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Hochschule Konstanz  
University of Applied Sciences

One Campus. The Lake. Your Degree.

# Handbook for Full-Time International Students



# Welcome to Hochschule Konstanz

## University of Applied Sciences

We are very happy that you decided to study at HTWG – University of Applied Sciences in Konstanz (Constance), Germany. We would like to personally welcome you to our beautiful region. We're sure this is going to be a great and rewarding experience for you.

This handbook was written for you, our international students, to help ease your transition to the HTWG Konstanz (or, if you prefer, the University of Applied Sciences, Hochschule Konstanz or simply HTWG – we have a lot of names here). It contains a lot of practical information about living in Germany, getting settled in Konstanz and getting started at our university. Some of the information would be really good to know before you get here. For this reason, we recommend that you read this handbook before setting off on your trip.

This handbook covers essential topics to help you navigate your journey, including preparing for your application, securing the right visa, traveling to Konstanz, finding accommodation, registering for classes, setting up a bank account, discovering weekend hangouts, and more. We have also provided a pre-departure checklist at the back to make sure you haven't forgotten anything before you arrive.

We hope you will find the answers to all your questions. Please feel free to contact us if any questions remain unanswered or consult one of the many websites mentioned throughout this handbook.

We look forward to meeting you.

**Have a great time in lovely Konstanz, Germany!**



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# Your Host Institution

## Hochschule Konstanz

Welcome to the HTWG Konstanz – University of Applied Sciences! We would like to start by giving you an overview of the place you will be spending your studies at.

Our university is located in the southern-most part of the Federal Republic of Germany, in the state of Baden-Württemberg. The HTWG Konstanz campus is situated along the banks of the Rhine River in a neighborhood called "Paradise", close to the historic center of the city of Konstanz. It was founded in 1906 as a private college for Mechanical, Electrical and Civil Engineering.

Today the HTWG Konstanz is a state university with 4,500 full-time students, 160 full-time professors and 120 adjunct instructors who work in the business world and teach courses related to their professional expertise. Students can earn practically-oriented bachelor's and master's degrees

in 20 technical and professional fields including Engineering, Architecture, Computer Science, Business and Communication Design. Our university also offers the opportunity to complete a PhD.

The HTWG Konstanz is also an internationally-oriented university partly due to geography. Switzerland is only walking distance from our campus, and you can travel to Austria, France and even Italy within three hours. We have many connections to other colleges and universities across these borders and beyond. HTWG Konstanz students and faculty participate in exchange programs at more than 80 partner universities in 36 countries.

We welcome students from around the world to come and study in Konstanz. You are one of approximately 550 enrolled students from over 60 countries on our campus.



## Degree Programs

We offer the following bachelor's and master's degrees:

	BACHELOR	MASTER
in multiple departments	Sustainable Engineering and Future Technologies <small>Departments: Mechanical Engineering + Electrical Engineering and Information Technology</small>	
Department of Architecture and Design	Architecture Communication Design	Architecture Communication Design
Department of Civil Engineering	Civil Engineering Civil Engineering and Management Environmental Engineering and Resource Management	Civil Engineering / Environmental Engineering
Department of Electrical Engineering and Information Technology	Electrical Engineering and Information Technology Electrical Engineering and Management Intelligent Mobility Systems International Engineering and Management	Electrical Systems International Project Engineering
Department of Computer Science	Applied Computer Science Business Information Systems Healthcare Computer Science	Business Information Technology Computer Science
Department of Mechanical Engineering	Mechanical Engineering Mechanical Engineering and Management Process and Environmental Engineering	Automotive Systems Engineering Industrial Engineering and Management Envorinmental and Process Engineering Mechatronics
Department of Business, Cultural, and Legal Studies	Asian Studies and Management: China South-East and South Asia Business Administration Business Law Business Communication, Management and Tourism	Business Management International Management Asia-Europe Legal Management
		Engineering and Management: Civil Engineering Electrical Engineering Mechanical Engineering

KEY

German study programs (C1 level German is required)
English study programs (no German is required for application)
Program for students from Asian partner universities

## Contact information

### Address:

Hochschule Konstanz  
University of Applied Sciences  
Alfred-Wachtel-Straße 8  
D-78462 Konstanz  
Germany



[www.htwg-konstanz.de](http://www.htwg-konstanz.de)



[instagram.com/htwgkonstanz](https://www.instagram.com/htwgkonstanz)



[youtube.com/hochschuleKonstanz](https://www.youtube.com/hochschuleKonstanz)



[facebook.com/htwgkonstanz](https://www.facebook.com/htwgkonstanz)



[linkedin.com/school/htwg-konstanz](https://www.linkedin.com/school/htwg-konstanz)

## Contacts in the International Study Programs

We will do our best to assist all our international students with bureaucratic formalities, choosing classes, and finding accommodations. We are also here to help you with both academic and personal issues. Please make an appointment with us if you need any help!

We would like to introduce the people behind our (current) international programs: Sustainable Engineering and Future Technologies (SET, Bachelor), International Management (MIM, Master) and the double degree program with our partner universities in Asia Business Communication, Management and Tourism (WMT, Bachelor).

## Bachelor Programs

### Sustainable Engineering and Future Technologies (SET)

[www.htwg-konstanz.de/set](http://www.htwg-konstanz.de/set)

Program Directors:

Prof. Dr. Boris Böck

[boris.boeck@htwg-konstanz.de](mailto:boris.boeck@htwg-konstanz.de)

Tel.: +49 7531 206-244

Prof. Dr. Christian Nied

[christian.nied@htwg-konstanz.de](mailto:christian.nied@htwg-konstanz.de)

Tel.: +49 7531 206-535

Coordinators SET:

Program Specific Student Counseling

[set-international@htwg-konstanz.de](mailto:set-international@htwg-konstanz.de)

### Business Communication, Management and Tourism (WMT)

→ only for students from designated partner universities

[www.htwg-konstanz.de/wmt](http://www.htwg-konstanz.de/wmt)

Program Director:

Prof. Dr. Gabriele Thelen

[gabriele.thelen@htwg-konstanz.de](mailto:gabriele.thelen@htwg-konstanz.de)

Tel.: +49 7531 206-640

Coordinator WMT:

Program Specific Student Counseling

Komang Di Maggio

[kdimaggi@htwg-konstanz.de](mailto:kdimaggi@htwg-konstanz.de)

Tel.: +49 7531 206-695

## Master Program

### International Management (MIM)

[www.htwg-konstanz.de/mim](http://www.htwg-konstanz.de/mim)

Program Director:

Prof. Dr. Christian von Lübke

[Christian.von.Luebke@htwg-konstanz.de](mailto:Christian.von.Luebke@htwg-konstanz.de)

Tel.: +49 7531 206-470

Coordinator MIM:

Program Specific Student Counseling

[as-info@htwg-konstanz.de](mailto:as-info@htwg-konstanz.de)

## Student Advising Center

The Student Advising Center (ZSB) supports current and prospective HTWG Konstanz students with all aspects of their studies: choosing a major, changing your major, and challenges in studying, preparing for exams or presenting. We're here to help you.

You can reach out to them by E-mail, visit their office (A025c) during office hours, or schedule an appointment.

[zsb@htwg-konstanz.de](mailto:zsb@htwg-konstanz.de)

Tel.: +49 7531 206-777

[www.htwg-konstanz.de/zsb](http://www.htwg-konstanz.de/zsb)



## HelpingHand

HelpingHand is a student social organization that was designed to help international students feel at home during their studies in Konstanz. The group is made up of local students who have also studied abroad and know how important it is for international students to get in touch with locals in order to quickly orient themselves in their new surroundings, make friends, have fun and learn more about the other culture.

They organize and coordinate city tours, local excursions, movie nights, and introduce you to the local pub scene. It's a fantastic opportunity to connect with local students, explore the area, and experience what the community has to offer.

For more information, drop them a line at: [helpinghand@htwg-konstanz.de](mailto:helpinghand@htwg-konstanz.de).

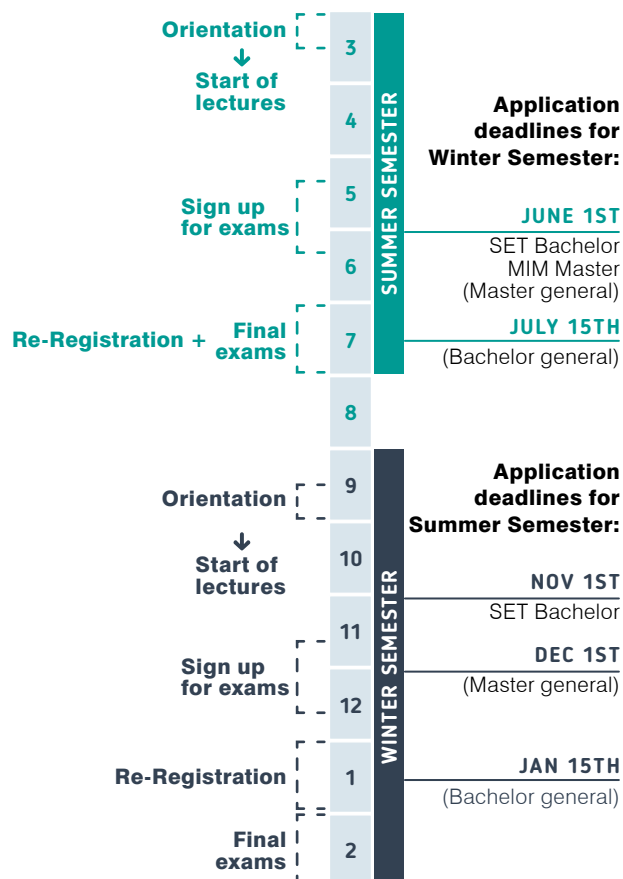
# Academics

This section will give you an overview of some of the essentials.

## Academic Calendar

The academic year is divided into two semesters. A semester officially lasts six months; however, lectures are only held four to five months out of each semester. The last month is set up for final exams, writing papers or completing projects

– and of course to give students some time off to travel and relax. The winter semester starts in October and ends in early February. The summer semester starts in mid-March and ends in mid-July.



## Orientation

The International Office and Intercultural Center offer orientation events for incoming students in March and September. The programs are designed to give you important information about the university and living in Konstanz. They also have a lot of fun things planned: social get-togethers, cultural events and excursions. Please find current information on their respective websites.

## German Language Skills

During your time in Konstanz, enhancing your German language skills will be incredibly beneficial. A variety of German language courses are available to suit different levels, helping you communicate more effectively. Please reach out to your coordinator for guidance in selecting the right course for you.

While English is widely understood, having a basic understanding of German will be valuable, especially in situations where English may not be spoken. It will make your experience in Konstanz more enjoyable and help you connect more deeply with the local community.

## Your Courses

### SPO (Study and Examination Regulations)

The SPO are the essential guidelines that govern your academic journey. They provide a clear structure for your studies, outlining the courses you need to take, the exams you will face, and the requirements for your degree program. At HTWG Konstanz, the regulations are divided into two

parts: the general section, which applies to all Bachelor's and Master's programs, and the Special Part, which is specific to your chosen degree program. The Special Part includes important details such as exam formats, durations, and the semesters in which exams will take place. While most programs follow a set timetable, you will have the opportunity to choose electives within the framework of your program. The SPO serves as a comprehensive guide, ensuring you understand the academic rules and expectations throughout your studies.

The respective SPO can be found on the HTWG website:  
[www.htwg-konstanz.de/studium/pruefungen/rechtsgrundlagen](http://www.htwg-konstanz.de/studium/pruefungen/rechtsgrundlagen)



### Modulhandbuch (Module Handbook)

A module handbook is an overview of the various modules that must be taken in a degree program. It contains all the important explanations about the requirements and types of module examinations as well as the intermediate or final examinations and can be seen as a kind of study guide that provides orientation.

Unlike the SPO, however, the module handbook does not specify the order of the modules, but provides information about their content. Depending on your degree program, you are also more or less free to choose which modules you take and when. However, you should plan ahead for modules that build on other modules.



## Electives

Depending on your study program, you can at some stage choose electives. Sometimes that means choosing 2 or 3 courses out of a selection of 5 or more. In other cases, you may choose free electives as required by your SPO. You can find electives listed in your study program or the Module Handbook for your degree. Each semester the International Office assembles a list of all English electives.



## Your timetable

You can easily access your timetable through the LSF platform. Simply select „Courses“ from the top menu, then click on „Curricula Timetable“ and choose your study program and semester. Here, you will find your full timetable, including any available electives for the respective semester. <https://lsf.htwg-konstanz.de> (VPN needed!)



## Types of Classes

There are many different types of classes at German Universities. There are traditional lectures, but also seminars, tutorials and labs taught in smaller groups. These classes often require active student participation (asking and answering questions, making small group presentations) to receive course credits. This can be challenging for some students who are not used to speaking in class, but keep in mind that your instructors may expect this (that's their teaching style). Although it may be challenging, it is a great opportunity to experience a different way of learning. Some of your courses may also include excursions, tutorials, guided

case studies or group study projects.

## Assessment / Grading

Studying at a German university is often a big change for students from other countries, particularly with regard to assessment and grading. Students in Germany do not often receive homework assignments, nor is their work checked regularly by the instructors – except in language classes and labs where you usually have regular assignments. It's also important to know that most courses only have a final exam (no midterm exams). Students are expected to study independently to prepare for classes and exams. But don't be surprised by this. Just because the professors don't give you homework, doesn't mean you don't have to do any work! Talk to your professors or your coordinators if you need any support. In addition to face-to-face courses, you can also earn credits by carrying out an independent research project for a professor.

The grading system used at the HTWG Konstanz is the traditional German grading scheme.

The German grading system uses grades from 1.0 – 5.0 to assess student performance:

1.0 – 1.3	Excellent
1.7 – 2.3	Good
2.7 – 3.3	Satisfactory
3.7 – 4.0	Passing
5.0	Failing

Some courses are graded on a pass/fail basis instead of receiving a traditional grade. The courses that are graded or evaluated on a pass/fail basis are specified in the SPO.

Furthermore, you will receive ECTS (European Credit Transfer and Accumulation System). ECTS is a standardized system used across the European Union using cre-

dits to measure and compare the workload and learning outcomes of courses in European higher education. One ECTS credit typically represents 25–30 hours of work, and students earn them upon successful completion of a course or module.

## Class Size / Moodle

The typical class size at the HTWG Konstanz is between 20 and 60 students (depending on the type of class). Most classes use course materials selected by the instructor (often referred to as a "script"), which you normally bring to class yourself. Most course materials are offered online and distributed via the virtual platform "Moodle". Many instructors also use Moodle for virtual discussions, uploading homework or commenting on the course materials or students' work. You can log onto Moodle using your HTWG user name and password.

<https://moodle.htwg-konstanz.de>



## Integrated Practical Semester (PSS)

The Integrated Practical Semester (PSS) is an essential component of many degree programs, designed to provide students with hands-on experience in their field of study. It typically occurs in or after the fourth semester and allows students to apply theoretical knowledge in a practical setting. However, please note that the following information may not apply to all students, it can vary by program as is specified in the respective SPOs.

## Admission Procedure for the PSS

To be eligible for the PSS, students must meet certain criteria outlined in the study and examination regulations (SPOBa). Here's a step-by-step guide on how the admission process works:

**1. Eligibility Requirement:** If your PSS is scheduled in or after the fourth semester, you must pass the intermediate Bachelor's examination (successfully complete semester 1 and 2) before you can begin the practical semester.

**2. Internship Contract Submission:** Once you have secured an internship, you need to submit your internship contract to the head of the internship office for your degree program. They will assess whether your internship aligns with the subject and content requirements.

**3. Automatic Placement:** If you are currently in your third or fourth semester and your next semester is designated as the PSS, you will be automatically placed in the PSS after re-registration. This placement will remain until the Central Examination Office conducts its automatic examination registration in Nov/Dec or May/June.

**4. Formal Requirements Check:** The Central Examination Office will automatically verify your eligibility for the PSS based on the SPOBa regulations as part of the examination registration process.

**5. Examination Registration:** If you meet the admission requirements, the module part examinations (MTP) related to the PSS will be registered in your examination records. If you do not meet the requirements, these MTPs will not appear, and you may receive a letter of rejection from the Office of Student Services, indicating that you are not admitted to the PSS.

**6. Viewing Your Examinations:** You can check your assigned module examinations for the PSS in the transcript of records available in the examination portal.

### Postponing the PSS:

If you are unable to participate in the PSS during the upcoming semester, you may submit a request to postpone it. Please note that the PSS cannot be postponed to the end of your studies.

For more detailed information regarding your specific program and its requirements, please refer to the special section of your study and examination regulations.

### Faculty

HTWG Konstanz courses are taught by professors and instructors. All teaching faculty have the required academic qualifications – usually a Ph.D. / minimum of a master's degree. A special feature at the HTWG Konstanz is that all professors must have several years of real-world experience working in business or industry. Your professors also have weekly office hours where you are welcome to come in and discuss any questions you have about the course. You can also communicate with your instructors via E-mail: Take advantage of this; it is a central part of their job to be available to students.

### Holidays

Many students are happy to learn that Germany – and particularly southern Germany (where Konstanz is located) – has a lot of public holidays. There are both national holidays and religious holidays. Classes do not take place on these holidays.



The following is a list of the key holidays:

### Winter Semester

Tag der deutschen Einheit (Reunification Day): October 3

Allerheiligen (All Saint's Day): November 1

Christmas and New Year's Break:  
Two weeks (late Dec – early January)

### Summer Semester

Ostern (Easter) – Good Friday through Easter Monday: usually in April

Tag der Arbeit (Labor Day): May 1

Christi Himmelfahrt (Ascension Day):  
40 days after Easter, always on a Thursday,  
and usually in May

Spring Break – Pfingsten (Pentecost):  
One week, usually in June

Fronleichnam (Corpus Christi): 10 days  
after Pfingsten, always on a Thursday,  
usually in June

# The Administrative Side of Your Studies

The „Administrative Side of Your Studies“ covers the essential procedures and tasks that support your academic journey. Understanding these administrative processes is crucial for ensuring a smooth experience during your studies. This includes registration, enrollment, exam scheduling, visa requirements, and accessing important university services. By staying on top of these administrative duties, you can focus more on your studies and enjoy your time at university without unnecessary stress.

### Recognition of Certificates

If you wish to study at a German university with a university entrance qualification from another country, you may need to have your certificates recognized in some cases. This process also includes the conversion of your final grade.

To begin the recognition process, please visit the Studienkolleg Konstanz homepage to determine whether you need to have your certificates recognized. The required documents may vary depending on individual cases. Additionally, the recognition process will soon transition to an online platform, so we encourage you to check their homepage for the most up-to-date information and instructions:



- Completed application form
- Curriculum vitae
- Copy of your passport  
(no certification required)
- Certified copies of your certificates\*
- Translations of your certificates  
(if they are not in English or French)
- (Certified copies of your German language proficiency certificate)

\*The specific educational certificates we require depend on the country where you completed your education or training. You can find a list of possible certificates on page 2 of the application form. Please read the country-specific instructions before submitting your documents.

Once your documents are recognized, Studienkolleg will send you copies of the recognition certificate.

### Application at HTWG Konstanz

You can apply to HTWG through our online platform, HISinOne. Before you begin the application process, please ensure that you meet the eligibility requirements for your desired study program. If your certificates need to be recognized, make sure the recognition process has already been initiated, as this process may take up to 2 months and applications cannot be considered without it.



Currently, our application portal is available in German only. However, by using automatic website translation or other AI tools, you can easily navigate the application process. If you still have questions, do not hesitate to get in touch with your coordinators or the Office of Student Affairs.

If any documents are missing, you will be notified in the portal, so keep an eye out for E-mails from HTWG.

After your application is successful, you must accept the Offer of Place to secure your spot. Failure to do so will result in the loss of the offer. Once accepted, you can begin the enrollment process.



## Enrollment / Immatriculation

After your admission is confirmed, you will receive an admission letter at the (E-mail-) address you provided in your application. The letter will specify the enrollment deadline. If you miss this deadline, your admission will be revoked, and you will lose the right to a study place for the upcoming semester.

If you will be unavailable at the provided address, please arrange for someone you trust to check your mail and notify you if you have been admitted. The enrollment deadline may be extended upon request to the Office of Student Services, but this must be done before the specified deadline.

Alternatively, you can authorize someone to complete your enrollment on your behalf. A simple authorization letter, signed by both you and the representative, along with copies of your and their ID cards, is required. Make sure to provide them with the necessary enrollment documents and access to the application portal.

The admission letter will include all the information you need for enrollment. Generally, the following documents are required:

- Enrollment application (completed in the applicant portal)
- Certified copy of your university entrance qualification (if not already submitted)
- Proof of health insurance
- Copy of your ID or passport with proof of residence
- A digital passport photo (for online enrollment)

Further details may be included in the admission letter.

## Semester Fee and Tuition Fees

Upon enrollment, all students must pay the semester fee, which consists of the administration fee (€ 80), the student union fee (€ 92.50) and the student body fee (€ 15). Please submit a copy of your bank statement with your enrollment documents to confirm that the semester fee has been successfully paid (fees as of 2024 – subject to changes).

The semester fee must be paid every semester as part of the re-registration process. For the second and subsequent semesters, please follow the instructions provided on the re-registration page. You will also receive detailed instructions by E-mail to your HTWG E-mail address from the Office of Student Services in due time.

If you are required to pay tuition fees under the State University Fees Act, you must pay the tuition fees at the time of enrollment. These fees are also due each semester (please be aware of any exceptions or exemptions from the tuition fee requirement).

- International students:  
€ 1,500 per semester (as of 2024),
- Second degree students:  
€ 650 per semester (as of 2024)

Please find the current fees on the website or your admission letter.

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## E-mail, VPN & Co

### E-mail

HTWG Konstanz uses SoGo webmail. A user account will be automatically generated for enrolled students in the HTWG computer center. With this user account you can access many of the university's services, e.g.:

- E-mail, Moodle, Campus Portal, Exam Portal
- access on-campus computer pools
- access university Wi-Fi network "eduroam" and the VPN
- printing and copy services



Username and password:

The username is generated by

- the first two letters of your first name in lower case
- the current semester number
- an index number (1–9), usually 1 but might be higher, try and error
- the first three letters of your surname in lower case

The password is generated by

- your student ID-Nr.
- the two digits of the day of your birthday

The initially generated password has to be changed within 30 days after registration, otherwise the account will automatically expire. Change the password here: <https://login.rz.htwg-konstanz.de>



If you cannot login, try incrementing the index number of your username.

## Eduroam

Eduroam is an international Wi-Fi network connecting universities and research institutions worldwide. As a member, you can access free internet at all participating locations without additional configuration. For more information and an up-to-date list of available hotspots, visit the Eduroam website at [www.eduroam.org](http://www.eduroam.org)

If you have questions, please contact our user support or E-mail us at [eduroam@htwg-konstanz.de](mailto:eduroam@htwg-konstanz.de).

Once you have successfully set up the connection at HTWG, your device will automatically connect to the Eduroam network at all participating institutions. At HTWG, Eduroam provides full internet access, including E-mail. A VPN connection is only needed if you require access to internal university services, such as file servers or printers. The service coverage is determined by each participating institution, but typically, at least web access is available. Note that VPN access to HTWG services may not be available at all partner locations.

Important Login Information: To connect to Eduroam, use your username in the format [username@htwg-konstanz.de](mailto:username@htwg-konstanz.de) (e.g., [mi411mue](mailto:mi411mue), not [Michael.Mueller](mailto:Michael.Mueller)) and the corresponding password.

## Multi-Factor-Authentication (MFA) and VPN

The VPN is necessary to access the exam portal and LSF (timetables, etc) when you are off-campus.

To access the university VPN, in addition to your password, a second factor is required for authentication. We use one-time passwords generated by an authenticator app on your smart devices.

Install an "authenticator app", we suggest FreeOTP Authenticator" by RedHatopen the authenticator app and scan the QR-code (provided with the serial number by the computer center).

Please use the OpenVPN configuration file to finish setting up the VPN:  
[www.htwg-konstanz.de/hochschule/einrichtungen/rechenzentrum/dienste/vpn-verbindung](http://www.htwg-konstanz.de/hochschule/einrichtungen/rechenzentrum/dienste/vpn-verbindung) (login needed!)



If you have any problems with your computer or laptop, stop by the Help Desk in Building G, room 103b – they will be happy to help you.



### Campus Portal

After logging onto the Campus Portal, you will have access to various functions under My Studies.

- Update your contact details
- Download various certificates (e.g., enrollment certificate, BAföG certificate, etc.)
- Information on re-registration
- Details about your fee account



New features include:

- Submit online applications (e.g., leave of absence requests). Please note: not all applications can be submitted through the portal. If you cannot find your desired application, please download the appropriate form from the website and submit it in paper form to the Office of Student Services.
- Upload a photo for your ZACK card
- Functions related to exams (e.g., exam registration, transcript printing, etc.) are not yet available for all study programs. Most students need to log onto the examination portal for these services.

### Examination Portal

In the Examination Portal, you can check whether you are registered for all your exams this semester. You must register here for elective and additional courses to ensure that your exam grades are recorded. If you are unable to attend an exam, you can also use the portal to withdraw your registration within the exam registration and withdrawal period.

## Examinations

### Examination Registration

Compulsory exams are automatically registered for you by the Central Examination Office. This process takes place in May/June for the summer semester and in November/December for the winter semester. You can view your registered exams in the Examination Portal.

If no exams are listed, check your placement semester, particularly if you have requested a postponement or downgrade of your practical semester. If you believe your placement is incorrect, first contact the Office of Student Services. If needed, reach out to the Central Examination Office to adjust your registration.

<https://qisserver.htwg-konstanz.de>



### Failing Examinations

The Study and Examination Regulations allow for two attempts at each examination. If you fail an exam after the second attempt, the Examination Board may grant a third attempt in exceptional cases, upon written application (hardship application) – You will be notified of the deadline in advance.

If you fail an exam for the second time or anticipate that you will not pass the second attempt, make sure to explore your options as soon as possible. You can contact the relevant academic advisor in your program or the Central Student Advisory Service for guidance on the next steps.

If you wish to apply for a second retake within the relevant deadlines after failing an exam, you can do so informally, but your application must include a detailed justification.

### Scheduled Examinations (Terminierte Prüfungen)

Examinations are scheduled if this is required by the Study and Examination Regulations. This typically applies to exams in the first semester (Assessment Semester) in all Bachelor's degree programs.

Exams in higher semesters are scheduled if you have a failed attempt (retake). In this case, the exam will be automatically registered, and you will not be able to withdraw online or manually.

Exams in higher semesters are also scheduled if a withdrawal was recorded in the previous semester. Again, automatic registration occurs, and withdrawal is not possible either online or manually.

### Hardship Application (Härteantrag)

If you fail the first retake examination (= 2nd attempt), you must apply for a second retake examination (= 3rd attempt), otherwise you will lose your right to take the examination and will be de-registered.

Send an informal written application to the Central Examination Office no later than 14 days after the announcement of your grades (§ 21 Para. 4 SPOBa/ § 18 Para. 4 SPOMa). You can find a document: "Hilfe zum Verfassen des Antrags" in the FAQs.

There are no formal requirements for the application. However, the sender, recipient, place, date and signature are essential. The application must be justified. The wording "I hereby submit a hardship application..." is not sufficient and can be rejected on the grounds of "not justified"!

The Examination Board will decide on the application on the basis of the reasons (for which you are not responsible) and your prospects of successfully completing your studies (study success prognosis).

The notification of the decision will be sent after the meeting of the Examination Board (approx. 4 weeks after the start of lectures).

Under no circumstances should you write a second repeat examination without an approved application. The result of this examination would be annulled.

Every faculty / study program has their own Head of the Examination Board:

AS (WMT, MIM)  
Prof. Dr. Beate Bergé  
berge@htwg-konstanz.de  
Tel.: +49 7531 206-652

EI (SET)  
Prof. Dr. Alexander Krupp  
prfaei2@htwg-konstanz.de  
Tel.: +49 7531 206-373

For other Heads of the Examination Boards, please refer to the website of your respective study program.

### Re-Registration (Rückmeldung)

All enrolled students who are continuing their studies next semester, including those on a leave of absence or internship semester, need to re-register.

If you are submitting your Bachelor's or Master's thesis by the end of this semester and no longer need access to library services, you can apply for de-registration with the Office of Student Services. In this case, you do not need to re-register.

If you fail to re-register by the deadline you will be automatically de-registered at the end of the current semester. Re-enrollment is no longer possible after de-registration.

Re-registration is done via bank transfer. You can find the bank account details on the re-registration page. Please use the provided payment information and include your name and matriculation number. Ensure the transfer is made within the re-registration period (you can find this online and in the reminder E-mails).

### Leave of Absence (Urlaubssemester)

In accordance with § 61 of the State Higher Education Act, in conjunction with § 7 of the HTWG's Admission and Enrollment Regulations (ZIO), students may apply for a leave of absence for an important reason. The reason must cover a substantial part of the semester (at least 3.5 months) and must be supported by valid documentation. Leave of absence semesters do not count toward the standard study period or examination deadlines.

Common reasons for requesting a leave of absence include:

#### → Studying at a foreign university:

(This does not apply if it is a requirement in your study program regulations). You must provide a certificate of enrollment from the foreign university covering at least 3.5 months. This needs to be approved by the responsible person in your study program.

#### → Professional activity related to your studies:

(This does not apply if it is a requirement in your study program regulations). For Bachelor's students, this is allowed only after successfully completing the intermediate Bachelor's examination. You will need to provide a copy of your employment contract, showing the activity lasts at least 3.5 months. This needs to be approved by the responsible person in your study program.

#### → Illness:

If you are unable to attend courses or complete coursework/exams due to illness. A doctor's certificate is required, detailing the nature of the illness, how it impacts your ability to study, and the expected duration.

#### → Maternity leave:

If you are on statutory maternity leave due to the imminent birth or care of a child. You must submit either a copy of the „Maternity Record“, a medical certificate with the expected delivery date, or a copy of the birth certificate.

#### → Caring for a close relative in need of care:

You must provide a copy of the decision that determines the level of care required, along with a document from the registry office confirming the family relationship.

### Thesis Registration and Extensions

After selecting a supervisor and topic for your thesis, you must officially register your thesis. Please consult the person responsible in your faculty for specific information on the registration process as this varies throughout HTWG.

### Duration for Completion and Application for Extension of your Thesis

#### → Bachelor's Thesis:

The Bachelor's thesis must be completed within three months. If you face unforeseen circumstances (e.g., illness), you may submit an informal request for an extension. The processing time can be extended by up to one month. The decision will be made by the Head of the Examination Board based on a statement from your supervisor (see Section 30 (5) SPOBa). In cases of prolonged illness, as verified by a medical certificate, the Head of the Examination Board may decide to terminate the thesis, in which case it will be considered as not

undertaken (see Section 30 (5a) SPOBa). Further details on Bachelor's thesis regulations are outlined in the study and examination regulations for your specific degree program.

#### → Master's Thesis:

The Master's thesis must be completed within four to six months, depending on the regulations of your degree program. If you experience valid reasons for delay (e.g., illness), you can submit an informal application for an extension. The processing time can be extended by up to three months. The decision will be made by the Head of the Examination Board based on your supervisor's statement (see Section 23 (4) SPOMa). In the event of prolonged illness, supported by a medical certificate, the Head of the Examination Board may decide to terminate the thesis, and it will be considered as not undertaken (see Section 23 (4a) SPOMa).

#### → Declaration of Autonomy:

Along with your thesis, you must submit a Declaration of Autonomy (Eigenständigkeitserklärung). Please check with your faculty if additional documents are required.

### De-Registration (Exmatrikulation)

Once you have completed your last exam, submitted your last paper, or handed in your thesis, you must complete the de-registration process. Please follow these steps:

**1. Fill out the Exmatrikulation Form** (Antrag auf Exmatrikulation).

**2. Notification to the Immigration Office:**

For international students, the local Foreigners' Office (Ausländerbehörde) will be notified that you have completed your studies once your diploma has been printed,

# Student Facilities at the HTWG Konstanz

thus ending your student status. You can choose your de-registration date: either the day you submit your thesis or the end of the semester. To receive confirmation of your de-registration before leaving Germany, it is recommended to submit the form directly to the Office of Student Services.

### 3. Refund of Semester Fees:

If you submit the form at the beginning of the semester, you may be eligible for a refund of the semester fees (both the Studentenwerksbeitrag and Verwaltungsbeitrag). These fees can be fully refunded if you submit the form until four weeks after the start of lectures.

### 4. Provide a Valid Address:

You must provide a valid address for your diploma to be sent.

### 5. Relief from Faculty and Library:

The exmatriculation form must be signed by your faculty to confirm there are no outstanding issues and by the library to confirm there are no open fees or borrowed books. If you have any outstanding fees, they can be paid via bank transfer or with your ZACK-Card at the library. This process can also be completed via E-mail: send the completed form to both the faculty and library, and they will send a confirmation to you and the Office of Student Services.

### 6. ZACK-Card:

Any remaining balance on your ZACK-Card/student ID can only be refunded at the Mensa (cafeteria). Please note that the Mensa is closed for a few weeks during the summer break, so make sure to process this refund before the end of July.

### Graduation Diploma

Your graduation diploma will be issued once the de-registration process is completed. Since this process requires several signatures, it typically takes about 10 days to finalize. Please note that during semester breaks, this may take longer. The diploma will be mailed to the address in the Campus Portal, so please ensure that your contact details are up to date!

If you have friends who will be traveling to your home soon, you may authorize them to collect your diploma on your behalf by sending an E-mail to the appropriate contact in the Office of Student Services.



### The ZACK Card (Student ID)

The so-called ZACK card (a mouthful in German: "Zahlungs- und Ausweiskarte Campus Konstanz") is your important, multi-purpose student identification card. Don't lose it. Besides providing identification, you can use the ZACK card to borrow books at the library, buy food and drinks in the Mensa (our cafeteria), and make copies or scan documents on the many copy machines on campus.

At the start of each semester, you will need to validate your card at the terminal in the library or in the F-building. You can put money on your card on other terminals (there's one in the cafeteria and library). You need money on your card to pay for lunch in the cafeteria, upstairs.

The ZACK-Card is free of charge. However, you will have to pay a € 10 fee if you lose it. Keep in mind that the ZACK-Card also contains your personal data (such as your name, student number, library number, access codes) as well as the money loaded on it.

### The Library (Bibliothek)

The HTWG Konstanz library is located in the older orange and gray building (in former times a slaughterhouse) directly besides the Rhine. It has won a number of awards among German university libraries. Go on in and find out why. Besides offering great places to stare out the window at the river while studying, it has a good collection of books and magazines, other media, and online databanks, as well as Internet access on the computers in the middle of the library.

It's a good place to study and write those papers, while catching up on the latest news in German and English.

You can even borrow current films and documentaries to watch at home. You are unfortunately not allowed to bring your backpack into the library; they have to be stored in lockers (€ 1 deposit) or on shelves at the entrance.

The German library system may be different to what you know so far. Take one of the library tours in order to understand the system better.



### Office of Student Services & Central Examination Office

Always use your HTWG E-mail address for communication with the Central Examination Office and the Office of Student Services! State your degree program, your matriculation number and your request in the subject line – this helps them to answer your questions faster and more accurately.

If you are unsure who the correct contact person is, you can write to several people in one E-mail (recipient or CC field). If you send several individual E-mails, you will create a lot of work, which will result in you receiving a reply later.

You are also welcome to come by in person! The Office of Student Services and the Central Examination Office are here for you in person from Monday to Thursday from 9 am to 12 noon.

Contact persons in the Office of Student Services:  
Christiane Rutishauser (WMT, MIM)  
Room: A 024a  
Tel.: +49 7531 206-104  
christiane.rutishauser@htwg-konstanz.de

Alyssa Schöler (SET)  
Raum: A 025a  
Tel.: +49 7531 206-160  
alyssa.schueler@htwg-konstanz.de

Contact persons in the Central Examination Office:  
Brigitte Auer (WMT, MIM)  
Tel.: +49 7531 206-109  
zprfamt@htwg-konstanz.de

Nicole Dunkelmann-Müller (SET)  
Tel.: +49 7531 206-711  
zprfamt@htwg-konstanz.de

If you do not belong to one of those study programs, please check the website:  
[www.htwg-konstanz.de/studium/im-studium/kontakt](http://www.htwg-konstanz.de/studium/im-studium/kontakt)



### Computer Center / Computer Support

One of the first things incoming students do is set up their HTWG Konstanz account. This not only gives you a new E-mail address (xxx@htwg-konstanz.de), but also access to the Moodle online learning platform and the computer rooms on campus.

If you don't have your own laptop or are tired of staring at a small screen, there are also plenty of computer centers on campus where you can check your E-mail, do research on the Internet, or write those term papers. All enrolled HTWG Konstanz students can use the various computer centers on campus.

If you're having any problems with your computer or laptop, E-mail, VPN, etc. stop by the Help Desk in Building G, room 103b, and they will be happy to help you.

Check the Consultation hours on their website and go visit them in G 103a or contact them via phone or E-mail.



### Fitness and Sports

The HTWG Konstanz and its sister University offer many possibilities to keep in shape. Whatever your favorite sport is, they probably offer it – from basketball, to sailing, rock climbing and, of course, Fußball (soccer). In winter you can add skiing and snowboarding to the list.

### HTWG Sport

At HTWG, we offer a wide range of sports and recreational activities to suit all interests. In addition to popular sports such as basketball, football, lacrosse, rowing, and yoga, students can also pursue unique opportunities like obtaining a boating license for Lake Constance, as well as taking motorboat and sailing courses.

You can get information about your options at the HTWG Konstanz sports administration office located in building E, room 007. Or go to their website  
[www.sport.htwg-konstanz.de](http://www.sport.htwg-konstanz.de)



### Uni Sport

If you could not find what you were looking for in the HTWG sports program, give it a try at our sister University up on the hill. Through our partnership with the University of Konstanz, you also have access to their extensive sports offerings.

[www.uni-konstanz.de/en/hochschulsport/hspkn/](http://www.uni-konstanz.de/en/hochschulsport/hspkn/)



### Fitness in and around Konstanz

Konstanz offers a wealth of opportunities to stay active and explore new fitness pursuits. From gyms and swimming pools to the stunning Lake Constance, you'll find plenty to enjoy. Popular activities include rowing, kayaking, and cycling around the lake, while hiking in the nearby mountains and nature areas offer even more options. You can easily find trails suited to your fitness level using guides, websites or apps like Komoot. Whether you're continuing a favorite hobby or discovering a new way to stay fit, Konstanz has countless options to explore.



## Food and Drink



### The Cafeteria (Mensa)

The HTWG cafeteria (known as the "Mensa") is located in the wood and glass building along the Rhine River right next to the library. It offers fantastic views of the river. Upstairs they serve warm meals at lunchtime (from 11:00 am to 1:45 pm). You can choose from three different meals, one of which is vegetarian or vegan (and surprise: may even be sweet!), or simply try several side dishes. You pay for meals by using your handy ZACK card or a bank card.

If the food upstairs doesn't suit your palate, head downstairs for some pasta, Currywurst or a sandwich. The cafeteria also offers breakfast, snacks and several lunch items. They're open from 7:30 to 2:00 pm. This is a popular place to meet friends for coffee and enjoy the views.

If you're not happy with the Mensa or cafeteria food, leave the Seezeit team suggestions in the feedback box at the entrance. They try to be accommodating.

### The Beach Bar (Strandbar)

Right in front of the Mensa, on the river-side, is one of the highlights on the HTWG Konstanz campus: our very own beach bar, complete with real sand and cozy beach chairs. This is not only one of the students' favorite spots in spring and summer, but also an insider tip for locals.

Just grab yourself a cold drink, cocktail, ice cream or small snack, find yourself a couple of beach chairs, kick off your shoes and relax. There will most likely be some pleasant chill music playing in the background. Enjoy watching the lazy rolling river flow by. And if it gets too hot, just walk across the street and go for a dip! If you're lucky, they'll even set up the barbecue and start grilling some hotdogs and steaks.

The Strandbar is open every day in the summer. The bar is self-service and you can pay only by card.

### Student Café Endlicht

What would a university be without its own cozy café, where students can take a break from their heavy work load and meet their friends for a cup of coffee and philosophize about life, the universe and everything? This café, run by the AStA student union, is located in tiny Building E and is open from Monday – Thursday from 9:30 am to 4:00 pm and Fridays from 9:30 am to 2:00 pm. Great atmosphere, and they have the best prices in town!

## Coming to Konstanz

So, you're getting ready to start your studies abroad. You've decided that Konstanz is the ideal place to experience another culture, language and surroundings. You've received your acceptance letter from the HTWG Konstanz. Now you just need to get a ticket, then pack your things and get over here.

But before you do that, you should take care of your visa. Let's take a quick look at the visa options to make sure you get the right one and can avoid any unnecessary bureaucratic hurdles. Then we'll look into how to get to Konstanz, the HTWG Konstanz and registering locally.

### Student Visas

So, first the visa. You should apply for the visa as soon as you receive your letter of acceptance and your admission documents via mail from us. Please always check current visa requirements with the German Embassy / Consulate in your home country / country of residence since they are the only institutions that can give you current, legally-binding information.

#### General Visa Rules:

→ **If you are an EU citizen:**  
you do NOT need a visa

→ **If you are a citizen of a non-EU country:**  
you will need a "(Nationales) Visum für den längerfristigen Aufenthalt / (National) visa for longer stays"

→ **However, there are exceptions:**  
if you are a citizen of **Australia, Brazil, Canada, Israel, Japan, (South) Korea, New Zealand or the USA**, you have two options:

**Option 1 (strongly recommended!):**  
apply for a "(Nationales) Visum für den

längerfristigen Aufenthalt / (National) visa for longer stays"

**Option 2:** you can enter Germany without a visa but, in this case, you'll have to apply for an electronic residence permit in Konstanz upon your arrival.

#### National Visa Details:

As mentioned above, we strongly recommend that incoming international students from non-EU countries apply for the "(Nationales) Visum für den längerfristigen Aufenthalt / (National) visa for longer stays" according to Art 18(2) of the Schengen Convention.

This type of visa costs € 75 and allows you to stay in Germany for a period of 3 to 12 months. Although it is called a "national visa", this visa allows you to freely move within the Schengen Area (currently consisting of 26 countries) for up to three months in any six-month period. The visa is issued by the embassy or consulate in your home country. If you enter Germany with this visa, you do NOT have to apply for an electronic residence permit in Konstanz.

#### Other Types of Visas:

This whole visa issue can be quite complicated and confusing. What's even more confusing is that there are also a number of other visas that may sound good, but are NOT the correct visa for you. For example, you should in no case apply for the "Schengen Visa", "Tourist Visa" or "Visa for Study Purposes".

The "Schengen Visa" and "Tourist Visa" do not allow you to study in Germany. The "Visa for Study Purposes" is only valid for three months. After that, you would have to apply for an electronic residence permit, which would cost you more money (visa fees + at least 100 € for the electronic residence permit), several personal visits to the Konstanz Immigration Authorities and



a lot of paperwork. The whole application process for the electronic residence permit takes about three months.

### How and when to apply

Please apply for your visa at a German Embassy/Consulate immediately after receiving your acceptance letter from the HTWG Konstanz. Processing your visa may take up to 6 – 8 weeks after you have submitted all of your documents to the Federal Republic of Germany Consulate!

### Documents you need for your visa

All students who need a visa to enter Germany will receive the following documents for the visa application from us at the HTWG Konstanz:

- Admission letter from the HTWG Konstanz
- A statement exempting you from the prerequisite German language certificate, if necessary.
- (Formal invitation letter)

### Proof of Financial Resources

Whether you decide to apply for a visa or an electronic residence permit, you will also have to show that you have enough money to cover your living costs in Germany. This currently means that you have at least enough money (now) to cover an average of at least € 992 (as per 2024) per month (they're very precise about these things here, so check in the coming years, if the amount has changed) for the length of your stay in order to apply for a visa or residence title. The amount of money determines the length of your visa: if you provide financial proof for 6 months, you'll receive a visa valid for only 6 months and will need to renew it in Germany.

They also want you to be quite precise in showing them you actually have that € 992 per month. You do this by turning in a proof of financial resources, which is checked by both the German embassy/ consulate and

the Konstanz Immigration Authorities. As strange as it sounds, the Konstanz authorities are actually stricter than the embassies/ consulates. We therefore recommend that you only turn in ONE proof with your visa application – one that fulfils the requirements in Konstanz.

The Konstanz Immigration Authorities accept the following four proofs of financial resources. Important detail: you only have to turn in ONE of these.

#### → Financial guarantee from a parent

(original version! Scans and copies are not accepted)

#### → Blocked account (Sperrkonto)

A special kind of account that has a specified amount of money per month and cannot be overdrawn. Possible options are Fintiba or Expatrio. The last one can be combined with a debit account. You can open a blocked account online. Please note however that US citizens cannot open a blocked account at Fintiba. American students should use the Deutsche Bank instead.

#### → Confirmation of scholarship

The scholarship must cover the full monthly amount (€ 992) for one semester or year. If it's insufficient, you'll need a blocked account to make up the difference.

### Blocked Account

As part of your visa application, you must demonstrate that you can financially support yourself during your stay in Germany. One way to do this is by opening a blocked account, which is required for certain visa categories.

What should I consider when opening a blocked account?

**A blocked account** can be opened at a bank or similar financial provider, and you are free to choose where to open it. Many providers offer the option to open the account online. Blocked accounts are available in Germany and other countries, but conditions may vary. We recommend doing thorough research to choose the best provider for your needs. In addition to the required deposit, there are also banking fees to consider.

### The account must contain enough

**funds** to cover your living expenses in Germany (unless you can provide other proof of financial support). The required amount depends on the purpose of your stay and is based on the financial support guidelines for German students. For specific details, you can check the website of the relevant embassy or the Consular Services Portal. Typically, the blocked account is set up for one year, unless your stay is shorter.

**You can only withdraw a set amount each month** to ensure that your funds last throughout the year. This system ensures that you have enough money for each month of your stay.

**When opening a blocked account, you will need to designate a beneficiary**, either the embassy where you applied for your visa (before it is granted and/or used) or the local foreigner's office (after arrival in Germany). Please note that the beneficiary cannot withdraw funds from your account. [www.auswaertiges-amt.de/en/sperrkonto/388600](http://www.auswaertiges-amt.de/en/sperrkonto/388600)



### Electronic Residence Permit

As mentioned above, we strongly recommend that incoming international students from non-EU countries apply for the "(Nationales) Visum für den längerfristigen Aufenthalt / (National) visa for longer stays". However, students from Australia, Brazil, Canada, Israel, Japan, (South) Korea, New Zealand or the USA can enter Germany without a visa – but then have to apply for an electronic residence permit in Konstanz upon arrival. This residence permit can be extended to cover the period of your studies at the HTWG Konstanz.

Just keep in mind that choosing this route will mean a number of visits to the Konstanz Immigration Authorities and a lot of paperwork – and it will take up to three months.

In order to get an electronic residence permit, you will also have to show that you have enough money to cover your living costs in Germany. (See "Proof of financial resources").

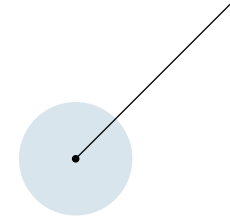
### Extension of Residence Permit

If you wish to continue your studies in Germany, it is important to extend your residence permit in time. This applies to all international students from countries outside the EU or EEA studying in Germany.

For more information on the validity period and requirements, please refer to the city of Konstanz Service Portal or Ausländerbehörde (Foreigner's Office) directly.



# Living in Konstanz



## Arrival

Now that you've dealt with the bureaucratic side of your trip, please feel free to start packing your bags and looking into a reasonable ticket to Europe. Since Europe is so compact, you can check prices to a number of fairly close airports – and then just catch a train or long-distance bus to Konstanz. Most of our students fly into one of these three airports:

### Zurich Airport (Switzerland)

We recommend to fly into Zurich as it's the closest international airport to Konstanz (about 60 km away) and it's fairly easy to get to Konstanz. After grabbing your bags from the carousel, make your way to the airport train station (right in the airport). There you can buy a ticket to Konstanz at the counter or from one of the machines – or of course online at [www.sbb.ch](http://www.sbb.ch) – for about 30 Swiss Francs. There are direct trains to Konstanz every hour. Recover from your jet lag by enjoying the scenery of rural Switzerland.

### Stuttgart Airport (Germany)

This is the second closest international airport. Here you have to first catch a train (S-Bahn) to the Stuttgart Main Station (Hauptbahnhof). You can buy a ticket from the airport to Konstanz either at one of the counters, one of the red (unnecessarily complicated) machines or online at [www.bahn.de](http://www.bahn.de). The trip takes approximately two and a half hours and costs about € 45. Trains to Konstanz leave every hour or so and involve changing trains in Singen.

### Frankfurt Airport (Germany)

This is Germany's largest airport, and a little bit further away. But the price may make it worth the longer trip to Konstanz. The good news is that you can catch a train to Konstanz right in the airport rail station – they leave every two hours. It's a 5-6 hours train trip (enough time to let your jetlag wear off) that involves changing trains, and costs

about € 80. You can also buy your ticket at the station from one of those ubiquitous red machines, or just buy it online at [www.bahn.de](http://www.bahn.de).

### Other Airports

If you're not happy with the prices to the "Big Three" airports above, you can also try to find a better deal to Munich (Germany), Basel (Switzerland). Or better yet: book a flight to one of the Italian or French cities, do a bit of sightseeing, and then make your way to Konstanz.

## Registration of Domicile

Within two weeks of your arrival in Konstanz, you are required to register with the city. To complete this process, please ensure you have the following documents with you:

- Your Landlord's Confirmation (Wohnungsgeberbestätigung)
- Your passport, including your visa

You will need to schedule an appointment through the online portal of the Bürgerbüro. [www.konstanz.de/service/buergerbuero](http://www.konstanz.de/service/buergerbuero)

During registration, you will provide basic details from your passport, such as your name and place of birth, as well as information about your religion. Once you've completed the process, you will receive a registration confirmation and a voucher for the Neubürgerbuch (New Citizen Book), which can be picked up at the Tourist Information center at the main station.

The Neubürgerbuch offers vouchers for a variety of activities around Konstanz, allowing you to explore and experience the city in a fun and affordable way. Enjoy discovering your new home!



## Location

The HTWG Konstanz is located in the city of Konstanz (Constance in English), the southernmost city in Germany, directly on the Swiss border. Konstanz is also located directly on the biggest lake in Central Europe, Lake Constance (known as the "Bodensee" in German). This is a beautiful region of gentle hills, water, islands, and old castle ruins – an area that has drawn writers and artists for centuries. There is plenty of nature here as well as many cultural events.

The city of Konstanz is the largest and most attractive city on Lake Constance and a focal point in the "Euregio Bodensee" (the European region that includes western Austria and eastern Switzerland). Konstanz is a well-known tourist destination, thanks to its attractive natural surroundings, extensive recreational opportunities and its historical and cultural riches.

Apart from its beauty, the region is also known for its R & D activity in various fields and its engineering, pharmaceutical, biotech and media companies, not to mention tourism.

The HTWG Konstanz has partnerships with many of these companies, giving students

ample opportunities to complete an internship semester or doing their theses at the company.

Konstanz is known as a "university town", meaning there are many students (about 16,000) and a rich student life here. In addition to HTWG Konstanz, there is also the University of Konstanz, a separate college, located up the hill.

## Accommodations

You will of course need a place to stay during your studies in Konstanz. Here you have a number of options. Since you're most likely here to get a taste of German culture and language, the best option is probably to live in one of the student dorms. Dorms are definitely the affordable way to go – usually much cheaper and easier to find than private housing.

We encourage you to apply for accommodation as early as possible, as availability is limited and rooms can be difficult to secure.

The Seezeit – Student Union Lake Constance operates 13 dorms in Konstanz with rooms for about 3,000 students. There are many different types of dorms – from individual rooms to rooms in a shared flat (what the Germans call a "Wohngemeinschaft" or "WG" for short). The dorms here are co-ed (shared by both men and women) and each student has his or her own room. All rooms are furnished with a desk, chair, wardrobe, desk lamp, bed and shelves. Students are responsible for bringing their own towels and room decoration – and of course their own food and all study-related materials.

The rent is very reasonable: between € 350 and € 600 (as per 2024) per month for a private room in a shared flat, including all utilities (heat, electricity, and water) and use of the shared bathroom and kitchen. Unfortunately, not all dorms provide pots

and pans and plates, meaning you will have to organize your own or share with fellow students. Don't worry, though. Students who move out will often sell you their old kitchen utensils for a song.

If you encounter any issues, please don't hesitate to contact your coordinators.

So how can you secure one of these great dorm rooms? It's simple! First, complete the online application. Once you receive confirmation, you'll need to transfer 800 € to Seezeit (€ 750 security deposit + € 50 administrative fee). You can find Seezeit's bank details on their website. After making the transfer, please send us a copy or scan of the receipt.

[www.seezeit.com/en/accommodation/](http://www.seezeit.com/en/accommodation/)



If you prefer to search for flats or rooms outside of student housing, there are several online platforms you can try, such as [www.wg-gesucht.de](http://www.wg-gesucht.de) and [www.vierwaen.de](http://www.vierwaen.de). These websites offer a wide range of rental listings for shared apartments and private rooms. However, it's important to remember NEVER to transfer money to secure a viewing or booking, as this is a common scam. Only make payments once you have signed a formal rental contract and have confirmed the legitimacy of the offer. Stay cautious and good luck with your search!

### Health Insurance

We want to make sure you stay healthy during your time in Konstanz. That's why all incoming students – like all full-time HTWG Konstanz students – must have a German health insurance plan. The good news is that student health insurance plans are quite reasonable as far as health insurance plans go. If you are under the age of 30,

you can get a subsidized student insurance plan for about € 120 per month. Students over the age of 30 must sign up for a private health insurance plan which is slightly more expensive.

There are a number of different health insurance companies in Konstanz, all offering very similar premiums. Students are free to choose their own provider. One company we have had positive experiences with is the TK Health Insurance company. One of the advantages of choosing TK is that they send the insurance membership certificate you need for your visa application to your home address – without any need for documents or advance payments. You can take care of the rest when you get to Konstanz.

Please note: You officially register for your student health insurance once you arrive in Konstanz or at the start of the semester. If you are arriving in Germany / Europe before the start of the semester (to do some traveling for example), we highly recommend that you get a traveler's or international health insurance for that time so that you don't get stuck paying for any expensive medical treatment.

### Public Transport

Konstanz is an easy city to get around. A lot of places can be reached on foot. If you're in the dorms near the HTWG campus, you can easily walk to your classes or into town in about 5 minutes. But Konstanz also has a good public transportation system. If you plan to use buses regularly, it is a good idea to buy a Student Ticket ("Studi-Ticket"), which is valid for unlimited trips on the city buses (as far as Landschlacht in Switzerland) and even the ferry to Meersburg, which is a cool thing to do on the weekend (you can even take your bike on the ferry). The Student Ticket is a good deal at € 65 (as per 2024) per semester.

If you plan to discover more parts of Germany by train, you can buy the „Deutschlandticket“, which allows you to take any local transport (except for highspeed trains – ICE) within Germany for a fairly low price.

Insider Tip: All HTWG Konstanz students pay the so-called "solidarity fee" every semester. This gives you the benefits of taking all Konstanz busses for free – after 7.00 P.M. (not including the late night buses) by only having to show the ZACK-Card / Student ID. So remember that you can hop on buses to get home in the evening in any case.

However, the easiest way to get around town is by bike. If you live in Konstanz, consider getting yourself a bike. You can get around the city very well on two wheels. 195 km of bike paths in and around Konstanz make this a great biking city. It's no surprise then that Konstanz has one of the highest percentage of cyclists in all of Germany. You can buy a second-hand bike at one of the local bike auctions or by checking the newspaper, Facebook groups, ebay Kleinanzeigen, or posters hung around the campus. Expect to pay anywhere from € 20–150. Keep in mind that you might need to do some work on the bikes at the cheaper end of the spectrum.

You don't have your own bike yet or only want to use one occasionally? No problem. You can rent a „Konrad“, one of the 150 bikes available around the clock from one of the rental stations spread out across the city. And if you need to transport something heavier (like that new lamp or your new Monstera), you can rent one of the cargo bikes with the big crate in the front. For using the rental bikes download the „mein konrad“-App.

## Money

### Budgeting

As we mentioned earlier in the Visa section, you can expect to need about € 1.000 a month to live and study in Konstanz. Rent in the dorms will put you back about 350–600 a month, and you will need about € 600 a month for food, insurance, mobile phone, clothing, and other expenses. You should also plan on having a little extra money for small indulgences – like that wonderful book in the English Bookstore, or that weekend excursion to hike up the Hohentwiel Fortress in Singen.

Here are some of the typical basic monthly expenses for students:

One-time costs (estimated):

- Residence permit fee: € 100
- Housing deposit: € 750 (approx.)
- Student dorm (Seezeit) registration fee: € 50
- Student services fee: € 187,50
- Studi-Ticket (bus pass): € 65 (per semester)

Monthly expenses (estimated):

- Rent for student housing € 350–600
- Health insurance € 120
- Food, clothing, extras € 500
- Cellphone plan € 10–15
- ARD / ZDF radio tax: € 18,36 (as per 2024)

### Jobs

In order to have a bit of extra cash (or cover the expenses of studying in Konstanz), some students take on part-time jobs either on campus or elsewhere in town. International students from outside the EU are allowed to work 120 full days or 240 half days per year. Check the details of your visa before looking for a job!

### Opening a Bank Account

In order to be able to pay your rent or your health insurance or receive your wages from employers, you will need to open a bank account (called a "Girokonto") in Konstanz. Your rent and other monthly expenses can then be automatically debited from your account. This definitely beats paying for these things in cash. You can open an account at any commercial bank in Konstanz or with an online bank.

Most student bank accounts are free of charge. You will need your passport and HTWG Konstanz student ID to open an account. A few days after you take care of the paperwork, you should receive a bank (debit) card and online banking instructions and code in the mail.

### Credit & Debit Cards

Paying for things with plastic can be a bit of an adventure in Germany. Today, most of us need two cards to navigate the world of commerce: debit cards (connected to a specific bank account) and credit cards (not connected to a specific bank account).

Although credit cards are ubiquitous in most places around the world (including some other EU countries), Germany is not one of those countries, although we are getting there. Some restaurants and smaller shops do still not accept credit cards. Many of them only accept debit cards, but some only accept cash – which can be a bit embarrassing if you're sitting in the restaurant and don't have any cash with you. That often leads to a lot of shoulder shrugging and pointing towards the next ATM, or offers to do the dishes (just joking).

Don't leave your credit card at home, however. They are necessary for making online purchases, buying train tickets, or booking a hotel. Definitely bring your debit card – and remember to always have a bit of cash on hand.

Please note: Check with your bank before you leave to see if your card works in Germany, whether there is a limit on withdrawals, and whether they will charge you any extra fees. And make sure they know you'll be in Europe; sometimes accounts get frozen because of a "suspicious withdrawal" in another country. Last but not least: take your bank's contact information in case you need to call them because of card issues.

### Scholarships

Scholarships provide financial support to students, helping cover tuition and living expenses. They are often awarded based on academic performance, financial need, or specific criteria like field of study or background. Offered by universities, governments, and private organizations, scholarships reduce financial stress and allow students to focus on their education.

The DAAD provides a comprehensive overview of not only their own scholarships but also other funding opportunities. Be sure to visit their website for more details. If you need any documents from HTWG, feel free to contact your coordinators – we're here to help!

### Cell Phones

Cell phones are generally an important issue for international students. They are a great resource for staying in touch with family and friends or keeping up with news from back home. It's probably a lot cheaper to have a local telephone number than to use your phone from back home (unless you have a special international plan).

You have two mobile phone options: you can use pre-paid SIM cards or sign up for a cell phone plan. Prepaid SIM cards are available almost everywhere (supermarkets, phone shops, gas stations). Konstanz is located right next to Switzerland which is not part of the EU. This means, using data

roaming and receiving phone calls is really expensive if you are logged onto a Swiss service provider. There are some providers like for example fraenk, Congstar, or Edeka that include Swiss roaming at reasonable prices.

If Switzerland is not included in your cell phone plan, remember to deactivate roaming if you're close to the border. Otherwise it can become expensive!

There are also special pre-paid SIM-cards that offer lower per-minute prices for international calls – a great deal for those students who plan on calling home often and spontaneously.

A cell phone plan only makes sense if you're planning to stay in Konstanz for at least a year. Take the time to shop around for the best deal. And keep in mind that many providers only (want to) offer 2-year contracts. Just be a bit insistent. They often come up with better deals if they think you're going to walk over to the competition. You will need a bank account ("Girokonto") and valid residence permit to sign a cell phone contract. These contracts generally offer a monthly flat rate for surfing and phoning.

### Post Office

If you prefer to stay in touch the old-fashioned way by sending hand-written letters or want to send a package of German goodies home to your family or friends, you'll need to make a trip to the post office, run by the Deutsche Post. The main post office is located on Marktstätte in the center of town. There are also several smaller branches spread out across the city. German postal service is generally very reliable and fast, although they don't always deliver on Mondays.

Receiving packages from home can also

be a bit tricky. You may end up having to stop by the customs office to clear up any questions they have about the contents. You may even have to pay import duties on some items. So, see if you can buy the item here before getting it sent from abroad.

### Shopping

Besides buying those goodies to send home to your parents and friends, you will also need to do some shopping for yourself. Mainly you will probably be hitting the supermarkets and other food markets regularly. Food is often an important issue for international students who enjoy getting to know the local cuisine, but like to have some home-cooked comfort food once in a while. Fortunately, things have gotten quite a bit better in this regard in recent years. There are now a number of ethnic supermarkets around town, and even the big supermarket chains have ethnic food sections (though don't expect to find everything your heart desires.)

Store hours: Most shops in Konstanz are generally open from around 10:00 am to 6:00 or 8:00 pm on weekdays. Most shops close sometime between 4:00 to 6:00 pm on Saturdays, although some may stay open as late as 8:00 pm. Grocery stores (supermarkets) are usually open on weekdays until 8:00 or 10:00 pm. A key point for foreign students to remember (and often a shock when they get here) is that all stores are closed on Sundays and public holidays, except for a few bakeries and gas stations that often have small (but expensive) grocery shops. You may be able to find an open supermarket across the border in Switzerland. Just don't get caught food-less on a Sunday – or use it as an opportunity to get in touch with your dorm mates. You can suggest that they invite you to brunch.

If you would like to try seasonal and local

fruits and vegetables, as well as dairy and meat products, bakery items etc., you can explore the markets, taking place in the city:

Tue + Fri: at St.-Stefans-Platz:

7:30 am to 13:00 pm

Wed + Sat: at St.-Gebhard-Platz:

7:30 am to 13:00 pm

### Bars and Clubs

The night life in Konstanz is one of the best in the area. There are many nice bars, wine pubs, music clubs and restaurants (about 100 in the city center), and there are regular HTWG Konstanz or University of Konstanz sponsored parties. These parties are often on campus or in the dorm bars. Sometimes they also sponsor parties in local clubs. You'll find plenty of posters around campus reminding you of the parties trying to make you feel some FOMO ("Fear of Missing Out").

Here is a sampling of some of the cool bars and restaurants in the city:

Blauer Engel Cocktailbar: Located in an old cellar with an impressive selection of freshly made drinks, some consider this the best place in town for cocktails. Wednesday night, with half-price cocktails, is a particularly hopping time. Location: St. Johanningasse

Heimat: This is a traditional European pub, a great place to chill and drink a beer. There are also party nights. Location: Schreiberbergasse

Irish pubs: Konstanz boasts not one, but three Irish pubs: Logan's in the Reichenaustrasse, and Old Mary's in the Kreuzlinger Strasse, The Craic in Zogelmannstrasse. Guinness, Kilkeny, Beamish and Murphy's Stout are on tap, and they often have live music and sporting events (on TV), and even bingo or quiz nights.

Kantine: An alternative club and bar that regularly plays different kinds of music. Cool place to hang out, mainly frequented by students, cheap beer and cocktails. What else do you want? Location: Oberlohnstrasse.

Strandbar: And don't forget our very own HTWG Konstanz bar, located directly on the Rhine behind the cafeteria. Grab a beach chair, kick off your shoes, and enjoy a drink in the sun. This is a wonderful place to chill after classes (open from May to mid-October). Location: on campus

Hafenhalle and Stromeyer: The biggest beer gardens in Konstanz, one located directly on the harbor (Hafenstraße) and one (Stromeyer) located north along the Rhine in the former industrial area called "Stromeyersdorf". Cool place to hang out on a nice day.

Discos / clubs: If you're looking to dance the night away, Konstanz also has a number of discos located in the city center and in the industrial areas („Industriegebiet“) outside of town – so as not to disturb the neighbors. Check out Grey, Kantine and Kula.



### Free Time and Leisure Activities

The city of Konstanz and its surroundings are full of attractions that draw many tourists all year around. That means the 16,000 students studying at the HTWG Konstanz and the University of Konstanz have lots of things they can do in their free time. This includes a wide range of cultural and outdoor activities.

Let's start with culture. Konstanz, as the largest and most important city in the region, has excellent museums, theaters and its own symphony orchestra. Take a break from your studies, and go take in some culture. Besides being good for the soul, the tickets are incredibly cheap. Either get yourself a normal student-priced ticket in advance, or just show up a half an hour before the show and get one of the leftover tickets. Then go out for a drink afterwards at one of the classy bars and discuss the performance until late at night.

Besides the so-called "highbrow" culture, there are also great movie theaters (both mainstream and alternative), as well as lots of concerts around town. In summer there are musical festivals in the city. There is even one right on the HTWG Konstanz campus!

If you want to take in the big (or at least "bigger") city atmosphere, just hop on a train or bus to nearby cities like Zurich or Basel (in Switzerland), Freiburg, Stuttgart or Munich. There you will have an even wider range of cultural activities to enjoy.

Their museums, theaters, concert halls and opera houses also offer inexpensive student tickets. Go for it! Your books can wait until you get back.

### Places to See

And then there are the outdoor activities for which our region is so adored. In Konstanz itself, why not start with a trip to the Insel Mainau, an island just a short bus (or bike) ride from town, famous for its beautiful flower displays. Wander about under the magical old trees, enjoy the gorgeous flowers, visit the butterfly house, and take in a classical concert or play in the evening. The American Drama Group (ADG) comes once a year with their outstanding outdoor Shakespeare productions, performed right in the castle courtyard.

Other nearby excursions include: Insel Reichenau, another island, located on the Rhine River about 15 minutes from Konstanz. Three famous old churches, lots of water, and endless vegetable gardens. A great place to go for a stroll or bike ride.

Meersburg is an enchanting small town with Germany's oldest inhabited castle, just a short ferry ride across the lake.

At Affenberg ("Monkey Mountain") you can walk through a forested area near Salem and observe 200 Babary Macaques roaming freely in their 50-acre forest.

Hohentwiel is a former volcano close to Singen with Germany's oldest castle ruin draped over the top. Take the train to the Singen Landesgartenschau stop and hike



# A-Z Important Information

up through vineyards to the Karls Bastion, then buy a ticket and go to the top for amazing views all the way to the lake and even to the Alps.

This is just a start. There are many other destinations only a short train ride away. The magnificent Rheinfall (waterfall) near Schaffhausen (in Switzerland) is worth a trip. And definitely make a trip to see the nearby Swiss and Austrian Alps. Hike or take a cable car to one of the peaks and spend the day in the mountains. It will be a day to remember.

## Traveling

Many international students plan to travel around Europe during their time here while using Konstanz as a base. And why not? Konstanz is located right at the heart of Europe. You can easily reach 4-5 countries in a few hours: Switzerland is just a hop, skip and a jump away; you can get to Austria in about an hour, France in about 3 hours, Italy in maybe 4-5 hours.

## Getting Around

### ... by train:

for those who plan to travel a lot by train, get yourself an Interrail Pass for unlimited travel for a month or on a set number of days per month ([www.interrail.eu/en](http://www.interrail.eu/en)). This is an unforgettable way to see Europe.

### ... by plane:

for longer trips, you might want to consider flying. You can find cheap flights from Zürich, Basel, Stuttgart or Memmingen (which is the closest Ryanair Airport)

### ... by long distance bus:

there are numerous bus companies like Flixbus ([www.flixbus.de](http://www.flixbus.de)) offer bargain base-ment prices to other German and European cities. They might not be as comfortable as

trains but most of the time cheaper.

### ... by car:

A cheaper way to get around Germany and Europe than planes, trains and buses may be to hitch a ride with another driver. Instead of sticking out your thumb at the side of the road, take a look at these websites that help connect riders and drivers: [www.blablacar.de](http://www.blablacar.de), [www.mifaz.de](http://www.mifaz.de), [www.bessermitfahren.de](http://www.bessermitfahren.de).

## Weather

And then there's weather, that most beloved topic of conversation. And Konstanz is no exception. So how is the weather in the area? In a word: mixed. You can have weeks of sunny, warm weather; and you can have a week straight of rain and clouds. Spring and summer tend to be very beautiful seasons here, whereas the winter can be cold and foggy for long stretches, only to be enlivened by a snow storm.

Spring temperatures generally range from 7 – 20°C. Spring is a beautiful season full of blossoming trees and flowers. Yet, it can also be cool and rainy – which helps keep everything nice and green. Summer temperatures generally range from 18 – 30°C.

Summer is the time to be in and around Konstanz. People flock here in summer to enjoy beautiful days on and in the lake.

Fall temperatures generally range from 7 – 20°C. It starts to get cooler here sometime in September (more towards the end in recent years). The hot summer leads to an autumn full of stunning colors. Winter temperatures generally range from 0 – 7°C.

The winters can be cool and foggy with occasional (lately rare) snowfall. For more snow, take a day trip to the Black Forest (Triberg is often nice and snowy) or spend a day in the Alps.

## A

### Alcohol

Alcohol often plays a big role in German and student culture. Yet is also a privilege and a responsibility. Know your limits. The legal drinking age in Germany (for anything stronger than beer) is 18. It is permitted to drink in some public areas. Keep in mind that there are serious consequences for drinking and driving (cars and bikes).

### AStA

The AStA (Allgemeiner Studierendenausschuss) is the general student union HTWG Konstanz. It represents the interests of all students at the university, advocating on issues related to education, student welfare, and campus life. The AStA organizes events (like the Sommerfest), provides services like legal advice, and helps with administrative matters, making it a valuable resource for international students seeking support and community engagement. The AStA office is located in Building D.

## B

### Bachelor's Interim Certificate (Bachelorzwischenzeugnis)

Upon successful completion of the foundational studies, you can apply to receive a Bachelor's interim certificate, which can be collected from the Office of Student Services. If requested, an English version of the certificate can be obtained from the Central Examination Office.

### BAföG

BAföG is one of the most important financial support options for many students, alongside part-time jobs and parental funding. Use the BAföG calculator to check if you might be eligible for support. Be sure to also seek advice from the BAföG office for personalized guidance. BAföG payments begin in the month your application is received by the office, but no earlier than

the month your studies begin, so it's important to apply early. Repayment of standard BAföG funding starts five years after the maximum funding period ends. You only need to repay the loan portion (50%), up to a maximum of 10,000 euros, and there are no interest charges, as the loan portion is interest-free. The remaining 50% is a grant and does not need to be repaid, provided you complete your studies. Internationals are only under certain conditions eligible to receive BAföG, however, refugees may apply.

### Big Band

The Big Band at HTWG Konstanz has been active since 1992 and is reformed every semester. The „Big Band“ workshop is open to all interested students, regardless of their field of study. Upon request, the workshop can be credited as an additional subject and included in the transcript.

### Blocked account (Sperrkonto)

A blocked account (Sperrkonto) is a special bank account required for certain visa applications in Germany. It ensures that you have sufficient funds to support yourself during your stay. The account is „blocked,“ meaning you can only withdraw a fixed monthly amount, ensuring the funds last throughout your stay. It is typically opened for a year and must meet the financial requirements set by German authorities.

### BRT (Bodensee Racing Team)

The Bodensee Racing Team offers every student the opportunity to get involved, regardless of their field of study. Roles range from event management, marketing, financial planning, accounting, and project organization, to construction, technical development, IT, and team leadership.

They also offer the chance to combine team membership with academic achievements, through cross-faculty collaborations, projects, or cooperation with study



programs, bachelor theses, or the Studium Generale. They are always happy to receive your unsolicited application, no matter your area of study. They are especially looking for students from scientific fields.

Attend their Recruiting Day at the beginning of each semester, where you can meet team members and get answers to any questions you may have. If you wish to join during the semester, feel free to contact them at: kontakt@brt-konstanz.de.



### **Bürgerbüro (Citizens' Office)**

The Bürgerbüro is the citizens' office where various administrative tasks related to your stay in Germany can be handled. It provides services such as Anmeldung (registration of domicile), which is required when moving to the area, and also houses the Ausländerbehörde (Foreigners' Office), which offers assistance with visa and residence permit matters and extensions.

## **C**

### **Campus Festival**

The Campus Festival Konstanz is an annual event featuring live music performances, food stalls, and fun activities. It's the perfect opportunity to enjoy diverse music acts while socializing with fellow students. Don't miss out on this lively celebration of music and student life!

### **Campus Portal**

After logging into the Campus Portal, you can update contact details, download certificates, and access information about re-registration and your fee account. New features include submitting online applications, though some forms may still require paper submission.

### **Central Examination Office (Prüfungsamt)**

The Central Examination Office manages all aspects of exams at the university, including registration, and booking grades. It ensures that exam regulations are followed and provides guidance on exam-related procedures. The office is also responsible for issuing certificates and official documents related to exams and academic progress.

### **Christmas Market (Weihnachtsmarkt)**

The Christmas Market in Konstanz is one of the most festive markets in Europe, offering a magical holiday atmosphere. With charming stalls, delicious seasonal treats, and live music, it's the perfect place to enjoy the spirit of Christmas. Explore the beautiful decorations, warm up with mulled wine, and experience the festive cheer in the heart of Konstanz!

### **Copies**

If you need to copy something, you can use one of the many machines on campus. You can pay for copies using your ZACK (student ID) card. Scanning documents from

the machines is free. For bigger printing jobs, try the 'Copy-Shop' on the Rheingutstrasse across from Building G.

## **D**

### **De-Registration (Exmatrikulation)**

De-registration is the final step in your university-life cycle, officially ending your student status, which can occur when you either complete your studies, transfer to another institution, or choose to leave. It involves notifying the university, returning any university property (e.g., books), and settling any outstanding fees. After de-registration, you lose access to student services like the campus network and discounts. It's a formal process that ensures your academic record is updated accordingly. For details of the process please consult the section in "The Administrative Side of your Studies".

## **E**

### **eLaketric**

eLaketric is an interdisciplinary group of students from HTWG Konstanz, with members from various faculties, including mechanical engineering, electrical engineering, business law, computer science, and communication design. Since 2015, the team has been developing a prototype electric motorcycle for the MotoStudent competition. You can contact them at: teamleader@elaketric.de

### **Electricity**

All electrical outlets in Germany are 220 volts, 50Hz alternating current, and use two pin plug sockets. You can buy adapters in Konstanz; however, it's probably cheaper to buy one in your home country.

### **Emergency Numbers**

Ambulance – 112  
Fire Department – 112  
Police – 110

### **Equal Opportunity and Diversity (Gleichstellung und Diversity)**

HTWG Konstanz is committed to promoting equality and diversity through its dedicated Equal Opportunity and Diversity Office. This initiative supports an inclusive environment, ensuring equal opportunities for all students and staff.

If you experience any form of discrimination, bullying, stalking, or sexual harassment (verbal or physical) by university members, it is important that you are able to report it. To assist with this, we have set up a contact form where you can share your concerns confidentially.

If you are studying with a child, family services may be able to offer advice and support to help you balance your academic and family responsibilities.

### **Examination Portal**

Most HTWG students need to register or withdraw from their exams on the Examination Portal – for some this process has already been moved to the Campus Portal.

### **Exam Registration and Withdrawal (Prüfungsan-/abmeldung)**

Students must register for exams before the exam periods begin. If you do not intend to participate in an exam, make sure to withdraw (Prüfungsabmeldung) within the allowed time frame to avoid any penalties. Be sure to follow the deadlines for both registration and withdrawal. Read more on the HTWG website or in "Administrative Side of your Studies".

Once you have signed up for an elective or additional subject, you MUST complete the course successfully within the allowed tries.

If you are unable to attend an exam due to illness, you must submit a medical certificate (Krankschreibung) to the Central Examination Office within 1 day after the

exam! You need to bring the HTWG form „Fachärztliche Bescheinigung“ with you to the doctor's office – this is the only one that will be accepted. You can find it on the homepage of the Central Examination Office – Prüfungsan-/abmeldung: Krankheitsbedingter Rücktritt.

This procedure also applies for oral exams and presentations.

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## F

### Fachschaft

A Fachschaft is a student-led organization that represents the interests of students in a specific department or field of study. It serves as a support network for academic, social, and cultural activities, offering events, advice, and advocacy. The Fachschaft helps foster a sense of community, ensuring that students' voices are heard within the university. It's a great way for international students to get involved and connect with peers.

### Fasnacht

Fasnacht in Konstanz is a vibrant and lively celebration, offering an exciting experience for everybody. With colorful parades, traditional costumes, and energetic street parties, it's a chance to immerse yourself in local culture and join the festivities. The fun atmosphere, music, and dancing create a unique and unforgettable experience. Don't miss the opportunity to take part in this lively tradition and make new memories with fellow students!

### Fischersbräutigam

You can get involved with the HTWG radio channel.

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## G

### Getting Help

Sometimes we all need a little help. Even during a great time in our lives – like

studying abroad – we may have some troubles. If you need someone to talk to, you can get help here: The Student Advising Center on campus is here to support students struggling with their studies or with personal issues: [zsb@htwg-konstanz.de](mailto:zsb@htwg-konstanz.de). Seezeit Counseling Services offer psychological counseling for students. The service is free and confidential and they are here to support you with any personal problems you might be having during your studies at HTWG Konstanz.

You can set up an appointment at: [pbs@seezeit.com](mailto:pbs@seezeit.com), or Tel.: +49 7531 88-7310. Another service to confide in is Nightline Konstanz: A telephone service by students for students: [www.nightline-konstanz.de/en/](http://www.nightline-konstanz.de/en/)

### Green Office

The Green Office is a student organization dedicated to turning sustainability ideas from students into reality. Together with students, faculty, and staff, they work towards achieving a green transformation at our university. In short, they are the central hub for ideas, projects, and discussions focused on sustainability.



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## H

### Hörnle

Hörnle Konstanz is a popular spot offering stunning views of Lake Constance and the surrounding areas. Located just outside the city, it's a perfect destination for a relaxing day out, whether you want to enjoy a leisurely swim, have a picnic, or play volleyball. The area is a favorite among locals and students alike, providing a peaceful escape while still being close to the heart of Konstanz. It's an ideal place to unwind and connect with nature. Catch bus nr. 5 to Strandbad Horn or take a walk along the lake.

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## I

### Intercultural Center (IKZ)

The IKZ, part of the International Office since 2016, focuses on supporting full-time international bachelor's and master's as well as refugee students.

In addition to offering classes, workshops, events, and advising services, the IKZ aims to create a welcome culture and to create networks between local and international students, as well as between students and staff on campus.

### Illness

If you fall ill while studying at university, it's important to prioritize your health and seek medical attention if necessary. Inform your professors or academic advisors about your situation, as they may offer extensions or accommodations for missed classes, assignments, or exams. Keep any medical certificates or documentation as proof of your illness. If you're unable to attend exams due to illness, make sure to hand in your medical certificate within one day after the exam (see Prüfungsan-/abmeldung) otherwise, the exam will be graded with a failing grade.

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## Internships

Some programs at HTWG Konstanz include a mandatory practical semester with an internship. If this applies to your program, you will receive more information from your coordinator or the internship office (Praktikantenamtsleiter). If you're interested in completing a voluntary internship, this is also possible—please check with your coordinator for guidance. In certain cases, it may make sense to apply for a „leave of absence“ semester (Urlaubssemester) if the internship does not count towards your degree requirements.

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## J

### Jobs

In order to have a bit of extra cash (or cover the expenses of studying in Konstanz), some students take on part-time jobs either on campus or elsewhere in town. International students from outside the EU are allowed to work 120 full days or 240 half days per year. Check the details of your visa before looking for a job.

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## K

### Karriereportal (Career Portal)

In the Career Portal, you can find job openings, internships, companies where you can write your thesis, student-trainee positions, and much more.

### Kulturticket

The Kulturticket offers HTWG Konstanz students exclusive access to a wide range of cultural events and activities in Konstanz and the surrounding region. With this ticket, you can enjoy discounted or free entry to concerts, theater performances, and more, enhancing your cultural experience during your studies. It's a great way to explore the vibrant local arts scene while being a student at HTWG.

## L

### Laundry

You'll find washers and dryers in all of the student dorms. Some are coin-operated and some accept your ZACK Card. If you need to dry clean your clothes for that formal party you were invited to, you'll find a few in Konstanz. Check online. Don't be surprised if they're a bit pricey.

### LSF

LSF (Lehre, Studium, und Forschung) is an online platform used by universities to manage timetables and academic information. It allows students to access course schedules and view important announcements related to their studies.

## M

### Medication

If you're taking medication for a condition, please inform yourself about the German laws about bringing medication into the country – and if you can get prescriptions for this medication filled in Germany. Keep in mind that sending medicine by mail is illegal in Germany, and any sent medication will most likely get stuck at customs.

### Module Handbook (Modulhandbuch)

The module handbook provides an overview of the modules in your degree program, detailing their content, requirements, and exam types. It serves as a study guide, helping you navigate your course choices, though it doesn't dictate their order.

### Moodle

Moodle is an online learning platform used by universities to facilitate course management and communication. It allows students to access course materials, submit assignments, participate in discussions, and track their academic progress. On the other side, lecturers and administrative staff can communicate with groups of students.

## N

### Nightline

Nightline Konstanz e.V. is a student-run, confidential listening service offering emotional support to students in a safe and non-judgmental environment. Whether you're feeling stressed, lonely, or just need someone to talk to, Nightline provides a comforting space to share your thoughts. They are available by phone or online chat during the evening and night. To reach them, simply call their hotline or visit their website for more information on their services.

You can reach them via call on Tue, Wed, Fr, Sat & Sun between 8:00 pm and midnight: +49 7531 206-886. On their website they also offer a chat and other contact details.



## O

### Office of Student Services (Studierendensekretariat)

The Office of Student Services (Studierendensekretariat) handles a range of essential services for students. It assists with enrollment, registration, and re-registration, as well as managing academic records and certificates. The office also provides information regarding semester fees, and general student inquiries. It's a key resource for both new and current students navigating administrative tasks. Their offices are in the A building on the ground floor.

## P

### Psychotherapeutic Counseling Service (Psychotherapeutische Beratungsstelle (PBS))

For students facing difficulties and challenges in their studies, social environment, or emotional well-being, the service is available to provide support – free of charge and in a confidential setting. Additionally, through various courses, students are taught techniques to help manage stress and navigate their studies in a more relaxed manner. You can contact them via Telephone or their online contact form – details are on their website.

## R

### Recycling

Germany has the highest recycling rate in the world. Last year Germans recycled 56.1% of their waste. If you're used to tossing everything in one garbage can, you're in for a bit of culture shock. Germans have a lot of different colored garbage cans: The black can for general waste ("Restmüll") The brown can for organic, biodegradable waste ("Biomüll") The blue can for paper ("Blaue Tonne") And then there's the yellow bags ("Gelber Sack") for recycling packaging with the so-called – don't laugh now

– green point ("Grüner Punkt"). It takes a bit of getting used to, but it's all about taking care of our environment.

### Registration of Domicil (Anmeldung)

When you move to Konstanz, you must register your domicile at the local citizen's office. This is a required step for all new residents, including international students. Be sure to complete your registration within two weeks of arrival. More information in "Coming to Konstanz".

### Re-registration (Rückmeldung)

Rückmeldung is the process of re-registering for the upcoming semester. As an enrolled student, you must complete this step to continue your studies at the university. Be sure to submit your re-registration within the specified deadline to avoid any disruptions. Find more information in "Administrative Side of your Studies".

## S

### Safety

Konstanz is a relatively safe city and the crime rate is low. However, as always, use common sense when you're out and about, especially at night.

### Scholarships

Scholarships help cover tuition and living expenses, often based on academic performance, financial need, or specific criteria. The DAAD offers an overview of their scholarships and other funding options – visit their website for details. If you need any documents from HTWG, contact your coordinators for assistance.

### Seenachtsfest

The Seenachtsfest is the biggest festival in Konstanz and takes place every year on a Saturday at the beginning of August. There are a lot of events going on in the city during the day. The highlight of the festival, however, takes place at night, when Konstanz hosts the largest lake firework display in all of Europe. This event should not be missed! However, there are over 40,000 additional tourists in the city that day. Also here, use common sense.

### Seezeit Studierendenwerk (Student Services)

This organization works behind the scenes for the German universities and colleges. The Studierendenwerk provides and maintains services for students, such as the cafeteria (Mensa), residence halls, and sports facilities. They also offer psychological counseling. All students pay a fee to this organization every semester that helps pay for these facilities and services. The Seezeit Studierendenwerk (Student Services) is located at the University of Konstanz in wing K3 and at HTWG in M008.

### SPO

The SPO (Study and Examination Regulations) outline the rules and structure of your academic program. They consist of general regulations for all degrees and specific guidelines tailored to each degree program, including exam details and requirements. Find more information in Academics – Your Courses.

### Studi-Ticket

The Studi-Ticket offers all enrolled students at Lake Constance discounted access to public transportation for the duration of the semester (A valid student ID is required). On the website, you will find more information about the different ticket options, validity areas, and where to purchase them.

## T

### Taxis

Taxis in Germany are generally expensive. You pay a fixed base rate plus a per kilometer price. You can find a number of taxi companies in the Internet. One of the most popular taxis among students is the Seeteufel (Tel.: +49 7531 44944).

### Theatre

The Hochschultheater is a student theater group that welcomes all students to join in creating and performing productions. It offers a great opportunity for international students to connect with peers, explore German culture, and engage in the arts.



### Tipping

Tipping is very common in Germany. If you eat out at a restaurant or have a cappuccino in one of the cozy coffee places in town and you are happy with the service, a tip of approximately 10 % is appreciated.

## Train Travel

One of the most spectacular ways to get around Germany (and Europe) is to take the train. To do a day trip around the lake, one good option is the Bodensee Ticket ([www.bodensee-ticket.com](http://www.bodensee-ticket.com)) that can be used in the Lake Constance area in Germany, Austria and Switzerland. For multi-day trips within Germany you can buy the "Deutschlandticket", which allows you to take any local train within Germany for a reduced rate (except for hightspeed trains – ICE). But don't forget to unsubscribe the subscription by the 10th of the month if you don't want to use it in the following month. If you are a group of friends; one of the group tickets of the Deutsche Bahn or SBB (Swiss train company) on the Swiss side of the border might be the best option for you. Check out their homepages for further information: [www.bahn.de](http://www.bahn.de), [www.sbb.ch](http://www.sbb.ch) or ask at the counter at the train station.

## V

### Verlängerung (Extension of Residence Permit)

If you wish to continue your studies in Germany, it is important to extend your residence permit in time. This applies to all international students from countries outside the EU or EEA studying in Germany.

For more information on the validity period and requirements, please refer to the city of Konstanz Service Portal or Ausländerbehörde (Foreigner's Office) directly.

### Visa and Study Permits

Please see the section on visas in the "Coming to Konstanz" section of this handbook (see page 27).

## W

### Wine Festival (Weinfest)

The Weinfest in Konstanz is a popular annual wine festival, celebrating local wine culture. It features a wide selection of wines from the region, along with food, live music, and a vibrant atmosphere. The festival is a great opportunity to taste regional specialties and enjoy the scenic lakeside setting. It's a must-visit event for wine lovers and anyone looking to experience the charm of Konstanz. If you cannot make the date in Konstanz, there are more wine festivals around the lake in Meersburg, Insel Reichenau and many more.

## Z

### ZACK-Card

The ZACK card ("Zahlungs- und Ausweiskarte Campus Konstanz", if you want to be exact) is your multifunctional student ID, library card and campus debit card. You can use your ZACK card to get lunch at the cafeteria, buy a drink at the beach bar, make some copies, pay those overdue library fees, or even do your laundry in the dorm.

# International Student Checklist

## Pre-departure

Before leaving home for a wonderful time at the HTWG Konstanz, there are a number of things you need to take care of. Here are the most important:

- Obtain a valid **passport**.
- Receive **Letter of Admission** (Zulassung).
- Proof of **Financial Resources**.
- If needed: Obtain a **visa** issued by the German embassy or consulate in your home country. See our visa section in this handbook. Inquire about the visa requirements for any other countries you plan to visit.
- Book a **flight**.
- Obtain information about any **immunizations** that you may need.
- Apply for **credit and debit cards** early enough to get them before you leave home. See the section on credit / debit cards in this handbook.
- **Inform your bank** that you will be spending a longer period of time in Germany, so they do not freeze your account and you can still get money at ATMs.
- **Plan a budget** to cover all expenses while abroad (about € 1000 per month) plus additional spending money.
- Photocopy or scan all **important documents**, including your passport, rail passes, credit cards and other forms of identification. Bring one copy with you, and leave one with your parents or relatives.
- If you're taking medication for a condition, please familiarize yourself with the relevant German **laws about bringing medication** into the country – and if you can get prescriptions for this medication filled in Germany.
- Apply for **student housing** or find a private flat or room.

## After your Arrival in Germany

Try to take care of the following during your first week here:

- **Enroll** at the HTWG Konstanz (Immatrikulation).
- Open a German **bank account**.
- **Register** with the city of Konstanz.
- If needed: Apply for your **electronic residence permit** and obtain biometric photos for your application.
- Sign up for a student **health insurance plan** from a German insurance company – or, for EU citizens, confirm that you are already insured.
- Find your **course timetable**.
- Buy a **Studi-Ticket (semester bus pass)** if you plan to use buses regularly or you live on the outskirts of Konstanz.
- It is recommended to obtain a **bicycle**.

## End of your Studies / Before leaving Germany

- **Update your address** on the Campus Portal.
- **De-register from HTWG Konstanz** (Exmatrikulation)
- Cancel your **health insurance** and if needed, other contracts.
- De-register with the **city of Konstanz**.
- **Close your bank account** or change your address there.
- Make an appointment with the **Hausmeister** of your dorm to inspect the room.
- Receive the **deposit** you paid for student housing

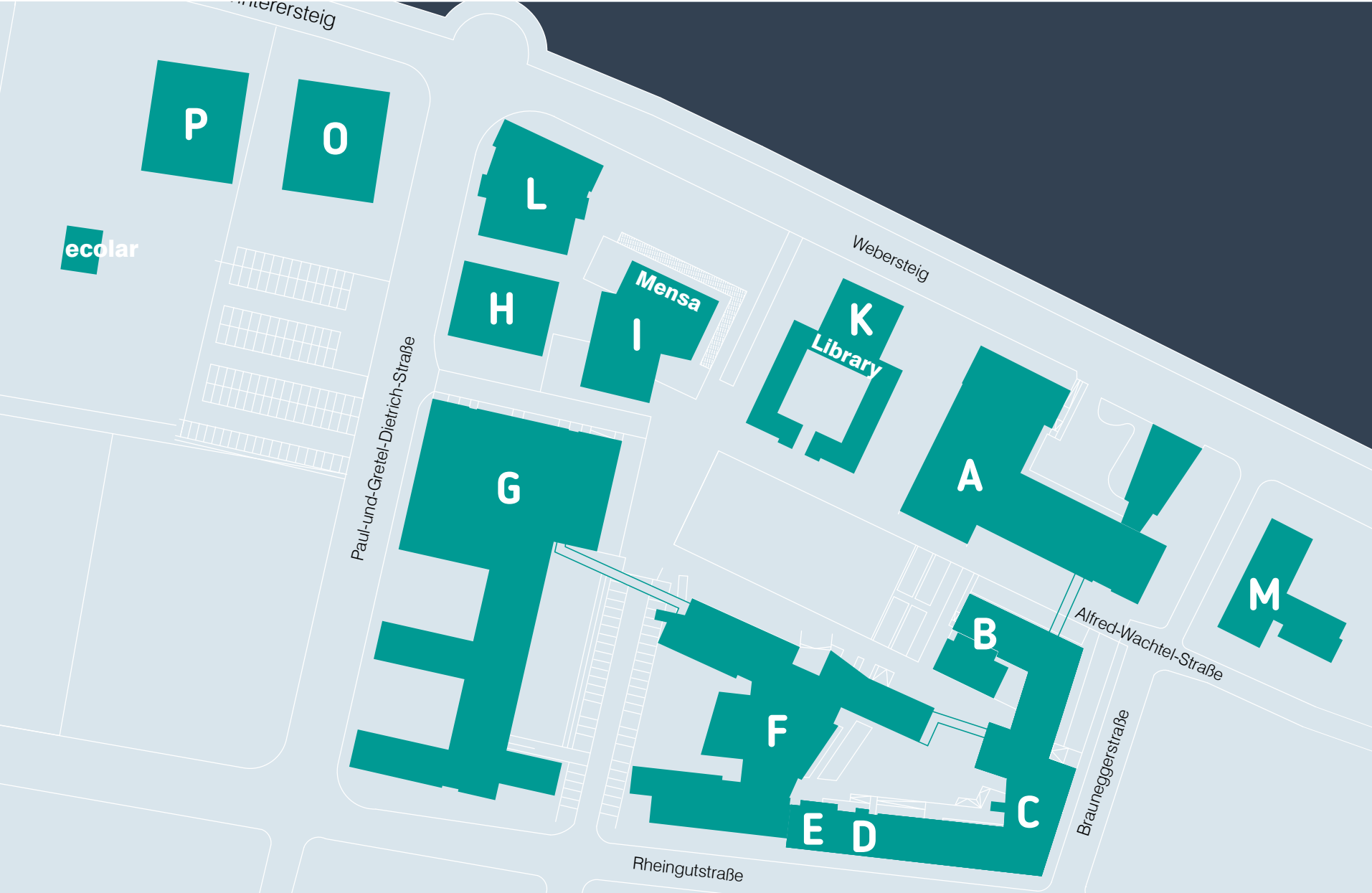


# Map of Konstanz





# Map of HTWG



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