# Information Sheet for Exchange Partners

<table>
<thead>
<tr>
<th>Name of University</th>
<th>Technische Hochschule Nürnberg Georg Simon Ohm</th>
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<tr>
<td>Exchange Office</td>
<td>International Office</td>
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<tr>
<td>Name of Exchange Coordinator</td>
<td>Renate Zehetbauer</td>
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<tr>
<td>E-mail:</td>
<td><a href="mailto:renate.zehetbauer@th-nuernberg.de">renate.zehetbauer@th-nuernberg.de</a></td>
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<tr>
<td>Telephone:</td>
<td>+49 911 5880 4115</td>
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<td>Fax:</td>
<td>+49 911 5880 8804</td>
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<tr>
<td>Mailing Address:</td>
<td>Technische Hochschule Nürnberg Georg Simon Ohm International Office Kesslerplatz 12 90489 Nuernberg Germany</td>
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<tr>
<td>Visiting Address:</td>
<td>Wassertorstrasse 8 90489 Nürnberg 2nd Floor Room: WF.202</td>
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| Brief introduction about THN | - A traditional institution with 193 years of history  
- Named after the eminent physicist Georg Simon Ohm who was Rector of the former institution  
- One of the largest universities of applied sciences nationwide  
- Second largest in the State of Bavaria  
- Application oriented teaching and interdisciplinary research  
- Offers multi-disciplinary curricula in BA and MA levels  
- Currently over 13.500 enrolled students  
- International focus: 160 partnerships worldwide and over 1100 foreign students from 90 nations  
- Member of “Nationaler Kodex” – National Code of Conduct on Foreign students at German Universities, to ensure best study conditions for foreign students  
- Convenient campus locations, state of the art facilities, scenic environments |
| Academic calendar  | Summer Semester: 15 March – 30 September (officially)  
End of lectures: around 10 July  
Exam period: around 10 July – 31 July (early exam is not possible)  

Winter Semester: 1 October – 14 March (officially)  
End of lectures: around 25 January  
Exam period: around 25 January – 15 February (early exam is not possible) |
<table>
<thead>
<tr>
<th>Students can leave as soon as exams are over!</th>
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<tbody>
<tr>
<td>Semester break:</td>
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<tr>
<td>Summer Semester: end of exams until 30 September</td>
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<tr>
<td>Winter Semester: end of exams until 14 March</td>
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<tr>
<td>Lectures conducted in English:</td>
</tr>
<tr>
<td>Bachelor of International Business</td>
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<tr>
<td>Bachelor of International Business and Technology</td>
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<tr>
<td>Master of International Finance and Economics</td>
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<tr>
<td>Master of International Marketing</td>
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<tr>
<td>Course lists:</td>
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<tr>
<td><a href="http://www.th-nuernberg.de/index.php?id=5156">http://www.th-nuernberg.de/index.php?id=5156</a></td>
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<tr>
<td>Language requirements for lectures conducted in English:</td>
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<tr>
<td>Lectures: TOEFL 80 (ibt) or equivalence</td>
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<tr>
<td>Seminars/Workshops with presentation and active participation: TOEFL 92 (ibt) or equivalence</td>
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<tr>
<td>If exchange students would like to take part in seminars/workshops and have not submitted the required language proof, they are required to sit for an English entrance test to determine if their English proficiency would fulfill the language prerequisite</td>
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<tr>
<td>Lectures conducted in German:</td>
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<tr>
<td>All courses in Business Administration, Engineering, Design, Social Sciences</td>
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<td>Exchange students are welcome to attend our lectures conducted in German</td>
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<tr>
<td>Language requirements for lectures conducted in German:</td>
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<tr>
<td>Very good German proficiency (equivalent to advanced level)</td>
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<td>GPA requirements</td>
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<td>We trust the decision of our partners to choose qualified students on exchange</td>
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<td>Recommended workload</td>
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<td>Exchange students should follow the requirements of their home countries.</td>
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<td>Students are requested to attend lectures throughout the semester. Travelling can only be done during lecture-free periods.</td>
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<td>Exchange Application deadlines:</td>
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<td>15 November for Summer Semester (commencing on 15 March)</td>
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<tr>
<td>15 May for Winter Semester (commencing on 1st October)</td>
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<td>Exchange Application form:</td>
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### Required documents to be sent along with the exchange application:

- Completed application form with approval and signature of exchange coordinator
- Current transcript of records
- English proficiency proof / or German proficiency proof if students intend to attend lectures conducted in German
- CV
- 1 photo

### Application files:

Should be sent to us by e-mail directly from the exchange coordinator before closing dates

### Offer of Admission

2 – 4 weeks after application deadlines. Letter of acceptance will be sent to students via e-mail; Originals will be sent to exchange coordinator via airmail

### Accommodation:

Exchange students are guaranteed university allocated accommodation in halls of residence (off-campus) if they apply within the deadline period. With immediate effect, only online application is accepted: [http://www.th-nuernberg.eu/home/studies-and-programs/international-focus/international-office/our-service-and-programs/international-exchange-students/accommodation/page.html](http://www.th-nuernberg.eu/home/studies-and-programs/international-focus/international-office/our-service-and-programs/international-exchange-students/accommodation/page.html)

**Students should not apply for student accommodation before they receive our letter of acceptance.**

Exchange students are advised to read all the information regarding accommodation and follow the instructions how to complete the online application form before submission.

### Rental period:

Accommodation in halls of residence is always on one semester basis, i.e. March till August/September, or September/October till February/March. This means if students would like to move out earlier, they have to pay the rent till the end of the rental period

### Deadlines for applying for accommodation in halls of residence:

- 15 December for Summer Semester
- 15 June for Winter Semester

### Private Accommodation

It is not recommended as it is generally more expensive and difficult to find short-term and furnished accommodation

*Exchange students are requested to look for private accommodation themselves*

### German intensive courses:

All incoming exchange students have the option to participate in a German intensive course before the start of the semester.

- **Summer Semester:** beginning of March till 14 March
- **Winter Semester:** Beginning of Sept. till end of Sept.

*Exchange students are not required to pay for course fees. For the*
**Successful completion of exam, 3 ECTS credits will be granted for the March course; 5 ECTS credits will be granted for the September course**

| **Expected arrival date for German intensive courses** | 1 March for Summer Semester  
1 September for Winter Semester |
|--------------------------------------------------------|--------------------------------|
| **Orientation week for participants of German intensive courses:** | First week of March / first week of September  
*Exact date will be sent directly to exchange students in due time* |
| **Expected arrival dates (without German intensive courses)** | 1 March for Summer Semester  
1 October for Winter Semester |
| **Orientation week for all exchange students who do not take part in German intensive courses:** | First week of March / first week of October  
*Exact date will be sent directly to exchange students in due time* |
| **Services offered to exchange students:** | • Pre-arrival information sent by e-mail  
• Pick-up and check-in services provided by buddy students  
• Orientation week  
• Dealing with formalities (registration, bank, health insurance, stay permit etc.)  
• Assistance on course registration, exam registration  
• Counseling and advisory services  
• Cultural and leisure programs (welcome parties, sight-seeing tours, excursions, sport events etc.)  
• Organize contacts with German host families  
• Arrange language partners for conversations  
• Provide pre-departure information |
| **Facilities offered to exchange students** | Exchange students enjoy the same access to all university facilities as local students:  
• Libraries  
• Computer Centre  
• On-campus cafeteria  
• Student learning centers  
• Sport facilities (off-campus) |
| **Health insurance:** | Compulsory. All registered students must have German statutory health insurance.  
Cost: 91 Euro per month  
*We will assist exchange students to take out health insurance with local insurance provider during the orientation week* |
## Visa application

Exchange students from Australia, Canada, Israel, Japan, New Zealand, South Korea and the USA do not need to apply for entry visa for Germany.

All other overseas students have to apply for study visa at the German embassy/consulate in their home countries.

## Documents required for visa application

- Valid passport
- Letter of Acceptance
- Financial proof (currently Euro 735 per month)
- Proof of health insurance (applicable in some countries)

## Applying for residence permit

All overseas exchange students have to apply for a residence permit within 90 days after arrival (or within the visa validity period) at the Nuremberg aliens authority. Our International Office will assist exchange students in dealing with this formality.

## Estimated costs:

- Accommodation: approx. 160 – 300 € per month
- Transportation within Nuremberg: 65 Euro (basic tariff for one semester)
- Student services fee: 112 € per semester
- 100 € application fee for residence permit payable to the aliens authority
- Meal: costs depend on individual requirements and needs
- Approx. total costs per month: 600 – 700 Euro

## City of Nuremberg

- Internationally renowned trade center in the middle of Europe
- Beautiful historical setting with medieval architecture
- Safe city with relatively low costs of living
- Multicultural city with a big variety of cultural and musical events
- Outstanding transport links and easy access to other European countries
- Unique Franconian cuisine, ideal location for leisure activities

## Persons to contact:

**Exchange Coordinator:** Renate Zehetbauer  
renate.zehetbauer@th-nuernberg.de

**Orientation, formality issues, cultural programs:**  
Margit Lange  
margit.lange@th-nuernberg.de

**Accommodation:**  
Stefanie Überberg  
stefanie.ueberberg@th-nuernberg.de

## Website for exchange info:

http://www.th-nuernberg.eu/home/studies-and-programs/international-focus/international-office/our-service-and-programs/international-exchange-students/page.html