



HOST

Hochschule Stralsund

University of
Applied Sciences



EXCHANGE STUDENT GUIDE

Welcome at our university in Stralsund!



Dear future exchange student,

You have received the link to the application form in this email.

We are very much looking forward to welcoming you to the campus soon.

Until then, please read the following pages carefully!

Before the Exchange

A quick note first:

Before you apply for a study programme, please ensure that it complies with the regulations of your home university and your current study programme there.

Example:

- As a Bachelor's student, you cannot take Master's-level courses with us.
- Taking a specific proportion of the courses in German, if required (including the exams)

Application

You have until **15 June 2026** to apply for the 2026/27 winter semester.

Notes on completing the application:

- **Level of study at HOST:** Bachelor's if you are studying for a Bachelor's degree at your home university; Master's if you are studying for a Master's degree at your home university; *exception:* ULCO Double Degree (as the application is made whilst on a Bachelor's degree)
- **Study Programme at HOST:** ideally, enter the correct programme here, this should match the Learning Agreement; if the same number of courses are selected from two different programmes, we can discuss this together
- **Semester dates (Arrival & Departure):** see the 'Semester dates' section
- **Personal data sheet (CV):** may be submitted in English
- **Transcript of records:** please submit your ToR in a language and script that can be understood and processed by HOST
- **Application for accommodation:** all exchange students must first apply for our "Holzhausen" student hall of residence and upload a booking confirmation. The application can be withdrawn later.
- **Learning Agreement:** explained in more detail under the "Learning Agreement" section

Letter of Acceptance

You will receive the Letter of Acceptance once your application has been successfully submitted. This means you are officially an exchange student at Stralsund University of Applied Sciences. If you urgently need the LoA for your visa application or require an additional letter of invitation, please let me know. However, I will only issue the LoA once your application has been finalised, so please apply as soon as possible!

Learning Agreement

You should already have received a Learning Agreement for Erasmus+ students or non-Erasmus+ students from me in the first email following your nomination. For Erasmus+ students, we prefer to set up a Learning Agreement via a platform (e.g. OLA). If this is not possible, please use the PDF template. Non-Erasmus+ students should also use this template or the one from the home university.

Please note: unfortunately, I do not receive a notification when the LA is submitted via OLA. So if it remains 'unapproved' for a while, please feel free to send me a quick email. Please also send me the PDFs first.

After the start of lectures (14 September 2026), you have **5 weeks** to make changes to your Learning Agreement. If you are not satisfied with your courses, wish to take more or fewer, or encounter timetable conflicts, you can do so until **16 October 2026**. I recommend that, if the semester is already well underway, you contact the relevant lecturers if necessary, particularly if the subjects are very practice-oriented.

[Here](#) you can see how to fill in the Learning Agreement correctly. **Please note** that I am not the 'Responsible person at the Receiving Institution'; this is the ECTS Coordinator of the relevant faculty at the HOST (see 'Contacts').

Programme and Course Selection

To complete the Learning Agreement, please first look up your chosen Bachelor's or Master's programme on our [website](#). Under the 'Programme Structure' section, you can get an initial overview of which modules the programme includes each semester. Under the 'Programme Organisation' section, you should normally find a module handbook containing all courses, including a description and the ECTS credits. If you cannot find one for your chosen programme, please contact me. Feel free to discuss with your contact person at your home university which courses match your home courses.

Important: As an exchange student, you may choose several programmes and take courses from different semesters. However, we recommend not taking too many different programmes, as this can quickly lead to time conflicts due to courses taking place at the same time. Also important: You can only take courses from the semester in which you will be enrolled at HOST (for you, this is the winter semester).

Do you have questions about course selection? Look under 'Contacts' in the Guide to find the programme coordinators relevant to you. They will be happy to help you with your course selection and provide recommendations if necessary.

German as a Foreign Language

As an exchange student, you can take German as a foreign language. Please note, however, that only certain degree programmes include language courses as standard, and you may need to enquire separately to check whether there are still places available. Furthermore, certain levels are only offered in specific semesters (for example: A1 usually in the winter semester, A2 usually in the summer semester).

Do you have any further questions? Please feel free to contact me or write directly to Mr Tribe from the Language Centre: Simon.Tribe@hochschule-stralsund.de.

Documents

Once you have submitted your application, you will have already 'ticked off' some of the most important documents. All that is missing now is a photo for your student ID card and proof of health insurance.

You can upload the photo via the portal, which you can access via the Student Advisory Service (studienberatung@hochschule-stralsund.de) and where you must also accept your place at the university.

Another document you may need (Erasmus+ students) is the **Confirmation of Stay**. Either bring your own (pre-filled and ready for signature) with you, or I can provide you with one, which you should also fill in as far as you can.

Semester Timetables

The semester timetables are usually uploaded at short notice before the semester begins. So please be patient. Since you are an exchange student and may choose different programmes in different semesters, it can be difficult to find your way around at first.

You can find the weekly timetables either under 'Programme Organisation' for the relevant degree programme or under HOST → Schools → faculty → Study Organisation.

You may therefore need to download several timetables to obtain the relevant information for your course. If you have any questions, please contact me or the relevant programme coordinators.



Stralsund University of Applied Sciences > HOST > Schools > Electrical Engineering and Computer Science > Study organization

Electrical Engineering and Computer Science	▼
Range of courses	>
<u>Study organization</u>	>
Laboratories	>
Research	>
Team	>
Contact Persons	>
News	>
events	>

Faculty of Electrical Engineering and Computer Science

Here you will find information on the organisation of your studies. In addition to the plans for the regular semester, you will also find the plans for the block week and examinations.

Weekly semester plans

Examination Schedules

Information

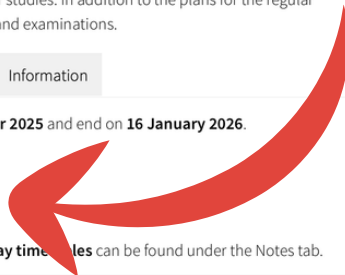
The **regular semester courses** begin on **22 September 2025** and end on **16 January 2026**.

🔗 [Semester schedules seminar groups as HTML](#)

🔗 [Lecturers' weekly semester plans](#)

🔗 [Room plans](#)

Instructions for using the **Davinci Mobile App to display time tables** can be found under the Notes tab.



Health Insurance

In order to enrol at HOST, you need a **valid health insurance** status that must be **digitally transmitted** to us by any German health insurance company. It doesn't matter whether you have a statutory or a private health insurance. This also applies for students from EU member states with the European Health Insurance Card (EHIC). You do not need to take out new insurance with a German health insurance company if you are also covered during your studies.

Please contact any German health insurance company (by email, using the insurance form, or by telephone), quoting our submission number **H0000327**, which will report your insurance status to us digitally.

If you need to get a German health insurance policy, we recommend taking out a policy with a public health insurance provider like BARMER, TK, DAK, or AOK. All students under the age of 30 can take out statutory student health insurance. The monthly cost of this insurance is around 100€. You will need to provide your identity card or passport, a confirmation of residence/tenancy agreement, your bank account details, and a certificate of enrolment, which you will receive when you enrol.

Nevertheless, it is your duty by law to be covered in cases of medical intervention.

You will not be enrolled without digital proof of health insurance.

Fees

As an exchange student, you must pay the semester fee before the start of your studies. Erasmus+ students and partner students pay €120 for the first semester and for each subsequent semester (you must also re-register and pay if you are going on a work placement!). Freemovers pay €148 for the first semester and €124 for each subsequent semester.

The payment for the first semester should be made to the following account:

Recipient: Hochschule Stralsund
Bank: Sparkasse Vorpommern
IBAN: DE16 1505 0500 0112 2350 93
BIC: NOLADE21GRW
Reference: Gast, first name last name

The payment for re-registration should be made to the following account:

Recipient: Stralsund University of Applied Sciences
Bank: Sparkasse Vorpommern
IBAN: DE44150505000100057209
BIC: NOLADE21GRW
Reference: Matriculation number, first name surname

You have until **29 January 2027** to re-register. After that, you will have to pay a re-registration fee.

Accommodation

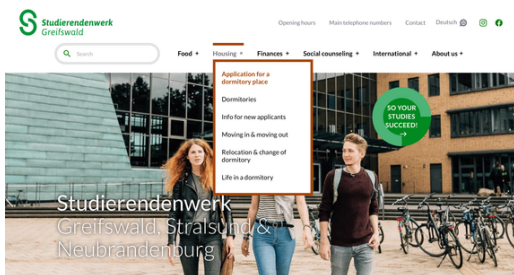
Holzhausen

As an exchange student, you are guaranteed a place in our Holzhausen student residence on campus. You will be sharing a single room with one or up to three other students. You must submit your application for Holzhausen at the same time as you apply for your exchange semester. Don't forget to accept the room when you receive the relevant email from Ms Redmann.

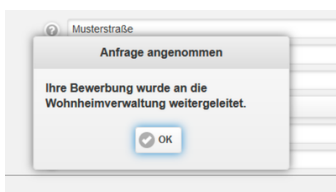
You can withdraw your application if you prefer alternative accommodation. To do so, please send an email to the dormitory administrator, Ms Redmann: wohnenhst@stw-greifswald.de.

Application process for the dormitory complex Holzhausen: [more info](#)

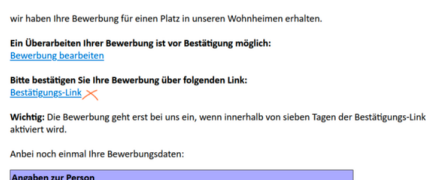
1. Application is to be made on this website: <https://www.stw-greifswald.de/en/>



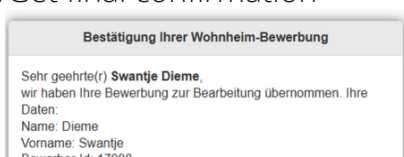
2. Click the link: <https://tl1.eu/SWHGW/#admission>
3. Fill out all information, upload documents & click "send"
4. Get confirmation of receipt right away and via email



5. Click the information link!



6. Get final confirmation



BFW

Another student residence located in the immediate vicinity of the campus is the Berufsförderungswerk ([bfw](#)). Here you will have your own room with a bathroom and will only share the kitchen with the people on your floor. As the website is difficult to navigate, you can find the contact details here to apply for a room there:

Termine

Angebote

Wohnen und Service 

Verpflegung

Freizeit

Anfahrt

Lageplan

Wohnen und Service

Wenn Sie bei uns im Berufsförderungswerk Stralsund Ihre Zeit der beruflichen Reha verbringen, können Sie auch in einem unserer gemütlichen Einzelappartements wohnen. Denn: Pendeln ist auf Dauer keine gute Lösung. Und manchmal ist es einfach besser, Lern-Abstand zum häuslichen Umfeld zu haben. In Abstimmung mit dem jeweiligen Kostenträger können Sie dieses Angebot von uns nutzen. Die Entscheidung wird individuell mit Ihnen getroffen.

Grundausstattung
Unsere Appartements sind voll möbliert und gut ausgestattet. W-LAN ist vorhanden und die Zimmer verfügen über einen TV-Anschluss. Für alle Fragen rund ums Wohnen steht unser Internatsbüro mit Rat und Tat zur Seite – entweder per E-Mail unter internatsbuero@bfw-stralsund.de oder telefonisch unter 03831 23-2625.

Öffnungszeiten – Büro Wohnen und Service
Wer unser *Wohnen und Service-Team* persönlich antreffen möchte – hier die Öffnungszeiten des Büros im Haus W1 – Raum 101:
Montag bis Donnerstag, 12:00 bis 13:30 Uhr und 15:30 bis 16:30 Uhr
Freitag: nach Vereinbarung.

Unser Waschsalon befindet sich im Servicegebäude in Haus W4.

Zentraler Ansprechpartner des Bereichs Wohnen und Service:



Paul Simons
Teamleiter Wohnen und Service

paul.simons@bfw-stralsund.de
03831 23-2625

Name

E-Mail 

Nachricht

Nachricht

Senden

Further accommodation options for students can be found [here](#).

During your Stay

Enrolment

The exact dates and times for in-person enrolment have not yet been finalised and will be announced in the next information email at the latest. However, they will take place during International Welcome Week. To be fully enrolled, you must have accepted your study place on the study portal, uploaded a photo for your student ID card, paid the semester fee and sent us a notification from your health insurance provider confirming your health insurance status. For students who require a visa, we need proof of your visa.

Required attendance

Generally speaking, attendance is not compulsory for lectures at HOST. Exceptions include, for example, laboratory sessions, which must be completed or passed before you can be admitted to the examination. Nevertheless, I strongly advise you to attend at least most of the lectures. This is particularly important when it comes to project and group work, and when groups or topics are decided during the first few sessions. It is possible that you could be excluded from the course if you are not present in such cases. Top tip: if you really cannot attend, at least send an email to the lecturer – communication is key! 😊

Arrival & International Welcome Week

The International Welcome Week (IWW) takes place from **07 – 11 September 2026** on campus. There will be an intensive German course (2 ECTS points) with three different levels (Beginners - Intermediate - Advanced). If you want to take part in the IWW and the German course, please register. You will be informed about the IWW and the German course separately. **Please be patient and wait for the email from the Incoming Office.**

Moreover, there will be sessions with important information concerning your stay in Stralsund, covering health insurance, foreigners' registration office, registration at the town hall, bank account, housing and much more during the IWW. Informal events such as Speedfriending are also planned. You will receive the detailed programme and further information later.

Arrival & International Welcome Week

You will find more information about mobile phone SIM cards and related matters in the Incoming Guide, which will be available shortly before the start of the semester. If you need **Wi-Fi access** at the university during the first few days until you receive your login details (enrolment), please get in touch with me shortly before or after your arrival and I will provide you with temporary Wi-Fi access. This is valid for the campus network.

Buddy Programm

The Buddy Programme offers you the chance to be paired with a personal contact who will help you settle into the semester and Stralsund. They can assist you with administrative procedures, finding your way around campus, and any other day-to-day queries. In addition, this person can arrange for you to collect the keys to the Holzhausen student residence outside normal office hours. I can only urge you to take advantage of this opportunity. The deadline for applying for the Buddy Programme is **14 August 2026**.

Semester dates

You can find all the semester dates [here](#). I would advise you to arrive at least the weekend before International Welcome Week so that you can settle in at your leisure and register in person during IWW.

Contacts

Incoming Coordinator

As the Incoming Coordinator, I am generally your first point of contact: incoming@hochschule-stralsund.de. However, there are a few other people you should contact if you have any questions or problems.

Student Assistant

Our Student Assistant is a student working part-time at the International Office and supporting the Incoming Coordinator. They are responsible for organising the Buddy Programme and excursions and can support you with general questions about everyday life in Stralsund during your stay.

Contact: international.students@hochschule-stralsund.de

Student Advisory Service

The Student Advisory Service will provide you with access to all the study portals (Moodle, SuP, the portal where you need to accept your place and upload your photo, etc.). They will also be present during your in-person enrolment.

Contact: studienberatung@hochschule-stralsund.de

Programme Coordinators

They will help you with any questions regarding courses in your specific programme, e.g., course recommendations or timetables if you are taking courses from different semesters. You will find their contact details on the right-hand side when you select your degree programme.

Example:

Fact Sheet	Perspectives	Programme Structure	Programme Organisation	Excursions & More
Profile				
Programme	International Management Studies in the Baltic Sea Region (BMS)			
School	School of Business Administration			
Start	Winter semester			
Admission	currently unrestricted entry			
Length of study	8 Semesters			
Credit points	240 ECTS			
Degree	Bachelor of Arts (B. A.)			
Main language of instruction	English (100 %)			

Contact

Stefanie Wenzel
Koordinatorin
Tel: +49 3831 45 6791
Room: 304, Haus 21
✉ Stefanie.Wenzel@hochschule-stralsund.de

ECTS Coordinators

They are responsible for approving your Learning Agreement. Please include their contact details in the Learning Agreement.

Faculty of Economics:

Prof. Acácia Malhado (acacia.malhado@hochschule-stralsund.de)

Faculty of Mechanical Engineering:

Prof. Olaf Lotter (Olaf.Lotter@hochschule-stralsund.de)

Faculty of Electrical Engineering and Computer Science:

Prof. Birgit Steffenhagen (Birgit.Steffenhagen@hochschule-stralsund.de)

Student Offices

The Student Offices are here to help you if, for example, you encounter problems registering for or withdrawing from exams, courses do not appear in the system, you need your grades, etc.

[Here](#) you can find the Student Office relevant to your degree programme.

Other

If you have any other questions or encounter any problems, please feel free to contact me in person or by email.

My office hours are:

Tuesdays: 1.00 pm – 2.30 pm

Wednesdays: 10.00 am – 12.00 pm

Thursdays: 1.30 pm – 2.30 pm (**online**) make an appointment [here](#)

You're also welcome to just pop in and say "hello" once you've arrived – I'm always delighted to meet "my" new exchange students 😊

Otherwise, I really appreciate emails that include a salutation and closing formula!

Last Words

In the **Incoming Guide**, which you will receive shortly before the start of the semester, you will find lots more information on:

- Study portals for courses and exams/documents
- Campus life
- General information
- Gym
- Mobile phone SIM cards, etc.

Until then

Feel free to take a look at our [HOST website](#) for more information or on [Instagram](#) to get some impressions!



Until soon, and warm regards,

Ms Swantje Dieme
Incoming Coordinator

