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STUDYING AND LIVING IN WORMS

1 Welcome Note

Welcome and thank you for your interest in studying at the Hochschule Worms (abbreviation: HS Worms). This handbook has been designed to give you an overview of student life at HS Worms and living in Worms in general. We are sure that you will find our university an institution that offers both a challenging academic platform and a stimulating environment for your intellectual and personal growth.

We, the team of the International Center of HS Worms – wish all our foreign students a pleasant stay in this cosy German city called Worms. May your semester(s) with us be exciting and successful!

This handbook should be used not only as a pre-departure orientation but also as a guide to help you through your first days and your period of study with us at the HS Worms.

With the following handbook we will give you important and necessary information for your stay in Worms – please read carefully!!!

Your International Center-Team!
1.1 Location of Worms and HS 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 (abbreviation: HS Worms) was founded in 1977 as part of HS Rhineland-Palatinate. In September 1996, HS Worms got established as an independent university. Currently there are approximately 3,700 students studying in three faculties:

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

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

**Foreign languages** and **international student exchange** play an important role in the programmes of HS Worms. Some programmes even have a mandatory study abroad period in its curriculum. HS Worms is thus a young, familial but also globally oriented university without the old academic traditions that are often associated with German universities. HS Worms cooperates with more than 180 universities all over the world. Students from more than 50 countries are attending various programmes at our university, and the percentage for fully enrolled foreign students amounts to more than 20%.

2.1.1 Semester times

HS Worms has a **semester system**:

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

The **lecture period including exams** takes place in:

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

Please note our **Fact Sheet**, which you will receive by email, for the dates of our mandatory Orientation!
2.1.2 Course Offer

As an exchange student you will have the possibility of choosing courses with course language English from the following courses of studies:

The abbreviations **B.A.** and **B.Sc.** stand for Bachelor degree courses (undergraduate level), **M.A.** and **M.Sc.** for master degree courses (graduate level).

As soon as you are nominated by your home university to be an exchange student at our university, you will receive our most recent course book. You can also download the course book from our homepage, which contains all courses we can offer in that semester for our exchange students. We prepare an up-to-date version for each semester. You will receive the course book for your semester shortly before your arrival or during our orientation weeks in Worms. Therefore, please be aware that there might be changes!
2.1.3 Your Point of Contact in the International Center

**Academic Part**
Ms. Martina Brodhäcker

**Task fields:**
- Application
- Course Consulting
- Learning Agreement
- Confirmation of Stay
- Exams
- Transcript of Records
- Others problems/issues

**Office Hours**
Monday 02.00 pm - 4.00 pm
Tuesday 10.00 am - 12.00 pm
Wednesday 10.00 am - 12.00 pm
Thursday 10.00 am - 12.00 pm
or on appointment

Office: H 103

P: +49(0)6241.509-166
F: +49(0)6241.509-282
E: brodhaecker@hs-worms.de

**Administrative Part**
Mr. Derk Kanzelmeyer

**Task fields:**
- Housing
- Health insurance
- Bank account opening

**Office Hours**
Monday 10.00 am - 12.00 pm
Tuesday 10.00 am - 12.00 pm
Wednesday 10.00 am - 12.00 pm
Thursday 10.00 am - 12.00 pm
or on appointment

Office: H 205

P: +49(0)6241.509-168
F: +49(0)6241.509-282
E: kanzelmeyer@hs-worms.de

**Administrative Part**
Ms. Mariia Baibuza

**Task fields:**
- Enrolment process
- Visa
- Welcome Team

**Office Hours**
Monday 10.00 am - 12.00 pm
Tuesday 10.00 am - 12.00 pm
Wednesday 10.00 am - 12.00 pm
Thursday 10.00 am - 12.00 pm
or on appointment

Office: H 205

P: +49(0)6241.509-469
F: +49(0)6241.509-282
E: baibuza@hs-worms.de

If we can assist you, please do not hesitate to contact us!
Please be aware of our consultations hours!
2.1.4 Campus Plan
2.2 Application Process

Are you interested in studying at the HS Worms? No problem, just follow the following steps:

Step 1 – Nomination
You first need to be nominated by your home university’s international exchange coordinator. Visit your international center to find out about the process, requirements, and deadlines for being nominated. **We can only consider and accept students from our partner universities.**

The HS Worms application procedure for exchange students is managed through the online service MoveOn. **Only applications received through MoveOn will be processed.**

Step 2 – Application Documents
Nominated students will receive a link to MoveOn by email from their universities’ international centres or by the International Center of HS Worms. This link is necessary in order to apply.

To proceed with the application in MoveOn, the students first need to **register** (registration located right) and then to **login** (login located left). The registration is only possible once per student whereas, the login is possible several times as long as the application is not submitted, and the application deadline is not yet over.

After logging in, please fill in all necessary information indicated in MoveOn. **Following documents must be uploaded to your application:**

- Biometric photo (jpg, jpeg)
- Photocopy of identity document (ID card or passport) (PDF)
- CV / résumé in English or German (PDF)
- Most recent academic transcript of records in English (PDF)

Step 3 – Submit Application Documents
The students can submit their application once all the sections in the menu are marked with green checkmarks.

No more changes will be possible after submitting the application! Please inform us by email (**incoming@hs-worms.de**), if any modification to the application is necessary (e.g. change of address).

After submitting the application, a PDF will be generated, which needs to be signed by the student and the coordinator of the sending institution and then need to be send via postal service within the deadline to HS Worms.

**Only complete applications sent within the application period can be accepted.**
Step 4 – Send your application (PDF file) with all signatures (original – no scans or copies) together with all necessary documents (see details in our online application MoveON) to the following address by postal service:

International Center  
- Incoming -  
Hochschule Worms  
Erenburgerstraße 19  
67549 Worms  
Germany

Please note the DEADLINES for application for

Summer semester:

1st November for students who require visa for studying in Germany (due to longer visa application process)  
1st December for all other students

Winter semester:

1st May for students who require visa for studying in Germany (due to longer visa application process)  
1st June for all other students

Within these deadlines we need to receive the complete application documents by postal service! We will not accept applications, which are received later and or are not complete within the deadlines! Please note that letters of acceptance will be issued ONLY when the application file is complete and received by us before the deadline.

If you want to reserve housing with the help of the International Center, please visit our Housing portal to find information on the application procedure:  
https://housing.hs-worms.de/

Please understand that we can only offer you our housing service on a first-come-first-serve-basis as our housing capacities are limited. After the nomination deadline you will receive an email with further information about the housing application process and deadlines. Please read the information on our Housing portal and in the email carefully to find out about the application process and the conditions of booking accommodation with the help of the International Center. You need to agree to these conditions by signing the housing rules declaration.

In case of questions regarding our accommodation service please contact us via: housing@hs-worms.de

Step 5 – Confirmation
If your documents are complete and we receive the originals by postal service in time, we will send the letter of acceptance via email both to you and the partner university, and the original version via postal service to the partner university.
All non-EU students receive furthermore an application for a long-term visa, which they hand in at the appropriate diplomatic representative of the Federal Republic of Germany (embassy/consulate) in their home country before the arrival in Worms. With this document you can avoid further costs at the foreign registration office here in Worms. Currently a fee of € 100.00 is due. 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, you will receive further information with letter of acceptance.

**Step 6 – Visa for Non-EU-citizens**
With your letter of acceptance, you can get a visa at the appropriate diplomatic representative of the Federal Republic of Germany (embassy/consulate) in your home country.

**Step 7 – Orientation Schedule**
As follows we will email the content and schedule information about our on-campus orientation program. Participation is mandatory. The start date can be found on our Fact Sheet.

**IMPORTANT** – If you do not have an email address so far, please create a legitimate one (e.g. using your name). This is our way of contacting you! Therefore, please check your inbox regularly.

### 2.3 ERASMUS+ Programme

Erasmus+ is the **EU Programme** in the fields of education, training, youth and sport for the period 2014 – 2020. It is designed to support Programme Countries’ efforts to efficiently use the potential of around **4 million Europeans** to study, train, gain work experience and volunteer abroad, while confirming the principle of lifelong learning by linking support to formal, non-formal and informal learning throughout the education, training and youth fields. The Programme also enhances the opportunities for cooperation and mobility with partner countries, notably in the fields of higher education and youth. This programme provides students with access to other European higher education systems without paying any additional tuition fees.

The main objective of Erasmus+ is to improve employability of the youth by acquiring supplementary competences appreciated by employers, as well as improving their language skills and flexibility.

The following three key actions are defined for the programme:

1. Learning mobility of individuals for students and staff
2. Co-operation and innovation for good practices among universities or higher education institutions
3. Support for Policy Reform
The Erasmus+ Programme guarantees full academic recognition of the period spent at the hosting institution. This is made possible through the pean Credit Transfer System (ECTS). ECTS credits are based on the workload which is needed to achieve expected learning outcomes during the students’ period of study. For further information regarding ECTS, please see chapter 2.6.5 Grade Systems and Transcript of Records.

2.4 Before Your Arrival in Worms

2.4.1 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 currently approx. 10.236 Euro for two semesters, 853 Euro per month) in order to get a visa for Germany.

The blocked account can be open at the following institutions:

- Coracle
- Deutsche Bank
- Expatrio
- Fintiba

Please inform yourself about the details and consider the time aspect, as it could take some time (up to several weeks) 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.

2.4.2 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
2.4.3 Housing

2.4.3.1 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.

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 (approx. € 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 and orderly. 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 decide to leave Germany earlier, you have to discuss this with your landlord/landlady and with the International Center.
2.4.3.2 Housing Service HS Worms

As a rule of thumb, the International Center can only liaise with private landlords in Worms, since HS Worms does not own dormitories. Private landlords offer furnished rooms mostly in shared flats with other students nearby the campus. Therefore, the offer is limited and fluctuating. Based on the equipment, size and distance to campus, the current prices range from 250 € to 630 €. Exchange students who would like to reserve housing with the help of the International Center, please visit our Housing portal for more information about the application process: https://housing.hs-worms.de/.

Please consider that private rooms are not all situated close to the HS Worms. Nevertheless, Worms has good bus services throughout the town.

2.4.3.3 Independent Search

1. Please find here some newspapers and websites suggestions for your search:
   a) www.wg-gesucht.de/en/
   b) www.zwischenmiete.de/
   c) www.studenten-wg.de/

2. If you plan to travel to Worms without having an accommodation and to search for it while you are in Worms, you can stay in the youth hostel for the first few days. Please find further information here:

   www.diejugendherbergen.de/die-jugendherbergen-auf-einen-blick/Worms/portrait.

3. The AStA (General Students' Committee) has contact details of landlords renting to students. You need to go to the AStA-office (G-building) to receive the contact information. Please be aware of the office hours (click here). But these rooms are mostly not furnished.

4. At the university notice boards (e.g. in the A- and N-building, ground floor) you may also find a suitable room.
Important abbreviations regarding housing:

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

2.4.3.4 GEZ

In order to guarantee the public broadcasting diversity in Germany, GEZ is a joint organization of Germany’s public institutions ZDF, ARD (Television) and “Deutschland Radio”. 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 GEZ reach you during your stay here, in which they request you to pay the licence fees. In that case please consult your landlord, maybe this fee is already included in your rent or a housemate already pays the GEZ. If not, you have to pay the fee. Therefore, please calculate approx. € 18.00 in addition to your monthly rent.
2.4.3.5 Copyright act and infringement

Germany has a very strict copyright act in comparison to other countries in the EU or worldwide. Therefore, please make sure in advance to not misuse the Internet for illegal music and media uploads 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/)

2.4.4 Semester Contribution

Both German and foreign students are exempt of paying tuition fees. Solely a contribution for the administration process has to be made – €150.80 by you as a new student and €130.80 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 €150.80 for your first semester (or €130.80 for your second semester) to the following bank account before your arrival in Worms.

Bank details:

Recipient: Landeshochschulkasse Mainz
IBAN: DE39 5451 0067 0010 1766 79
BIC: PBNKDEFF
Financial institution: Postbank Ndl der DB Privat- und Firmenkundenbank
Reference first line: 6681 1567 38921 Stud-Beitr
Reference second line: Exchange Student and your full name

Please upload an official receipt of your bank that you transferred the €150.80 to the above-mentioned account (all details need to be shown) to your online application in MoveOn.

Please notice for the payment any charges that may arise – you need to make sure, that exactly €150.80 will be transferred to the above-mentioned account (not less and not more money). This is very important otherwise the payment cannot be considered.

If you stay for two semesters please find the deadlines for payment here.

Please understand that the semester contribution is no tuition fee!

In case of questions please contact: incoming@hs-worms.de
2.4.5 Health Insurance

We want you to be healthy and safe when you’re studying at HS Worms! According to regulations in Germany, you need to have a valid health insurance from outside of Germany or get insured once you arrive in Germany in order to be permitted to matriculate at the university. Your insurance has to be valid for the entire duration of your studies (until the end of February for winter semester studies or until the end of August for summer semester studies). See here for more details.

Proof of health insurance details
1. Do you have a valid statutory health insurance policy, which covers the period of your stay?
   You may enter Germany with the European Health Insurance (EHIC with the blue Europe symbol). This is accepted by the university.

2. Do you have a private health insurance covering the period of your stay?
   In that case your private health insurance contract need to be checked by a German statutory health insurance company if it fulfills the minimum requirements. 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?
   Then you have to sign up with a statutory or private health insurance latest during our Orientation, which covers your entire stay. In case of questions/problems, please send an email to: incoming@hs-worms.de

4. 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. The so-called A/T-11 form is sufficient for enrolment at our university.

In general, your health insurance coverage must be valid for the following periods (even if you leave earlier!):

- **Winter semester**: 1\textsuperscript{st} September to 28\textsuperscript{th}/29\textsuperscript{th} February
- **Summer semester**: 1\textsuperscript{st} March to 31\textsuperscript{st} August

As a general note, **German statutory health insurance** rates are usually approx. €105.00 per month (please inform yourself about the current rates).

In case of questions please contact: incoming@hs-worms.de
2.4.6 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

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

Take a **suburban train S8 or S9** – leaving on platforms 4 to 7. **Suburban trains** leave approx. 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 approx. € 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 approx. 20 Euro per person.

Find more information about the “Hahn Express” (e.g. timetable, tickets) here:
https://www.holger-tours.de/hahn-express-fahrplan/

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.

In general, you can also book in advance an airport transfer from the airport to Worms. There are several companies which offer this service.
COMMUNICATION WITH THE WELCOME TEAM

In case you need to get in contact with the Welcome Team at your day of arrival (e.g. due to delays) you can either use the:

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. After receiving an automatic e-mail confirming that you have been registered you can start using the Internet free of charge.

2.) **The coin operated telephone at the hall of the train station in Worms** (e.g. if the student responsible for your pickup is not there and you need to reach him/her). Please consider having some coins (maybe consider buying 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](http://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/](https://www.flixbus.com/)
- To book a train ticket from Frankfurt am Main Airport or from Frankfurt Hahn Airport to Worms: [https://www.bahn.com/en/view/index.shtml](https://www.bahn.com/en/view/index.shtml)

2.4.7 **Pick-Up-Service**

We offer a service to pick you up at the central station in Worms by students of Hochschule Worms, who will bring you to your accommodation in Worms. We offer this service starting **5 days before the Welcome Breakfast (Sundays not included!)** between **8.00 am and 8.00 pm**. If you do not arrive during this time frame, **we cannot provide you with our pick-up-service.** Pick-ups on Sundays are not possible!

Please note that the pick-up-service can only be offered from Worms Central Station (Hauptbahnhof, address: Bahnhofstraße 9, 67547 Worms) to your accommodation in *Worms*. Pick-ups from other destinations to accommodations in other cities cannot be provided.

If you would like to make use of our pick-up-service, please tick “yes” in your online application (MoveOn), you will be contacted by our Welcome Team by email with further information before your arrival.
2.5 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. Please find further details for your first weeks in Worms in the next paragraphs.

### 2.5.1 Orientation

When 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 (starting with the Welcome Breakfast)! We can only accept students who will attend the complete Orientation – a late arrival is **not** possible! Please consult our **Fact Sheet** for the exact dates (download in MoveOn)!

The orientation for our incoming students, which is organized by the International Center (IC), enables you to integrate rapidly into the campus and social life in Worms. This process is required for a successful study period at our university and is therefore, mandatory for you as an incoming student. The Orientation starts with a first get-together in the form of a welcome breakfast for all exchange students and staff of the International Center, followed by an official information meeting, in which the students get the schedule for the following weeks. Afterwards you will explore the campus.

Concerning the academic part, you will receive all necessary information for your **final course choice** during our Orientation and you get a notification in our campus management systems LSF and moodle (go to chapter 2.5.6 for further details).

Furthermore, you will receive **assistance with administrative concerns** like opening a bank account, enrolment at the university, registration at the foreigners’ registration office, health insurance etc.

### 2.5.2 Excursions

In general, during our Orientation or during the semester we offer multi-day excursions e.g. to Munich and Berlin. For these trips the students have to pay a small contribution (around € 60.00). Furthermore, the HS Worms offers more small events during your semester abroad here – you will receive further information about the planned activities via email. These trips/events are without any charge.
2.5.3 Administrative Matters

Checklist for settling in after your arrival in Worms:

1) Register at the registration office (*Einwohnermeldeamt*) (✓)
2) Register at the foreigners’ registration office (*Ausländerbehörde*) (✓)
3) Open a bank account (necessary to pay e.g. the rent)
4) Health insurance (if not yet been submitted)
5) Registration at the HS Worms and paying the semester contribution
   (if not been paid already)

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

1) Registration at the Einwohnermeldeamt – 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 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!) This law also affects foreign students. **But we organize during our Orientation an appointment for you and you will be accompanied by our Welcome Team to the registration office (Einwohnermeldeamt) in Worms** (don’t worry if the 8 days rule might be affected, this is agreed with the registration office and will not be a problem for all exchange students who attend the entire Orientation starting with the Welcome Breakfast!).

The registration office (in German: Einwohnermeldeamt) is located:

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

The opening hours of the registration office (in German: *Einwohnermeldeamt*) are:

- Monday & Wednesday: 8.00 am - 4.00 pm
- Tuesday & Friday: 7.15 am - 12.00 pm
- Thursday: 8.00 am - 6.00 pm

Necessary documents for registration:
- Your passport and passport photos (which you already sent to us)
- Your student ID-card (or the confirmation of the HS Worms)
- Your rental contract from your landlord together with a special paper filled out by your landlord confirming your move-in date (in German it is called “Wohnungsgeberbestätigung”)

2) Foreigners’ registration office for non-EU citizens

In the same building you will find the foreigners’ registration office (in German: *Ausländerbehörde*). There you also have to register personally after your arrival in case you intend to stay in Germany for more than 3 months (only if you have NOT applied for a long-term visa before you arrived in Worms, in that case please provide us with a copy of your visa by email before arrival; please always inform yourself closely about current visa regulations).
Necessary documents for registrations:

- Your passport
- Your HS Worms student ID-card (or the confirmation of the HS Worms)
- Confirmation of your stay as an exchange student which you obtain from the International Center during the Orientation

The **opening hours** of the **foreigners’ registration office** are:

- Monday, Wednesday and Thursday: 8.00 am - 4.00 pm
- Tuesday and Friday: 8am - 12pm

Once you are at the registration office, you can ask for an appointment regarding visa process at the foreigners’ registration office, which is in the same building as the registration office. You will receive more details during our Orientation.

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.

**3) Bank Account**

We recommend that you open an account with a German bank. 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 (€ 150,80) 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:**

- Your passport
- Your student ID-card or a confirmation that you are a student at HS Worms
- Non EU citizens need also the confirmation of the registration office (**Einwohnermeldeamt**)

The **opening hours** of banks vary. Therefore, you should ask for the times in advance.
4) Health Insurance
Please read chapter 2.4.5 carefully. During our Orientation we will arrange an information meeting with a German statutory health insurance.

5) Registration
As soon as your documents are complete we will enrol you at our university. We will have a meeting during our Orientation, where you will receive your student ID-card and your RZ-account (Computer Center account).

2.5.4 Welcome Team
Our Welcome Team, which consists of German and foreign students of the HS Worms, will support you on your arrival and during your first weeks in Worms. They will accompany and help you during the Orientation with bureaucratic affairs, excursions and other events.

2.5.5 Buddy Programme
The AStA, located in the G-building (ground floor) offers a buddy programme, which aims to help you find your feet as a new student at the Hochschule Worms. If you take part in this program, you will be partnered with a student from HS 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 Programme during our Orientation.

2.5.6 Facebook groups for students of the HS Worms
There are some groups on Facebook for students in Worms that can be interesting for you:

- Official Facebook-page of Hochschule Worms
  https://www.facebook.com/hochschuleworms?fref=ts

- "Alle Studenten der Fachhochschule Worms (FH Worms)"
  https://www.facebook.com/groups/471854946225028/
  In this group you find a lot of interesting information about the student life in Worms, events, parties, classes, free apartments, jobs and so on.

- "Studi Flohmarkt Worms"
  https://www.facebook.com/groups/553697474719557/
  This is the group for small ads. If you want to sell or buy something you should look here.

- "Mitfahrgelegenheiten Hochschule Worms"
  https://www.facebook.com/groups/1403243449978806/?fref=ts
  This group is for those who want to offer or search a rideshare opportunity starting in or going to Worms.

- "Taberna Worms"
  https://www.facebook.com/groups/Taberna.Worms/
  In this group you find the events taking place in the "Tab", our students bar on the campus.

- "Green-up your College! (Worms)"
  https://www.facebook.com/GREENUPYOURCOLLEGE
2.5.7 Important Online Tools at HS Worms
We have two important online management systems, which our students have to use in order to organize their study – moodle and LSF.

2.5.7.1 moodle
moodle is an online learning management system, which you can access with your RZ-account. Most of our lecturers 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 can find further information regarding moodle in our course book and you will get a brief introduction during our Orientation.

2.5.7.2 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 inform yourself about changes in the schedule. It is recommended 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 (please see chapter 2.5.1.5 for further details). You can find further information regarding LSF in our course book and you will get a brief introduction during our Orientation.
Useful LSF Abbreviations

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

<table>
<thead>
<tr>
<th>German Abbreviation</th>
<th>English Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Einzel</td>
<td>Single</td>
</tr>
<tr>
<td></td>
<td>Only on that specific date</td>
</tr>
<tr>
<td>Woch</td>
<td>Weekly</td>
</tr>
<tr>
<td></td>
<td>Every e.g. Monday …</td>
</tr>
<tr>
<td>14tägl</td>
<td>Every two weeks</td>
</tr>
</tbody>
</table>

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.
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:

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

2.6.1 Facilities of HS Worms

2.6.1.1 Library
The library ([http://www.hs-worms.de/en/hochschule/organisationsbereiche/zentrale-einrichtungen/library/](http://www.hs-worms.de/en/hochschule/organisationsbereiche/zentrale-einrichtungen/library/)) 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.

Once you are given your student ID-card, you will be able to borrow books from the library. 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.

Please note that it is not allowed to enter the library with any kind of bags (e.g., backpack, handbag). You can leave them in the locker room next to the library. For this purpose, after showing your student ID-card, the library staff will borrow you a key for the locker as well as a basket for carrying your studying material (e.g., books, notes, pencil case). Both key and basket must be returned the same day. Otherwise, you will be charged with a fine.

The opening hours of our library are currently (can be different during lecture free period):

- Monday - Friday: 8.30 am - 10.00 pm
- Saturday: 9.00 am - 4.00 pm

Please note that the opening hours differ during semester breaks.
2.6.1.2 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 HS 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). With this student ID and personal login-in data every student can use computers in the Computer Center. 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 room A 103, A 106, A 107, A 113, A 114
Language Labs are in room A 101 and A 102
24 hours PC Pool is in A 002

http://www.hs-worms.de/hochschule/organisationsbereiche/zentrale-einrichtungen/rechenzentrum/profil-service/pc-pools/
2.6.1.2.1 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 int####@hs-worms.de → your username is “int####”. 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”).
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.

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” (e.g., transferring money to another student’s account).

The current prices for printing are the following ones:

- **Black & White**: 0,04€/page
- **Colour**: 0,10€/page

### 2.6.1.2.2 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)
2.6.1.3 Mensa
There is an on-campus cafeteria (Mensa), one meal costs € 2.70 for students (updated July 2019). With the loaded student ID-card you can pay your meals in Mensa directly.

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

Please note that it is not possible to pay your meals in cash. Only snacks and drinks (e.g. coke, coffee) can be payed both in cash or with your loaded student ID-card.

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 during lecture period are:

Monday - Thursday 11.45 am - 2.00 pm and 5.30 pm - 6.45 pm
Friday 11.45 am - 2.00 pm

The general opening hours for the cafeteria during lecture period are:

Monday - Thursday 8.00 am - 6.45 pm
Friday 8.00 am - 3.00 pm
2.6.1.4 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.
2.6.1.5 How to obtain your certificate of enrolment

At some stage during your study period you will need a proof of enrolment (if showing your student ID-card is not enough) which will give you access to many student discounts and benefits like attending a gym 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.
2.6.2 Student Organisations

2.6.2.1 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.) on different levels. 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: 06241.509-156
E: asta@hs-worms.de

2.6.2.2 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.
2.6.3 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.

2.6.3.1 Green Up Your College
The concepts of "sustainability", "environmentally-friendly" and "green" are becoming increasingly important in many different aspects of our lives. HS 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!”
2.6.3.2 University's Christian Communities
The university consists of two Christian communities, the Protestant Student Community (evangelische Studierendengemeinde, ESG) and the Catholic Student community katholische Hochschulegemeinde (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  Heike Müller, Social Counselling
E: delp@luthergemeinde-worms.de  E: esg@hs-worms.de
P: +49(0)6241.57956  P: +49(0)6241.509-312

Catholic Student Community (KHG):
Contact:
Andreas Baaden
E: khg@hs-worms.de
Link: www.khg-worms.de
P: +49(0)624 1509-312

2.6.3.2.1 Room of Silence
Additionally, a room for quite activities (meditation, praying etc.) can be found in G-Building on the second floor on the left. The room has to be booked in advance in room A 008 (A-Building). The access to the room will be unlocked by approaching your student ID card. Details can be found on the door of the room of silence.
2.6.4 Studying at HS 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 return flight before you made sure when your last exam will be and do not forget to de-register yourself before leaving Worms! You will receive an email with all details regarding leaving Worms by the International Center in time!

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.

Of course, the spirit of student mobility is not only about studying, but keep in mind that you should find a “healthy” balance between exploring the culture, celebrating and studying. If you fail an exam, there is no possibility for you as an exchange student to retake an exam when you are back home. Therefore, please do not disregard your personal academic training. Take your stay here at our university serious in terms of having an important and unique possibility to expand your knowledge and to add this experience as a successful position to your CV.
2.6.5 Grade Systems and Transcript of Records

2.6.5.1 European Credit Transfer System (ECTS)
ECTS is the credit system for higher education used in the European Higher Education Area, involving all countries engaged in the Bologna Process. The use of ECTS, in conjunction with outcomes-based qualifications frameworks, makes study programmes and qualifications more transparent and facilitates the recognition of qualifications.

By making higher education comparable across Europe, ECTS makes teaching and learning in higher education more transparent and facilitates the recognition of all studies. It aids curriculum design and quality assurance and allows for the transfer of learning experience between different institutions, greater student mobility and more flexible routes to gain degrees.

ECTS credits are based on the workload students need in order to achieve expected learning outcomes. Learning outcomes describe what a student is expected to know, understand and be able to do after successful completion of a process of learning. Each learning outcome is expressed in terms of credits, with a student workload ranging from 1 500 to 1 800 hours for an academic year, and one credit generally corresponds to 25 – 30 hours of work. In ECTS, 60 credits represent the workload of a full academic year (two semesters) and 30 credit points a given for one semester.

<table>
<thead>
<tr>
<th>Hochschule Worms grades</th>
<th>US grades</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,0</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>1,3</td>
<td>A -</td>
<td>Very good</td>
</tr>
<tr>
<td>1,7</td>
<td>B +</td>
<td>Good</td>
</tr>
<tr>
<td>2,0</td>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>2,3</td>
<td>B -</td>
<td>Good</td>
</tr>
<tr>
<td>2,7</td>
<td>C +</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>3,0</td>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>3,3</td>
<td>C -</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>3,7</td>
<td>D +</td>
<td>Sufficient</td>
</tr>
<tr>
<td>4,0</td>
<td>D</td>
<td>Sufficient</td>
</tr>
<tr>
<td>5,0</td>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td>w</td>
<td></td>
<td>withdrawn</td>
</tr>
</tbody>
</table>

Notice: Your coordinator at your home university will transfer your grades in to your local grade system at your home university. We will prepare your transcript of records as soon as we receive all of your grades from your lecturers. The transcript of records will be sent to your coordinator at your home university. Please be patient – it will take some time till the exams will be marked and the transcript will be finished. Be sure, that we will do our best to finish the transcript as soon as possible.

2.6.6 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 (details will follow during your stay by email) or other institutions like Studierendenwerk Sozialberatung. Ms. Hinz, P: +49 (0) 06341 917937 – please make an appointment in advance!
3 Living in Germany – The Germans

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 a special stew 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", its 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 “Dirndel”, 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Official National Holiday</th>
<th>Shops and supermarkets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 01</td>
<td>New Year’s Day</td>
<td>Closed</td>
</tr>
<tr>
<td>Jan 06</td>
<td>Epiphany</td>
<td>Open</td>
</tr>
<tr>
<td>In March or April</td>
<td>Good Friday</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>Easter Sunday</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>Easter Monday</td>
<td>Closed</td>
</tr>
<tr>
<td>May 01</td>
<td>Labour Day</td>
<td>Closed</td>
</tr>
<tr>
<td>6 weeks after Easter in May and/or June</td>
<td>Ascencion Day</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>Whit Sunday</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>Whit Monday</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>Corpus Christi</td>
<td>Closed</td>
</tr>
<tr>
<td>Oct 03</td>
<td>German Unification Day</td>
<td>Closed</td>
</tr>
<tr>
<td>Nov 01</td>
<td>All Saints</td>
<td>Closed</td>
</tr>
<tr>
<td>Dec 24</td>
<td>Christmas Eve</td>
<td>only open in the morning</td>
</tr>
<tr>
<td>Dec 25</td>
<td>Christmas Day</td>
<td>Closed</td>
</tr>
<tr>
<td>Dec 26</td>
<td>Boxing Day</td>
<td>Closed</td>
</tr>
<tr>
<td>Dec 31</td>
<td>New Year’s Eve</td>
<td>only open in the morning</td>
</tr>
</tbody>
</table>

### 3.3.2 Basic Vocabulary

<table>
<thead>
<tr>
<th>English</th>
<th>German</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hello!</td>
<td>Hallo!</td>
</tr>
<tr>
<td>Good morning!</td>
<td>Guten Morgen!</td>
</tr>
<tr>
<td>Good evening!</td>
<td>Guten Abend!</td>
</tr>
<tr>
<td>Good night!</td>
<td>Gute Nacht!</td>
</tr>
<tr>
<td>Yes / No</td>
<td>Ja / Nein</td>
</tr>
<tr>
<td>What’s your name?</td>
<td>Wie heißt du?</td>
</tr>
<tr>
<td>How are you?</td>
<td>Wie geht es dir?</td>
</tr>
<tr>
<td>I’m fine, thanks! And you?</td>
<td>Mir geht es gut, danke! Und dir?</td>
</tr>
<tr>
<td>Good, thank you!</td>
<td>Gut, danke!</td>
</tr>
<tr>
<td>See you later!</td>
<td>Tschüss, bis später!</td>
</tr>
<tr>
<td>Goodbye!</td>
<td>Auf Wiedersehen</td>
</tr>
<tr>
<td>I’m lost.</td>
<td>Ich habe mich verlaufen.</td>
</tr>
<tr>
<td>Can I help you?</td>
<td>Kann ich dir helfen?</td>
</tr>
<tr>
<td>Can you help me?</td>
<td>Kannst du mir helfen?</td>
</tr>
<tr>
<td>Where is … (the bathroom / pharmacy?)</td>
<td>Wo ist … (das Badezimmer / die Apotheke?)</td>
</tr>
<tr>
<td>Go straight! Then turn left / right.</td>
<td>Gehe geradeaus! Dann biege links / rechts ab.</td>
</tr>
<tr>
<td>I’m looking for John.</td>
<td>Ich suche John.</td>
</tr>
<tr>
<td>One moment, please!</td>
<td>Einen Moment, bitte!</td>
</tr>
<tr>
<td>How much is it?</td>
<td>Wie viel kostet es?</td>
</tr>
<tr>
<td>Excuse me … !</td>
<td>Entschuldigung / Entschuldigen Sie</td>
</tr>
</tbody>
</table>
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 and from Barbarossa to Martin Luther, all of them have left their traces. You are invited for 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 Pennyas 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. Luthers 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 flanked 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:

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:

- **Defense Instructors**
  Alzeyer Str. 121, 67549 Worms

- **Stimmel Gesundheitszentrum**
  Am Wolfsgraben 3, 67547 Worms
  [http://www.stimmel.de](http://www.stimmel.de)

- **Westendbad Friess**
  Windthorststr. 4-8, 67549 Worms
  [http://www.westendbad.de](http://www.westendbad.de)

- **High5**
  Schönauer Straße 4a, 67547 Worms
  [https://www.high5.com/studios/studio-worms/](https://www.high5.com/studios/studio-worms/)

- **InJoy Fitnessstudio Worms**
  Alzeyerstr. 121, 67549 Worms
  [http://www.injoy-worms.de](http://www.injoy-worms.de)

- **Venice Beach Worms**
  Schönauer Straße 20, 67547 Worms
  [https://www.venicebeach-fitness.de/clubs/lifestyle-fitness/worms/](https://www.venicebeach-fitness.de/clubs/lifestyle-fitness/worms/)

- **Fitness King**
  Mainzer Straße 114, 67547 Worms
  [http://www.fitnessking.de/clubs/worms.html](http://www.fitnessking.de/clubs/worms.html)

- **Fit X**
  Schönauer Straße 2, 67547 Worms
  [https://www.fitx.de/studio/worms-innenstadt-sued](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](http://www.ourlady.de). Close to the cathedral at the southern city wall, you can find a small, but historic vineyard named [Luginsland](http://www.luginsland.de), which is also managed by this church.

Moreover, many communities around Worms like [Pfeddersheim](http://www.pfeddersheim.de) or [Herrnsheim](http://www.herrnsheim.de) organise different occasions during the year to present their wines to the public.
3.5 Internet during the First Days

3.5.1 Buying a German SIM-card
We have the following network operators in Germany: Telekom, Vodafone and O₂. Moreover, there are several other inexpensive prepaid providers using the networks of the three main providers.

If you want to buy a German SIM card you can choose between a lot of different providers offering cheap prepaid SIM cards. They have no minimum term commitment and are therefore perfect if you want to use them only a couple of months. We recommend to not sign a mobile contract as it is usually mandatory for at least 2 years and the price may only differ slightly from the ones for prepaid SIM cards.

Buying a prepaid SIM card is easy. You just have to pay the purchase price, insert the SIM card into the cell phone’s SIM card slot and activate the SIM card. Sometimes you have to show your ID when buying a prepaid SIM card – this can also be an ID from another country. For activating the new prepaid SIM card you often have to indicate your name, date of birth and address.

Calling credit can be topped up by buying vouchers at supermarkets, kiosks or gas stations.

The purchase price for a prepaid SIM card is usually between EUR 5.00 and EUR 15.00, often they are already provided with credit.

The usual price for calling and messaging (to other German phone numbers) is 9 cents (per minute or per message).

Additionally, you can buy different rate options e.g. a Mobile data flat combined with some free messages or minutes. The price is usually about EUR 10.00 per month. The costs will be withdrawn monthly from your calling credit (so make sure that you recharge it regularly).

Where can I buy a SIM card?
You can buy the prepaid SIM card either directly in the shop of one of the network operators (Telekom, Vodafone and O₂) or at several supermarkets, kiosks, other shops and online e.g. Kaufland Mobil Classic, Congstar, Lidl Mobile, Aldi Talk, Tchibo Mobil and Edeka Mobil, Simyo, Fonic, Otelo. They have a package where you get 300 minutes or SMS per month and 300 mb for mobile data transfers. This package costs you around EUR 7.95 per month. You can easily go back to the supermarket and buy a new balance for your SIM card as soon as the month is over. No bank account needed.

Here are some addresses where you can buy a SIM card in Worms:

- **Kaufland (WEP)**
  Schönauer Straße 8, 67547 Worms

- **ALDI**
  Schönauer Straße 8, 67547 Worms or Am Wolfsgraben 60, 67549 Worms

- **LIDL**
  Alzeyer Str. 23, 67549 Worms
- **Tchibo**  
  Marktplatz 31, 67547 Worms
- **Media Markt**  
  Schönauer Straße 14, 67547 Worms
- **Telekom**  
  Kämmererstraß 19, 67547 Worms
- **Vodafone-Shop**  
  Obermarkt 15, 67547 Worms
- **O₂-Shop**  
  Kämmererstraße 18 or Wilhelm-Leuschner-Straße 1A, 67547 Worms
- **Or in different cellphone shops in the city center**

### 3.5.2 EDUROAM

If your home university is part of eduroam (education roaming) you can obtain wireless Internet across our campus directly after your arrival. Therefore, you need your password provided by your home university. For further information, please visit www.eduroam.org and ask your home university, if it uses eduroam.

### 3.5.3 Cafes with Wi-Fi nearby 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 Erenburgerstraß 6), 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.

### 3.5.4 Internet providers (for home)

If you would like to have internet access for your flat O₂, Congstar and 1&1 have a good option:

- Internet without a minimum duration (you just have to cancel the contract one month before you leave)
- Starts from EUR 14.99/month

For more information you can look it up on the following links:

O₂:  
https://www.o2online.de/dsl-festnetz/

or go to one of the O₂-Shops in Worms:
- Kämmererstraße 18, 67547 Worms
- Wilhelm-Leuschner-Straße 1A, 67547 Worms

1&1:  
http://dsl.1und1.de/dsl-ohne-vertragslaufzeit?_lf=DslChecker#dsl

Congstar:  
https://www.congstar.de/festnetz-internet/
Internetcafés in Worms – examples:

If you want to use internet you can check the following Internet Café:
- Internet Café, Siegfriedstraße 9, 67547 Worms

3.6 Cost of Living
Cost of living amount to approx. € 800.00 incl. accommodation per month

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation:</td>
<td>€ 250.00 - 400.00</td>
</tr>
<tr>
<td>Food:</td>
<td>€ 350.00 (discounted meals available for students on campus)</td>
</tr>
<tr>
<td>Books, supplies, study materials:</td>
<td>€ 50.00</td>
</tr>
<tr>
<td>Health insurance:</td>
<td>€ 90.00</td>
</tr>
</tbody>
</table>

Total average costs per month: € 850.00

3.7 Opening Hours
In Germany opening hours have been 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 have been 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 Traveling in Germany/Europe

**“Deutsche Bahn” (German Rail)**
“Deutsche Bahn” (German Rail) links all of the major and most of the smaller towns locally, regionally and long distances. It offers a lot of deals and special prices. With a “BahnCard” you can save 50% or 25% on the standard price of any ticket for a whole year. Cheap “Wochenende Tickets” (weekend ticket) entitle you to use all local train within Germany from midnight until 3am the following day and take up to four people with you.

*Link:*
https://www.bahn.com/en/view/offers/regional/index.shtml?dbkanal_007=L04_S02_D002_KIN0059_FLYOUT-ANGEBOTE-REGIONAL-ANGEBOTE_LZ01 (in English)

**“Mitfahrgelegenheit”**
One alternative, especially for long journeys, is the “Mitfahrgelegenheit” (carpooling agency). This is where drivers register offers for those who want to share a ride. The offers are sorted according to destination and date, and you can find out about them online or by phone. You pay a fixed sum based on distance to the driver directly.

*Links:*
“Mitfahrgelegenheit”: http://www.mitfahren.de

**Bus**
In Germany you have a lot of possibility to travel by bus. And normally it is cheaper than to travel by train. There are a lot of different bus services, the most popular one is are Flixbus, which merged last year. You can use for example this site in order to search for the best and cheapest connection: [http://www.busliniensuche.de/](http://www.busliniensuche.de/)

There are buses to many cities leaving from the main bus station, connections are much cheaper than if you go by train. Most recently, Flixbus launched its new FlixTrain, which provides cheap connections from Frankfurt to Berlin.

If you are interested to travel by bus to another country, you can find a lot of offers by Eurolines: [http://www.eurolines.com/en/](http://www.eurolines.com/en/)
Taxi
Taxis in Germany are relatively expensive. Prices are regulated. You pay a fixed basic price plus a charge per kilometre.

3.11 Semester Ticket

The Verkehrsverbund Rhein-Neckar (VRN) provides reduced semester rate passes for all students registered at Hochschule Worms. With this travel pass (currently 175.00 €, valid for six months) you can use the suburban trains, the tram and buses within the area. However, if you enter an Intercity (IC) or InterCity Express (ICE) train, you have to pay the complete fare.

Where I can travel with Semester Ticket?

With Semester Ticket you can travel in the following region and cities:

![Map of the Verkehrsverbund Rhein-Neckar (VRN) region]

How long is it valid?

The Semester Ticket is valid for one semester, from 1st of March until 31st of August in the summer semester and from 1st of September until 28th of February in the winter semester.
Where can I buy the ticket?

At the Deutsche Bahn Information Center at:
- Worms Central Station
- Rheinpfalz-Bus, Klosterstraße 25, 67547 Worms
  Opening hours: Mo - Fri: 08:00 am - 12:00 pm
  P: 0621.68 59 78 55

To buy the semester ticket you simply have to go to the the service counter of Deutsche Bahn at the Central Station in Worms with your certificate of enrolment/student ID-card.

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 in further detail, click on: Rhein-Neckar Public Transport map.

3.12 Riding bicycles in Germany

It is also possible to borrow a bicycle, e.g. a VRN nextbike, which are located everywhere in the city (https://www.vrnnextbike.de/en/campusbike), or at the “Radhaus” (near the train station, email: info@lebenshile-worms.de). If you register with your HS-email address the first 30 minutes of use are always free of charge.

Some rules:

- First and foremost: ride on the right side of the road and obey all traffic automobile laws. Cyclists are considered part of the traffic in Germany. Use cycle lanes when available.

- What NOT to do: wearing earphones (around 10€ fine), riding through a red light, which turned just red (around 45€ fine) and one that turned red for longer than 1 sec (around 100€ fine), riding on the pedestrian walk/crossing or German Autobahn and riding side by side.
### 3.13 Important Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency (police)</td>
<td>110</td>
</tr>
<tr>
<td>Police Station Worms</td>
<td>06241 - 85 20</td>
</tr>
<tr>
<td>Emergency (fire) /Rescue service</td>
<td>112</td>
</tr>
<tr>
<td>Rescue Service (Red Cross)</td>
<td>06241 - 1 92 22</td>
</tr>
<tr>
<td>Emergency (hospital)</td>
<td>06241 - 1 92 92</td>
</tr>
<tr>
<td>In case of intoxication</td>
<td>06131 - 1 92 40 or 06131 - 23 24 66</td>
</tr>
<tr>
<td>Emergency call for women</td>
<td>06241 - 60 94</td>
</tr>
<tr>
<td>Psychological problems</td>
<td>0800 - 220 33 00</td>
</tr>
<tr>
<td>Doctors on call (headquarters)</td>
<td>116 117</td>
</tr>
<tr>
<td>Hospital: Doctors on call (Klinikum Worms)</td>
<td>06241 - 1 92 92</td>
</tr>
<tr>
<td>Hospital: Doctors on call (Hochstift Worms)</td>
<td>06241 - 85 60</td>
</tr>
<tr>
<td>Pharmacy after-hours service</td>
<td>0800 - 00 22 8 33</td>
</tr>
<tr>
<td>International Center (Martina Brodhäcker)</td>
<td>06241 - 509 166</td>
</tr>
<tr>
<td>International Center (Jacint Soberats)</td>
<td>06241 - 509 469</td>
</tr>
</tbody>
</table>

### Accommodation

<table>
<thead>
<tr>
<th>Issue</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problems with water</td>
<td>0180 - 1 84 88 40</td>
</tr>
<tr>
<td>Problems with electricity</td>
<td>0180 - 1 84 88 20</td>
</tr>
<tr>
<td>Problems with gas</td>
<td>0180 - 1 84 88 00</td>
</tr>
</tbody>
</table>

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

### For lost or stolen bank cards

<table>
<thead>
<tr>
<th>Card Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC-Card</td>
<td>0180 - 5 02 10 21</td>
</tr>
<tr>
<td></td>
<td>(12 ct/min; especially for losses at night or during weekends; otherwise you can contact your bank)</td>
</tr>
<tr>
<td>VISA-Card</td>
<td>0800 - 8 14 91 00</td>
</tr>
<tr>
<td>MasterCard/ EUROCARD</td>
<td>069 - 79 33 19 10</td>
</tr>
<tr>
<td>American Express</td>
<td>069 - 97 97 10 00</td>
</tr>
<tr>
<td><strong>For all cards</strong></td>
<td>116 116</td>
</tr>
</tbody>
</table>
3.14 Hospitals

If you have to go to the hospital or visit a doctor, please keep in mind to take your health insurance papers and your personal identity card with you.

*Hospitals (Krankenhäuser):*

**Klinikum Worms**
Address: Gabriel-von-Seidl-Str. 81
67550 Worms (Herrnsheim)
Phone: 06241 - 50 10

3.15 Pharmacies

Among others these are close to HS Worms:
- **Luther Apotheke**
  Brauereistr. 2, 67549 Worms
- **DocMorris**
  Bebelstr. 6, 67549 Worms (next to REWE)
- **Apotheke am Wasserturm**
  Alzeyer Straße 60, 67549 Worms

Among others these are close to the city center:
- **Dom Apotheke**
  Obermarkt 10, 67547 Worms
- **Schwanen Apotheke**
  Wilhelm-Leuschner-Straße 22, 67547 Worms
- **Apotheke in der Kaiserpassage**
  Am Römischen Kaiser 9, 67547 Worms

*Open Pharmacies during the night/weekend:*
You can find information about the currently open pharmacies on this page: [http://www.aponet.de/service/notdienstapotheke-finden/suchergebnis/0/67549.html](http://www.aponet.de/service/notdienstapotheke-finden/suchergebnis/0/67549.html)

or when calling from landline: 0800 - 0 02 28 33
when calling from mobile phone: 2 28 33
4 Checklists

4.1 Checklist “Before Departure”

- Check how long your passport/identity card is still valid
- Clothes could be more expensive compared to your home country, so please be advised to bring enough clothes for your stay in Germany, especially for winter time
- Fill out and submit the online application in MoveOn (you will receive the link as soon as you are nominated)
- Print out the application PDF, complete it and return the application form to Hochschule Worms in accordance with the deadline together with all requested documents by postal service. Please do not forget to sign the form on the last page and have the form signed and stamped by the responsible person at your home university as well
- If you want to apply for housing with the help of the International Center, apply for housing at our Housing portal: https://housing.hs-worms.de/
- Get confirmation of your health insurance from your health insurance provider
- Apply for an entry visa, if necessary, as soon as you receive the letter of acceptance from Hochschule Worms, the original letter of acceptance will be sent to your home university
- Get proof that you have sufficient financial means for your study period abroad, if necessary for the visa
- Stick to the application deadlines!

For ERASMUS+ students:

- Get confirmation of your ERASMUS+ student status from your ERASMUS+ office
4.2 Checklist “After Arrival”

4.2.1 Before Enrolment

Attend the mandatory Orientation to get help with:

- Housing matters
- Register your address in Worms within the deadline (opening hours: click here)
- Open a bank account
- Find out about courses and ECTS – you receive the course book for your stay
- Pay your semester contribution, if not already done
- There are plenty of different mobile providers for your mobile phone. To find the most suitable for yourself inform yourself by e. g. asking other students or checking the internet, don’t sign up for a two years contract!

4.2.2 After Enrolment

- Register the classes you would like to attend, stick to the deadline – read the information in the course book carefully!
- Check your course choice regarding overlapping
- Make sure your computer is connected to WLAN
- Familiarize yourself with the university campus and sequences such as cafeteria, Computer Center, the city etc.
- We recommend the enrolment in a GERMAN LANGUAGE COURSE (free of charge), depending on your personal level, in order to promote the integration and a better experience during your semester with us
- Enjoy your exchange here
- If you have any problems, please come and see us – we will try to help you!

ALWAYS: check your mailbox frequently – you receive important information from us by email!