Student community katholische Hochschulgemeinde, KHG). Both communities can be contacted with regard to questions of faith and life. Students are invited to celebrate the service with other students and to attend many other activities offered by the communities.

Protestant Student Community (ESG):

Contacts:

Pfarrer Fritz Delp

E: delp@luthergemeinde-worms.de

P: +49(0)6241.57956

Heike Radke-Vettel, Social Councelling

E: esg@hs-worms.de

P: +49(0)6241.509-312

Catholic Student Community (KHG):

Contact:

Pater Daniel Stadtherr OP

E: khg@hs-worms.de

P: +49 (0) 6241.509-312

Link: www.khg-worms.de

2.4.3.2.1 Muslim prayer room

Additionally, a muslim prayer room can be found in G-Building on the second floor on the left.

2.4.4 Studying at Hochschule Worms

Class attendance is very important. It is an opportunity for students to ask questions and clarify problems in their assigned readings. Usually classes will be held in groups of 30 - 40 students, so do not expect to sit in a class with hundreds of fellow students. In addition, professors may introduce entirely new material in their lectures not covered in the syllabus, which will be part of the exam. In some classes attendance can count towards your final grade, so please check the policy of class attendance with your professors in his/her courses.

In general, make sure to attend your courses, it is highly recommended in order to study here successfully. Furthermore, **do not book your flight home** before you made sure when your last exam takes place.

In some classes students are not only encouraged to **participate in classroom discussion**, but rather expected to do so. Class participation involves contributing to class discussions and asking / answering questions. Do not be afraid to participate actively, different opinions and views are appreciated.

In addition, understand that exams in Germany usually not (only) contain multiple choice questions but sophisticated assignments as well. Learning by heart will most likely not be enough to achieve an excellent mark. Understanding the allocation of your workload is also important. Depending on your classes and professors, the main workload will usually take place at the end of the semester, when you prepare yourself for the final exam.

2.4.5 Financial support

Make sure to secure your financial support for the time of your studies abroad before arriving in Germany! In case of financial or social emergencies foreign students have the possibility to apply for support from the International Center (contact Ms. Annette Mayer-Moebius moebiushs-worms.de) or other institutions like *Studierendenwerk Sozialberatung* Ms. Hinz, P: 06341.917937 – please make an appointment in advance!

3 Living in Germany

3.1 Gestures

In general, Germans value order, privacy and punctuality. They are thrifty, hard working and industrious. Germans respect perfectionism in all areas of business and private life. In Germany, there is a sense of community and social conscience and a strong desire for belonging. Due to this, do not be offended if someone corrects or criticizes you. Policing each other is seen as a social duty.

On the other hand, compliments are seldom given in terms of good work and efforts as it is expected by everyone.

Furthermore, Germans may appear reserved and unfriendly until you get to know them better. When meeting Germans, shake hands with everyone. But never shake hands with one hand in your pocket. It is a sign for disrespect.

Use last names and appropriate titles until specifically invited by your German host or colleagues to use their first names. Titles are very important. Never use titles incorrectly and never fail to use them. If unsure, always use the highest title.

Germans take punctuality seriously. Tardiness is viewed as thoughtless and rude. Apologize if you are delayed.

3.2 Cuisine

Germans tend to eat heavy and hearty meals that include ample portions of meat and bread. Potatoes are the staple food, and each region has its own favorite ways of preparing them. Some Germans eat potatoes with pears, bacon, and beans. Others prepare special stews made with three kinds of meat and potatoes. Germans from the capital city of Berlin eat potatoes with bacon and spicy sausage.

Sauerbraten is a large roast made of pork, beef, or veal that is popular throughout Germany, and is flavored in different ways depending on the region. In the Rhine River area, it is flavored with raisins, but is usually cooked with a variety of savory spices and vinegar. Fruit (instead of vegetables) is often combined with meat dishes to add a sweet and sour taste to the meal.

Throughout Germany desserts made with apples are very popular like the Apfelstrudel.

Knödel or dumplings, accompany many meals, especially in the north. In the south, a tiny version called Spätzle is more common. Knödel may be made either of mashed potatoes or bread (or a mixture of both), and are either boiled or fried.

Germans enjoy bread with every meal, with rye, Pumpernickel, and sourdough breads more common than white bread. Soft pretzels can be found almost anywhere. Spargel (asparagus) served with a sauce or in soup is popular in spring.

Beer is the most popular alcoholic beverage, and the country is known as the birthplace of a number of beer varieties, including Pilsner, Weizenbier (wheat beer) and Alt. These beers were crafted according to Reinheitsgebot, or the "Purity Law," a

16th-century Bavarian law that declared that beer could only be brewed from barley, hops and water. Brewers used the yeast available in the air.

3.3 Customs and traditions

Christmas

Due to the major religion Christianity, Christmas is the most important holiday for German people. The festivities begin on Advent Sunday, four weeks before December 25. St. Nicholas, the patron saint of children, comes in the night of December 5th to 6th to mark the beginning of the holiday. Children place shoes or boots by the fireplace or in front of the door to be stuffed with nuts, fruits and chocolate. Various decorations such as advent wreaths, candles, and calendars set the holiday mood. The Christmas tree tradition is believed to have its origin in Germany in the 17th century. December 24th is the big celebration of gift giving and eating. The following two days are holidays spent visiting family and friends.

Easter

Another important Christian holiday is Easter. The characteristic animals for the German Easter celebration are the Easter Bunny and the Easter Lamb. Children believe that the Easter Bunny comes on Easter Sunday and hides coloured Easter eggs and sweets. It is a family tradition to have a breakfast with hard boiled eggs, and then attempt to find the hidden eggs. People also make big Easter Fires to celebrate this holiday. These fires are a sign of victory of light and warmth over the hardness, darkness, and coldness of the winter.

http://academic.depauw.edu/mkfinney_web/teaching/Com227/culturalPortfolios/germany/Traditions.htm

Other important holidays and traditions

German Unification Day on October 3 marks the reuniting of East and West Germany in 1990 after 40 years of separation. People come together, especially in Berlin, to celebrate the reunification and it is the only federal holiday.

While the country's big beer bash is called "**Oktoberfest**", it starts each year on a Saturday in September and ends 16 to 18 days later, on the first Sunday in October. The tradition started in 1810, with the wedding of Crown Prince Ludwig of Bavaria to Princess Therese von Sachsen-Hildburghausen, according to the city of Munich. People dress in traditional clothing e.g. "Lederhosen" and "Dirndl", and enjoy music, dancing and drinking. Today, it has become a celebration of beer that draws people from all over the world.

Another strange tradition in Germany is **knocking** instead of clapping, which you will especially encounter in your lectures at HS Worms. In Germany clapping is reserved for the theatre or a concert. In schools and universities, students knock on their desks instead of offering a round of applause, some academics even claim that clapping would be a sign of disrespect – as if the audience were trying to ridicule the lecturer.

3.3.1 German holidays

Date	Official National Holiday	Shops and supermarkets
Jan 01	New Year's Day	closed
Jan 06	Epiphany	open
In March or April	Good Friday	closed
	Easter Sunday	closed
	Easter Monday	closed
May 01	Labour Day	closed
6 weeks after Easter in May and/or June	Ascension Day	closed
	Whit Sunday	closed
	Whit Monday	closed
	Corpus Christi	closed
Oct 03	German Unification Day	closed
Nov 01	All Saints	closed
Dec 24	Christmas Eve	only open in the morning
Dec 25	Christmas Day	closed
Dec 26	Boxing Day	closed
Dec 31	New Year's Eve	only open in the morning

3.3.2 Basic vocabulary

English	German
Hello!	Hallo!
Good morning!	Guten Morgen!
Good evening!	Guten Abend!
Good night!	Gute Nacht!
Yes / No	Ja / Nein
What's your name?	Wie heißt du?
How are you?	Wie geht es dir?
I'm fine, thanks! And you?	Mir geht es gut, danke! Und dir?
Good, thank you!	Gut, danke!
See you later!	Tschüss, bis später!
Goodbye!	Auf Wiedersehen
I'm lost.	Ich habe mich verlaufen.
Can I help you?	Kann ich dir helfen?
Can you help me?	Kannst du mir helfen?
Where is ... (the bathroom / pharmacy?)	Wo ist ... (das Badezimmer / die Apotheke?)
Go straight! Then turn left / right.	Gehe geradeaus! Dann biege links / rechts ab.
I'm looking for John.	Ich suche John.
One moment, please!	Einen Moment, bitte!
How much is it?	Wie viel kostet es?
Excuse me ... !	Entschuldigung / Entschuldigen Sie

3.4 City of Worms

The City of Worms is one of the oldest cities (if not the oldest!) in Germany with around 80.000 inhabitants. It is located in the triangle of Frankfurt, Mainz and Mannheim, in an attractive region renowned worldwide for its grapes. From Hochschule Worms to the river Rhine, it is a pleasant twenty minute walk through the old town which was carefully rebuilt after its destruction in World War II. Worms has often been the focus of important events in history. From Siegfried (the legendary hero of the Nibelungen Saga) to Charlemagne, from Barbarossa to Martin Luther all have left their traces and invite you for a walk through history.



Worms is an ancient settlement area. Already 6,000 years ago, people settled here, pursued their trades and organised communities. The Celts named the town Borbetomagus (i. e. Place at Good Waters), from which the current name Worms was later developed. When the Romans came to the river Rhine, they named Worms after the tribe of the Vangiones: Civitas Vangionum. From this, the name Wonnegau developed, an apt name for the fertile land surrounding the city of Worms. Worms was the centre of the Burgundian kingdom and it was the site of the annihilating victory of the Huns. Information about this has been handed down to us through the Nibelungen Saga.

After the times of the migrations of the Germanic tribes, the Franks came to power, and the first cathedral was built. Also the first royal palace was established, a favourite palace of Emperor Charlemagne. The Romanesque Worms Cathedral was built in the 11th and 12th centuries. Today, it is still the major gem of the town. Monarchs such as Heinrich IV, Friedrich Barbarossa or Friedrich II celebrated their weddings in Worms and established the town as the first Free Imperial City. Even the great dispute between the Pope and the Emperor was resolved here with the Worms Concordate in 1122. It is not surprising that history was written in this city, characterized by its economic boom and its distinguished middle class.

In 1495, Emperor Maximilian I strove to reform the state and introduced the Common Penny as the first imperial tax and established the Imperial Chamber Court. In 1521, Martin Luther had to defend his Reformation of the Roman Church in front of the Emperor and the Empire. He refused to recant his Ninety-five Theses. Luther's Reformation influenced all areas of life, worldwide.

The city of Worms and its university invite students from all over the world to live and study here and to enjoy the friendly atmosphere in the heart of Europe.

For further information please visit: http://www.worms.de/de/tourismus/tourist-info/broschueren.php#anchor_f43671fe_brochures-in-English

3.4.1 Places to visit in Worms

3.4.1.1 Churches

Next to Mainz and Speyer, Worms has one of the three great imperial cathedrals on the Upper Rhine. For nearly 1000 years, [Worms Cathedral St. Peter](#) with its Romanesque architecture has dominated the skyline of the city even from a distance. The outer-facades are still very well-preserved. Two attractive features are the south portal and the high altar by Balthasar Neumann.

One of the most attractive ensembles in the city is [St. Andrew's Collegiate Church](#) in Weckerlingplatz. The highlight is the picturesque cloister, a popular place for cultural events and atmospheric celebrations. Nearby, an even smaller church called [St. Magnus](#) with Romanesque characteristics and very old foundations can be found.

[St. Paul's Collgiate Church](#) belongs to the Dominican monastery. Its towers have an oriental appearance. Nowadays, the late medieval cloister and the romantic monastery gardens open frequently for spiritual events and concerts.

Another church steeped in legend is [St. Martin's](#). Apparently, Martin Luther was imprisoned here because he refused to fight for the emperor.

In the Hochheim district, we find one of the main treasures of the region, the [Mountain Church](#), a small Romanesque crypt with an altar table as old as the Worms Cathedral.

The [Trinity Church](#) at the market place was built by the magistrate in the form of a baroque hall (1709 – 1725) as a Lutheran and Reformation memorial church. After its destruction in the Second World War, the interior was reconstructed in a contemporary style.

3.4.1.2 Museums

The [Nibelungen Museum](#) at the town walls refers to the story of the Medieval Nibelungen Saga with the hero Siegfried, who slayed a dragon and won the legendary treasure of the Nibelungen. The multimedia museum about the medieval epic, was opened in 2001 as a “walkable audio book” The nearby Gate tower square holds the “Siegfried's tomb”, a mound flanged by two sand stone menhirs.

The [Worms' City Museum](#) at Weckerlingplatz is presenting the city's pre- and early history, the Roman, Franconian, Mediaeval and modern eras. Two highlights are the Luther room and the model of the city.

[Heylshof Museum](#) is an arts museum with a collection of paintings, glass, china ware and graphic art.

3.4.1.3 Parks

The **Bürgerweide**, the biggest park in the city is a place of relaxation, excercises and playgrounds. The huge meadow is perfect to have a nice picnic. Additionally, this place is scene of a medieval festival which is called Spectaculum at one weekend in May. Furthermore, there is the zoo named **Tiergarten** located in the wooded area at the back of the grounds.

Another nice recreation area is the **Karl-Bittel-Park** or Pfrimmpark, which is situated near the university. If you love jogging or cycling this is the place to go.

Even the city centre holds a green area next to the cathedral. The **Heylshof Park** becomes a very nice and mythical place during the Nibelungen Festival once a year.

The last garden can be seen in the district **Herrnsheim** in the north west of the city. The park is part of a baroque castle with an orangery and set up as an English garden.

Last but not least, Worms offers a nice **Rhine promenade** with different pubs and restaurant and a walk along the river. A special highlight is the beach bar, which is open in good weather from spring to summer.

Please be aware of the fact that the **Rhine** is **extremely dangerous for swimming** due to a very strong current.

For **swimming** you can either use the Heinrich-Völker-Bad near HS Worms or the Paternusbad in Worms-Pfeddersheim. Additionally, there is a swimming lake in Herrnsheim.

Further information:

<http://www.worms.de/de/tourismus/sehenswertes/listen/gruenanlagen-und-parks.php>

3.4.1.4 Culture and Entertainment

Theaters:

- **[Das Wormser:](#)** Theatre for shows, ballet, comedy and cabaret
- **[Lincoln Theatre:](#)** Concerts, Comedy, Poetry Slams
- **[KW-Cinema:](#)** Cinema

Festivals and fairs:

- **[Honky Tonk:](#)** Live bands in different pubs of the city, in April
- **[Spectaculum:](#)** Medieval festival at Ascension
- **[Pfingstmarkt:](#)** A fair at Pentecost
- **[Jazz & Joy:](#)** Jazz concerts on different stages in the city centre
- **[Nibelungen Festival:](#)** Open-air theatre new production of Nibelungen Saga
- **[Backfischfest:](#)** Biggest wine fair at the Rhine, last week in August
- **[Christmas market:](#)** in December

For *further information* about the theatre programmes and events, please click on the respective link.

3.4.1.5 Sports

You can get favorable conditions at:

- **Easy Sports**
Schönauer Str. 20, 67547 Worms
<http://easy-sports.com/clubs/Worms>
- **Krav Maga Defcon**
Alzeyer Str. 121, 67549 Worms
www.kravmaga-worms.de
- **Stimmel Gesundheitszentrum**
Am Wolfsgraben 3, 67547 Worms
<http://www.stimmel.de>
- **Westendbad Friess**
Windthorststr. 4-8, 67549 Worms
<http://www.westendbad.de>
- **McFIT**
Schönauer Straße 3, 67547 Worms
<http://www.mcfits.com>
- **InJoy Fitnessstudio Worms**
Alzeyerstr. 121, 67549 Worms
<http://www.injoy-worms.de>
- **Venice Beach Worms**
Schönauer Straße 20, 67547 Worms
<http://venicebeach.pfitzenmeier.de/lifestyle-fitness/worms.html>
- **Fitness King**
Mainzer Straße 114, 67547 Worms
<http://www.fitnessking.de/clubs/worms.html>
- **Fit X**
Schönauer Straße 2, 67547 Worms
<https://www.fitx.de/studio/worms-innenstadt-sued>

3.4.1.6 Wine Culture

Worms and its surroundings are a very popular wine-growing region. Interestingly, a famous type of wine called Liebfrauenmilch grows very close to the city centre at the property of the [Church of Our Lady](#). Close to the cathedral at the southern city wall, you can find a small, but historic vineyard named **Luginsland**, which is also managed by this church.

Moreover, many communities around Worms like **Pfeddersheim** or **Herrnsheim** organise different occasions during the year to present their wines to the public.

3.5 Internet during the first days

Cafes with Wi-Fi nearby the campus

For your first days after your arrival you can easily get free Internet access e.g. at “GINKGO - Cafe | Bistro | Bar” 200 meters north-eastern from the campus.

Once you have your personal student login data (*RZ-account* – as soon as you handed in all necessary documents for enrolment) you can request access to **our on-campus 24 hours PC Pool seven days a week** (room A 002, entrance Erenburgerstraße) – <https://www.hs-worms.de/24h-PC-Pool.4914.0.html>, or simply use our on **campus Wi-Fi**. However, please understand that the use of the public university Internet for any other purposes than for university intentions is prohibited. Therefore, (due to the copyright regulations in Germany) all forbidden actions, for example illegal downloads (mp3, movies etc.), are strictly prohibited.

3.6 Cost of living

Cost of living amount to ca. € 800.00 incl. housing per month

Accommodation:	ca. € 250.00 – 400.00
Food:	ca. € 350.00 (discounted meals available for students on campus)
Books, supplies, study materials:	ca. € 50.00
Health insurance:	ca. € 90.00
<hr/>	
<i>Total average costs per month:</i>	<i>ca. € 800.00</i>

3.7 Opening hours

In Germany opening hours are restricted by law, this is the reason why shops are only open Monday to Saturday. Supermarkets will not be open on Sundays or public holidays so please be advised to do your shopping the day before.

3.8 Bottle deposit

Bottle deposit or “Flaschenpfand” is a regulation that requires the collection of monetary deposit on soft drinks, alcoholic beverages or water. When returning the container to any official selling point the deposit will be given back.



3.9 Shopping

In Germany opening hours are restricted by law, this is the reason why shops are only open from Monday to Saturday. Supermarkets will not be open on Sundays or public holidays. Therefore, please be advised to do your shopping the day before, Halal meat and food for Muslim students can be found e.g. at Turkish supermarkets like the one mentioned below:

- **Abone Supermarkt**
Mainzer Str. 16, 67547 Worms
- **Bim Markt**
Mainzer Str. 33, 67547 Worms

3.10 Public transport

The Rheinpfalz-Bus provides reduced semester rate passes for all students registered at Hochschule Worms. With this travel pass (approx.. € 155.00, valid for six month) you can use the suburban trains, the tram and buses within the area.

To buy the semester ticket you simply have to go to the **Rheinpfalz-Bus** (near WEP, Wormser Einkaufspark) with your certificate of enrolment/student ID-card.

Address:	Klosterstraße 25 67547 Worms
Opening hours:	Monday to Friday 8.00 am - 12.00 pm
P:	0621.6859 7855

or to the service counter of Deutsche Bahn at the Central Station in Worms.

This Service Centre will also provide you with information about various options you need to know about the public transport (bus tables etc.) in and around Worms. It is also possible to buy only public bus tickets or public train tickets if it is desired. To see the accessible area click: **[Rhein-Neckar Public Transport map](#)**

3.11 Important telephone numbers

Emergency (police)	110
Police Station Worms	06241 - 85 20
Emergency (fire) /Rescue service	112
Rescue Service (Red Cross)	06241 - 1 92 22
Emergency (hospital)	06241 - 1 92 92
In case of intoxication	06131 - 1 92 40 or 06131 - 23 24 66
Emergency call for women	06241 - 60 94
Psychological problems	0800 - 220 33 00
Doctors on call (headquarters)	116 117
Hospital: Doctors on call (Klinikum Worms)	06241 - 1 92 92
Hospital: Doctors on call (Hochstift Worms)	06241 - 85 60
Pharmacy after-hours service	0800 - 00 22 8 33
International Center (Martina Brodhäcker)	06241 - 509 166
International Center (Ilka Schall)	06241 - 509 275

Accommodation

Problems with water	0180 - 1 84 88 40
Problems with electricity	0180 - 1 84 88 20
Problems with gas	0180 - 1 84 88 00

In case of any problems concerning your housing, please inform your **landlord** first – except it is an emergency!

For lost or stolen bank cards

EC-Card	0180 - 5 02 10 21 (12 ct/min; especially for losses at night or during weekends; otherwise you can contact your bank)
VISA-Card	0800 - 8 14 91 00
MasterCard/ EUROCARD	069 - 79 33 19 10
American Express	0800 - 1 85 31 00
For all cards	116 116

4 Checklists

4.1 Checklist “Before departure”

- Check how long your passport/identity card is still valid
- Apply for admission at the Hochschule Worms in accordance with the deadline
- As soon as you get your letter of admission:
 - Fulfil all the requirements for the enrollment at the Hochschule Worms (enrollment fee, health insurance, etc.)
 - Apply for an entry visa (if necessary)
 - Register for the Orientation
 - Find an accommodation
- Make sure you have sufficient funding
- Arrange transport to Worms (you shouldn't arrive at week-end because banks and administrative offices are closed from Friday noon till Monday morning, also all the shops are usually closed from Saturday evening till Monday morning)
- If you plan to drive a car in Germany you'll need an international driving license
- Pack your bag:
 - Please check import regulations for Germany
 - You might need a plug adapter
 - Clothes could be more expensive compared to your home country, so please be advised to bring enough clothes, especially for winter time

4.2 Checklist “The day of your departure”

- Charge your mobile phone
- Write down your new address in Germany (in case you have to show it to someone, e.g. a taxi driver)
- Please make sure you have all the necessary documents (especially your passport and health insurance) and some cash (also coins)

Always: check your e-mails every day!

4.3 Checklist “After arrival”

- Attend the Orientation (you will get help with all administrative matters)
 - Register for the Buddy Program and other activities
- Sign your rental contract (if not done yet)
 - Let your landlord fill out and sign the Wohnungsgeberbestätigung (the landlord's confirmation of residence)
- Register at Bürgerservicebüro (Registry office) within a week
 - You will receive Anmeldebescheinigung (Residence registration)
- For non-EU citizen: Apply for a residence permit (Aufenthaltstitel) at Ausländerbehörde (Foreigners' office)
 - You need to make an appointment in advance
- Inform your Health Insurance Company about your new address
- Make sure you have your waterproof name tag on your mail box (otherwise you won't receive letters and important documents)
- Open a German bank account
- Collect your student ID-Card and your university login data (necessary to use internet on campus)
- Register for courses you want to attend, plan your studies
 - Check your course choice for overlapping
- Register for a German course at the International Center (start learning as soon as possible: speaking German will help a lot in everyday life and boost your job prospects)
- Make new friends and enjoy your life in Worms :)

Always: check your e-mails every day!