

INCOMING GUIDE - SUMMER SEMESTER 2021



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Welcome to Hochschule Stralsund – University of Applied Sciences!

We are delighted that you have chosen HOST - Stralsund University of Applied Sciences for your studies and we hope to make your stay an exciting and valuable experience. We recommend you reading this guide carefully to help you manage administrative challenges on campus and in town. Please do not hesitate to get in touch with the International Office if you have any further questions. We wish you all the best in your studies and a great time in Stralsund.

Academic Calendar

Summer Semester 2020/21

Semester duration:	01.03.2021 – 31.08.2021
International Welcome Week:	22.03.2021 – 26.03.2021
Lecture period:	07.04.2021 – 09.07.2021
Holidays (including public holidays):	13.05.2021 & 24.05.2021
Publication of exam dates:	28.05.2021
Registration period for exams:	03.05.2021 – 16.05.2021 17.05.2021 – 21.05.2021 (with fee)
Exam schedule publication:	18.06.2021
Withdrawal from exam registration:	until one day before the exam
Exam period:	12.07.2021 – 06.08.2021
Re-enrollment for the next semester:	01.07.2021 – 31.07.2021

1) Getting Started

Current regulations regarding the Covid-19 pandemic in Germany

There are many rules on how to behave in the current situation in Germany. Some of the most important are:

- Medical masks (i.e. surgical or FFP2 masks) must be worn in public transport and in shops
- Contacts are to be held at a minimum (only you + another person of a different household than yours are allowed to meet in public/private)
- Hygiene rules need to be followed (keep 2m distance to others, do not shake hands, wash your hands often for at least 20 seconds...)
- If you are feeling unwell: do not go to the hospital/doctor's office before making an appointment

Since the regulations change according to how the situation develops, it is advisable to frequently check any updates regarding the issue. You can find all the information regarding the current rules at HOST [here](#).

If you have symptoms associated with Covid-19 (cough, sniffles, infection-related breathing difficulties, fever) you are obliged to inform Hochschule Stralsund (coronameldung@hochschule-stralsund.de) and the local health department immediately. You can reach the health department of Stralsund via:

Landkreis Vorpommern-Rügen | Fachdienst Gesundheit

Carl-Heydemann-Ring 67 | 18437 Stralsund | Phone: +49 3831 357 2301 | Mail: FD33@lk-vr.de

Enrollment

Before starting your studies, you need to enroll at Stralsund University of Applied Sciences. The enrollment will be exclusively online. You must upload the required documents online by clicking [here](#).

You will be enrolled when you have proven that you meet the requirements and have **submitted all documents to us completely and on time**. The documents needed are:

- Your passport and visa (non-EU students) or ID card (EU students)
- Your health insurance certificate (see the section on health insurance in Germany)
- A transfer voucher or bank statement showing that you paid the administration fee
- A passport photo for your HOST student card
- Language certificate (if required)
- if you already had studied in Germany: ex-matriculation certificate

All required documents are listed also in your offer of admission/acceptance. Please be sure to observe the different deadlines for submitting the documents, which you see after registration for the online enrollment via the link given above.

Administration Fees

All students at HOST Stralsund need to pay an administration fee of 105.00€ for the first and 88.00 € for each subsequent semester. Erasmus+ students are exempted from the registration fee and pay 85.00€ per semester. Before you enroll in your first semester as a non-Erasmus+ student, please transfer according to your letter of acceptance/admission:

Recipient: Hochschule Stralsund

Bank: Sparkasse Vorpommern

IBAN: DE16 1505 0500 0112 2350 93

BIC: NOLADE21GRW

Reference: *According to your letter of Acceptance/Admission*

HOST Card

The HOST Card is your student ID. You will receive it when you are enrolled and have arrived at HOST. So make an appointment with the Incoming Coordinator (see p. 13) once you are here to pick up your HOST card. You can load money onto the card at the terminal in house 3, between the cafeteria and the canteen. It can be used for the following purposes:

- To pay for meals in the canteen (Mensa) and the cafeteria
- To use the printers and scanners in the PC pools
- To borrow books from the library
- To access the gym
- To enter your main house (e.g. for Mechanical Engineering students house 19) out of opening hours
- To get students discounts at museums, shops etc.

Matriculation certificate

Your matriculation certificate contains important information:

- **Certificate of Study**
You can use this whenever you need proof of your enrollment or student status, e.g. for your health insurance company.
- **Your E-mail address and password**
This is your official student E-mail address. Check it regularly; all communication from the university will be sent there. It also serves as your login data for our online portal and WiFi access.

Learning Agreement (only for exchange students)

All exchange students at Stralsund University of Applied Sciences need to complete a learning agreement. This is a list of the classes that you plan to take during your stay. During your first weeks at the university, you will have an appointment with an advisor to discuss your learning agreement and any changes you may want to make.

ECTS Coordinators (only for exchange students)

HOST has an institutional ECTS coordinator and one ECTS coordinator for each of the three schools. They are responsible for transferring your grades and credit points into the ECTS. They also need to sign your learning agreement.

Institutional ECTS Coordinator

Prof. Dr. Dirk Engel

House 21, room 222; House 1, room 243

Phone: +49 3831 456605

E-mail: prorektor1@hochschule-stralsund.de

School of Business Studies	School of Electrical Engineering and Computer Science	School of Mechanical Engineering
Prof. Dr. Volker Rundshagen House 1, room 130 Phone: +49 3831 456527 E-mail: Volker.Rundshagen@hochschule-stralsund.de	Prof. Dr.-Ing. Birgit Steffenhagen House 4, room 111 Phone: +49 3831 456623 E-mail: Birgit.Steffenhagen@hochschule-stralsund.de	Prof. Dr.-Ing. Olaf Lotter House 19, room 311 Phone: +49 3831 456926 E-mail: Olaf.Lotter@hochschule-stralsund.de

ECTS Grading Scale (only for exchange students)

School of Business Studies

	From FH Stralsund in a foreign country			From a foreign country to the FH Stralsund		
to	1,5	->	A	A	->	1,0
	1,9	->	B	B	->	1,7
	2,4	->	C	C	->	2,0
	3,2	->	D	D	->	2,7
	4,0	->	E	E	->	3,3

School of Electrical Engineering and Computer Science

	From FH Stralsund in a foreign country			From a foreign country to the FH Stralsund		
to	1,5	->	A	A	->	1,0
	1,9	->	B	B	->	1,7
	2,4	->	C	C	->	2,3
	2,9	->	D	D	->	2,7
	4,0	->	E	E	->	3,3

School of Mechanical Engineering

	From FH Stralsund in a foreign country			From a foreign country to the FH Stralsund		
to	1,6	->	A	A	->	1,0
	2,0	->	B	B	->	1,7
	2,4	->	C	C	->	2,0
	3,2	->	D	D	->	2,7
	4,0	->	E	E	->	3,3

Registration in Stralsund

All students need to register as a resident of Stralsund at the beginning of their stay **and** de-register before they leave. Go to the registration office in the city centre and state your current address; if you are not fluent in German, ask your Buddy to come with you (for more information on the Buddy programme, see p. 12).

Registration Office Stralsund
Schillstraße 5-7, 18439 Stralsund
Phone: +49 3831-253 745

Opening hours:
Mon.: 8.00 a.m. – 12.00 a.m.
Tue.: 8.00 a.m. – 12.00 a.m.
1.00 p.m. – 6.00 p.m.
Wed.: By previous arrangement
Thu.: 8.00 a.m. – 12.00 a.m.
1.00 p.m. – 4.00 p.m.
Fri.: 8.00 a.m. – 12.00 a.m.

Your Residence Permit

All students from **non-EU countries** need to register at the immigration office. If you are not fluent in German, ask your Buddy to come with you. Remember to bring:

- Application form for residence permit
- Your passport and a copy of the first page and last residence permit
- Proof of sufficient financial resources (e.g. blocked account, declaration of commitment: only valid, if from the German embassy!)
- A membership certificate from your health insurance company (the card is not enough)
- Your rental contract such as a copy
- Your registration certificate from the residents' registration office (not older than 3 months)
- Your matriculation certificate
- 2 passport photos (biometric)

Immigration office Stralsund

Marienstraße 1, 18439 Stralsund

Phone: +49 (0)3831 35721 - 46 or - 41

Opening hours:

Tue.: 9.00 a.m. - 12.00 a.m.

1.30 p.m. - 6.00 p.m.

Thu.: 9.00 a.m. - 12.00 a.m.

1.30 p.m. - 4.00 p.m.

Please note: During the re-registration period at the latest, a valid residence permit (or a so-called Fiktionsbescheinigung) for the upcoming semester must be available. Otherwise, you will not be re-registered. The residence permit or the Fiktionsbescheinigung has to be submitted in time and on your own responsibility to the responsible study office (s. page 15).

Health insurance

In order to enroll at HOST, you need a valid health insurance certificate. For students from **EU countries**, the European Health Insurance Card (EHIC) is sufficient.

For students from **non-EU countries**, there are two options:

1. Health insurance from your home country

Please provide a copy of the insurance policy in English. Take the papers to a German public health insurance company in Stralsund and ask for a document confirming that your health insurance is accepted in Germany and you do not need to purchase additional insurance. This document is called "Befreiung von der Versicherungspflicht". If you are not fluent in German, ask your Buddy to come with you.

This document is sufficient for enrollment. However, it is not a guarantee that your insurance will cover all costs in the event of an illness or accident, as costs related to health are high in Germany. If you want to be on the safe side, consider taking out German public health insurance.

2. German health insurance

German health insurance companies offer policies for international students. We recommend taking out public health insurance like TK, BARMER, DAK or AOK. In case you need to go to the doctor or a hospital you are on the safe side with one of these insurances.

If you are over 30, you are free from the insurance obligation. Nevertheless, it is your duty to be covered in cases of medical intervention. You can either take out a public health insurance or a private health insurance which is usually cheaper. The “Deutsches Studierendenwerk” has made a deal with VELA for a good price.

Liability insurance

It is highly recommendable that you also take out liability insurance, which covers damages caused by you (e. g. breaking windows, carrying bed bugs etc.).

Opening a bank account

If you have a European bank account (for SEPA) already, you may skip this step.

If you do not have one, you need to open an account here in Stralsund so that you can pay your rent, administration fees, etc. Ask the bank advisor whether you will have to pay a monthly fee, as bank accounts are usually free for students. Remember to bring:

- Your ID card or passport
- Confirmation of your student status (e.g. your letter of acceptance)
- Your address in Stralsund

Checklist for EU-students after arrival

	To do:	Please bring the following:	✓
1.	Paying the semester contribution fee of 105€ Erasmus+ students pay only 85€	Account holder: Hochschule Stralsund Bank: Sparkasse Vorpommern BIC: NOLADE21GRW IBAN: DE16 1505 0500 0112 2350 93 Reference: Gast, first name(s) last name	
2.	Letter of Enrollment Fixed deadlines to submit your documents online Matriculation certificate will be send via E-mail to you and the HOST card can be picked up in the Incoming Office later (house 1, room 128)	<ul style="list-style-type: none"> - Proof that you paid the semester fee (statement of bank account or print) - Identity card or passport - ID-picture (for student card) - health insurance card (European Health Insurance Card (EHIC)) 	
3.	Rental contract Holzhausen (HH): Ms Redmann (house 1, room 110) Guest house (GH) – Ms Chrenko (house 1, room 217)	Holzhausen: <ul style="list-style-type: none"> - Your IBAN and BIC (if not known, please check online!) - Your deposit (cash, or if paid in advance --proof of that!) Guesthouse: <ul style="list-style-type: none"> - Your IBAN and BIC 	
4.	Registration at the residents' registration office Schillstraße 5-7, Stralsund Opening hours: Mon.: 8.00 a.m. – 12.00 a.m. Tue.: 8.00 a.m. – 12.00 a.m. 1.00 p.m. – 6.00 p.m. Thu.: 8.00 a.m. – 12.00 a.m. 1.00 p.m. – 4.00 p.m. Fri.: 8.00 a.m. – 12.00 a.m.	<ul style="list-style-type: none"> - Identity card or passport - Noted address in Stralsund - Letter of Acceptance/Enrollment - Wohnungsgeberbestätigung (confirmation of landlord) - Bank account information 	
5.	Only exchange students: Learning agreement signed by you, your department's ECTS coordinator and the institutional ECTS coordinator		

Checklist for Non-EU students after arrival

	To do:	Please bring the following:	✓
1.	Paying the semester contribution of 105.00€	Recipient: Hochschule Stralsund Bank: Sparkasse Vorpommern BIC: NOLADE21GRW IBAN: DE16 1505 0500 0112 2350 93 Reference: according to letter of admission	
2.	Letter of Enrollment Fixed deadlines to submit your documents online Matriculation certificate will be send via E-mail to you and the HOST card can be picked up in the Incoming Office later (house 1, room 128)	<ul style="list-style-type: none"> - Proof that you paid the semester fee (statement of bank account or print) - Passport including visa - Proof of health insurance - ID-picture (for student card) - Language certificate (if required) - if you already had studied in Germany: ex-matriculation certificate 	
3.	Opening a bank account	<ul style="list-style-type: none"> - Identity card or passport - Confirmation of your student status (e.g. your letter of admission) - Confirmation from your home university (ERASMUS students) - Wohnungsgeberbestätigung (when you move to Holzhausen you get a previous certificate) - Your address in Stralsund 	
4.	Rental contract Holzhausen (HH): Ms Redmann (House 1, room 110) Guest house (GH) – Ms Chrenko (House 1, room 217)	Holzhausen: <ul style="list-style-type: none"> - Your IBAN and BIC (if not known, please check online!) - Your deposit (in cash or if paid in advance — proof of that!) Guesthouse: <ul style="list-style-type: none"> - Your IBAN and BIC 	
5.	Health insurance 1. Health insurance from your home country You need to provide a confirmation that your health insurance is accepted in Germany: “Befreiung von der Versicherungspflicht”	For 1. <ul style="list-style-type: none"> - Copy of the insurance policy in English For 2. <ul style="list-style-type: none"> - Passport - Wohnungsgeberbestätigung 	

	<p>(possible at a public health insurance in Stralsund)</p> <p>2. German health insurance</p> <p>We recommend taking out public health insurance like TK, BARMER, DAK or AOK</p>	<ul style="list-style-type: none"> - Confirmation of your student status (e.g. your letter of admission) - Bank account information 	
6.	Only exchange students: Learning agreement signed by you, your department's ECTS coordinator and the institutional ECTS coordinator		
7.	<p>Registration at the resident's registration office</p> <p>Schillstraße 5-7, Stralsund</p> <p>Opening hours:</p> <p>Mon.: 8.00 a.m. – 12.00 a.m.</p> <p>Tue.: 8.00 a.m. – 12.00 a.m. 1.00 p.m. – 6.00 p.m.</p> <p>Thu.: 8.00 a.m. – 12.00 a.m. 1.00 p.m. – 4.00 p.m.</p> <p>Fri.: 8.00 a.m. – 12.00 a.m.</p>	<ul style="list-style-type: none"> - Identity card or passport - Noted address in Stralsund - Letter of Acceptance / Enrollment - Wohnungsgeberbestätigung - Bank account information 	
8.	<p>Registration at the immigration office</p> <p>Marienstraße 1, Stralsund</p> <p>Opening hours:</p> <p>Tue.: 09.00 a.m.-12.00 a.m. 01.30 p.m.-06.00 p.m.</p> <p>Thu.: 09.00 a.m.-12.00 a.m. 01.30 p.m.-04.00 p.m.</p>	<ul style="list-style-type: none"> - Application form for residence permit - Your passport and a copy of the first page and last residence permit - Proof of sufficient financial resources (e.g. blocked account) - A membership certificate from your health insurance company (the card is not enough) - Your rental contract (as a copy) - Your registration certificate from the residents' registration office (not older than 3 months) - Your matriculation certificate - 2 passport photos (biometric) 	

2) Support for International Students

The International Office

Incoming Coordinator

The Incoming Coordinator is your main contact person for any and all questions about your stay at HOST, from the preparation of your stay to exmatriculation. If you have questions about the organisation of your studies, need help with paperwork, want to apply for a scholarship or are thinking about extending your stay, this is the place to go.

Wencke Wendlandt

House 1, room 128: Phone: +49 3831 456533

E-mail: incoming@hochschule-stralsund.de

Office Hours (only online and by appointment):

Tuesday & Thursday 1:30 – 3:30 p.m.

Appointments will be held via [GoTo Meeting](#). To book an appointment please click [here](#).

Incoming Student Coordinator

The Incoming Student Coordinators are students who work for the International Office and who are pleased to help you with any day-to-day questions or problems you may have.

Anja Kodym and Johanna Zeth; E-mail: International.Students@hochschule-stralsund.de

Outgoing Coordinator

If you are in Stralsund for a full course of studies and you are thinking about going abroad for a semester or an internship, the outgoing coordinator can advise you on possibilities and scholarships.

Xu Xiao

House 1, room 126; Phone: +49 3831 456539

E-mail: outgoing@hochschule-stralsund.de

Buddy Programme

All international students at HOST are matched with a buddy if they wish so, to help you settle in, find your way around and get to know your fellow students.

Your buddy, a more experienced student at HOST, will get in touch with you before the start of the semester to help you organize your arrival and answer any questions you may have about student life. Once you arrive, your buddy will be your first to-go-to person for friendly, informal support. He or she

will help you with organizational tasks such as taking out health insurance, opening a bank account and completing your enrollment at the university.

International Event point (IEP)

The International Event Point aims to bring together German and international students and to improve the internalization on campus. They organize several activities, e. g.:

1. International Get Together – Regular events every two to three weeks with varying activities where International and German students come together to chat and have fun.
2. Tradition Edition – IEP members explain the meaning and traditions of important holidays in Germany, so that you have the chance to better understand your host country)
3. Trips with a group of students (German and international) to visit places in our region.
4. Information Events – (re)presenting the IEP at various occasions at the HOST



Contact: event.point@hochschule-stralsund.de
www.facebook.com/eventpoint16/

International Affairs in the Schools

One of the professors in each school is in charge of international affairs. If you encounter a problem during your studies or want to make a complaint, you can contact the responsible professor in your school. Their office hours are posted online or on a notice board by their office door. If you need to go by outside of these hours, please make an appointment beforehand.

School of Business

Studies:

Prof. Dr.

Werner Gronau

House 1, room 137

Phone: +49 3831 45 6649

E-mail:

Werner.Gronau@hochschule-stralsund.de

School of Electrical

Engineering and Computer

Science:

Prof. Dr.-Ing.

Michael Bierhoff

House 4, room 102c

Phone: +49 3831 45 7317

E-mail:

michael.bierhoff@hochschule-stralsund.de

School of Mechanical

Engineering:

Prof. Dr. rer. pol.

Petra Jordanov

House 19, room 328

Phone: +49 3831 45 6676

E-mail:

Petra.Jordanov@hochschule-stralsund.de

3) Services and Facilities on Campus

Student Support Centre

The student support centre team can help you with the formal aspects of your studies: enrollment, registration for exams, your transcript of records and more. Each team member is responsible for a number of degree courses; look for your course to find your contact person.

Opening hours:

only by appointment due to Corona

Jana Basinski (Studienbüro 1) House 1, room 120 Phone: +49 3831 456573 E-mail: Studienbuero1@hochschule-stralsund.de <ul style="list-style-type: none">- Elektrotechnik(Bachelor/Master)- Medizinisches Informationsmanagement/E-health (Bachelor)- Wirtschaftsingenieurwesen (Master)- Regenerative Energien (Bachelor)- Medizintechnische Systeme (Master)- Maschinenbau (Master)	Stefanie Humboldt (Studienbüro 2) House 1, room 121 Phone: +49 3831 456574 E-mail: Studienbuero2@hochschule-stralsund.de <ul style="list-style-type: none">- Maschinenbau (Bachelor)- Wirtschaftsingenieurwesen (Bachelor/Diploma)- Motorsport Engineering- Produktionsmanagement- Maschinenbau dual (Bachelor)
Stefanie Jenß (Studienbüro 3) House1, room 122 Phone: +49 3831 456530 E-mail: Studienbuero3@hochschule-stralsund.de <ul style="list-style-type: none">- Betriebswirtschaftslehre (Bachelor)- Management von KMU (Master)	Karsten Mau (Studienbüro 4) House 1, room 123 Phone: +49 3831 456637 E-mail: Studienbuero4@hochschule-stralsund.de <ul style="list-style-type: none">- International Management Studies in the Baltic Sea Region (BMS) (Bachelor)- Leisure and Tourism Management (Bachelor)- Wirtschaftsinformatik (Bachelor/Master)- Tourism Development Strategies (Master)- Gesundheitsökonomie (Master)
Mandy Schatzmann (Studienbüro 5) House 1, room119; Phone: +49 3831 45 7078 E-mail: Studienbuero5@hochschule-stralsund.de	<ul style="list-style-type: none">- IT-Sicherheit und Mobile Systeme (Bachelor)- Softwareentwicklung und Medieninformatik (Bachelor)- Renewable Energy & E-Mobility (Master)- Informatik (Master)- Simulation and System Design (Master)

Student Accommodation

Holzhausen

Most of you will live in Holzhausen, our student village on campus, which is famous for its vibrant student life. Your rent is paid monthly by direct debit from your bank account; you can find the details in your contract. One week before you leave, you need to make an appointment with the janitor to have your room checked. If everything is in order, your deposit will be refunded three months after your departure the latest. Before moving in to Holzhausen, please contact your Buddy and/or Holzhausen-Tutor around one week prior to your arrival, to arrange the hand-over of keys.

Accommodation Manager

Susanne Redmann

House 1, room 110

Phone: +493831 456635

E-mail: Wohnenhst@studentenwerk-greifswald.de

Holzhausen-Tutor

Aladdin Zahabi

Phone: +49157 34741169

E-mail: Aladdin.zahabi95@gmail.com

Janitor

Ralf Klüber

House 1, room 109

E-mail: Klueber@studentenwerk-greifswald.de

Guest House

The international guest house on campus offers accommodation in single or double rooms for both international students and visiting lecturers. The rent needs to be paid in cash or by credit card at the payment office (house 1, room 231).

Rental contracts

Cathleen Chrenko

House 1, room 217

Phone: +493831 456518

E-mail: zentraleraumvergabe@hochschule-stralsund.de

Mail

If you live in the guest house, your mail will be sent to the post office in house 1. There will be a mailbox for you. Please go by regularly to collect your mail. If you order something, please make sure that the delivery does not require your signature!

House 1, right at the entrance

Mon – Fr.: 10.30 a.m. – 12.00 a.m.

12.30 p.m. – 2.00 p.m.

Canteen (Mensa)/ Cafeteria

Opening hours of the canteen (Mensa):

Mon. – Fri.: 11.00 a.m. – 2.00 p.m.

(Different opening hours during exam period
and semester break)

Opening hours of the cafeteria:

Mon. – Thu.: 7.30 a.m. – 3.30 p.m. (Fri: - 3:00)

(Different opening hours during exam period
and semester break)

Library

Opening hours during the lecture period:

Mon., Tues., Thurs.: 9.00 a.m. – 6.00 p.m.

Wed.: 9.00 a.m. – 8.00 p.m.

Fri.: 9.00 a.m. – 4.00 p.m.

(Different opening hours during the exam period)

Internet/ Computer Labs

All students can use the WiFi on campus. Connect to HOST network and enter the E-mail address and password on your matriculation certificate (Studienbescheinigung).

If you live in Holzhausen, you can also get free cable internet access at home. Just connect your computer to the network port inside your room and open your browser; the registration system should show up. You can use your university E-mail address and password to register. If necessary, deactivate any protection software (firewalls etc.) temporarily.

If you have any problems or questions, please contact the university's IT department in house 1, room 303 or via E-mail: Andreas.Berg@hochschule-stralsund.de

There are also several computer labs on campus. They offer computers with internet access as well as access to printers, scanners and photocopiers. For using them you have to sign in with the access data from your matriculation certificate (Studienbescheinigung).

Transponders: Your key on campus

With a transponder, you can access your department building 24/7. If you want one, simply go to the university's payment office and pay the 50.00 € deposit. Keep the receipt so that you can get a refund at the end of your stay. Show this receipt to the responsible person in your department:

School of Business

Studies:

Michael Stern

House 21, room 317

School of Mechanical

Engineering:

Frank Rudnick

House 19, room 218

School of Electrical

Engineering and Computer
Science:

Dirk Hauschild

House 4, room 003

Sports and Gym

HOST sports club offers a variety of sports and exercise classes. You can find the current programme hanging at the door in front of the sports hall of the campus and it will be uploaded during the beginning of the semester.

Above the sports hall, there is a small gym for individual training. You can get access by meeting with the sports coordinator to take out a membership:

Viktor Jordanov

Bureau at the sports hall

Phone: +493831 456725

E-mail: Viktor.Jordanov@hochschule-stralsund.de

Office hours: only by appointment due to Corona

Payment office (Zahlstelle)

The payment office is responsible for all cash transactions between you and the university. This is where you need to go to pay rent for your room in the guest house, pay a security deposit for your room or transponder, etc.

Payment office/Zahlstelle

House 1, room 231

Office hours: only by appointment due to Corona

Social Counselling

In case you need professional help regarding any psychological problems, for example if you feel lonely, scared or exhausted, the social counselling will listen to you and provide help. Moreover, the service can support you with legal advice if you have any issues with that. You can get in touch with the social counselling service via:

Christin Rewitz

House 1, Room 145

Phone: +493831 456879

E-mail: sb-hst@stw-greifswald.de

Due to the current Covid-19 pandemic there are no contact hours held in presence. The counselling will be held via E-mail, phone or video call.

Making an appointment with authorities, professors, coordinators etc.

If you want to make an appointment, there are a few rules or general guidelines you should follow. In Germany, respect and politeness are highly valued and regarded as mandatory when approaching a person to make an appointment or asking for information.

In written intercourse, you should always use polite greetings and ending, especially if you do not know the person before writing him/her. For example, in English you could use “Dear Mr./Mrs.” or “Dear Sir or Madam” And “Yours sincerely” and in German “Sehr geehrte/r Herr/Frau” or “Sehr geehrte Damen und Herren” and “Mit freundlichen Grüßen”. Also use the academic titles of a person if they bear any.

If you need to see a doctor, it is always the best to call before your visit to ask for an appointment or to let the doctor’s office know beforehand that you need to see him/her. Check the opening hours beforehand, so you do not miss them.

If you want to speak to a professor, study coordinator or other staff from the university, check out their office hours, mail address and phone number as well. You can find all contact details of the staff of the university on the [website](#).

4) Exams

Registration for exams

You need to register online for any exams that you want to take at the end of the semester. Remember that you can only do this during a fixed two-week period; you can check the dates for the current semester on page 3 of this guide. Registrations after this period will not be accepted.

How to register:

- Go to: <https://gis.fh-stralsund.de/qisserver/rds?state=user&type=0>
- Log in with your name and password (on the matriculation certificate)
- Select “Prüfungsverwaltung”
- Select “Prüfungsanmeldung/abmeldung”
- Tick “Ich akzeptiere”
- Press “Weiter”
- Click on the folder and sign in

If you cannot find your exam online or if there is a technical problem, please write an E-mail to the student support centre for your course (have a look at page 14). This E-mail should say:

“Hiermit melde ich mich verbindlich für folgende Prüfungen an:“

1. Exam title, course title, name of the Professor
2. Exam title, course title, name of the Professor
3. ...

Your name, matriculation number, date and signature

Note:

- You need to register for each individual exam!

Withdrawal from exams

If you decide not to take an exam that you already signed up for, you can withdraw from it until a fixed deadline. You can find the deadline in the academic calendar on page 3 of this guide.

The procedure is similar to the registration process:

Select “Angemeldete Prüfungen” (exams registered for) and then “Abmelden” (withdraw).

Finding your results

- Log in on the website with your login name and password:
<https://gis.fh-stralsund.de/qisserver/rds?state=user&type=0>
- Select “Prüfungsverwaltung”, then “Notenspiegel”, then “info” button next to the folder

5) Re-registration and Exmatriculation

Re-registration

If you are staying at HOST for more than one semester, you need to re-register. You can do this simply by paying the administration fee for the next semester and submit a valid residence permit (or Fiktionsbescheinigung) to the responsible study office within the re-registration period. You can check this time frame in the academic calendar on page 3 of this guide. At the beginning of the re-registration period, you will receive an E-mail with the bank details and information on the current administration fee.

Please note: During the re-registration period at the latest, a valid residence permit (or a so-called Fiktionsbescheinigung) for the upcoming semester must be available. Otherwise, you will not be re-registered. The residence permit or the Fiktionsbescheinigung has to be submitted in time and on your own responsibility to the responsible study office (s. page 15).

Exmatriculation: De-Registration from the University

All good things must come to an end, so the final step of your stay in Stralsund is the exmatriculation from the university. The exmatriculation form is available in the waiting area in House 1 or on the official homepage of the university:

<https://www.hochschule-stralsund.de/en/studying-and-teaching/my-studies/formulare-und-antraege/>

You have to fill out the front page, sign it and hand it in at the International Office (House 1 Room 128).

Note: All students need to exmatriculate before they leave. *Exchange students also need to fill and sign the Consent of Release form.* If you do not do so, you will not receive your transcript of records and confirmation of stay.

6) Campus map



House 1: Administration, teaching staff; e.g. International Office, Student Support Centre...

House 2: Library

House 3 (Audimax)/cafeteria/refectory, canteen (Mensa)

House 4: School of Electrical Engineering and Computer Science, language centre

House 5: Lecture halls 1 and 2

House 6: Gym (sports hall)

House 7: Laboratory, garage

House 8: Student club

House 9: Planetarium

House 10: Wind turbine

House 12: Students' representation AStA, Students parliament,

House 17: Guesthouse

House 18: Baltic Racing Team

House 19: School of Mechanical Engineering

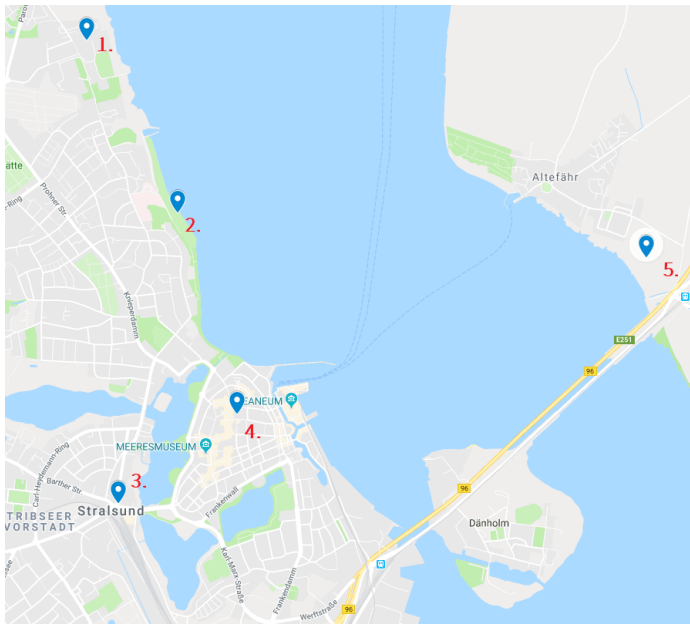
House 20: Laboratories for the School of Mechanical Engineering

House 21: School of Business Studies

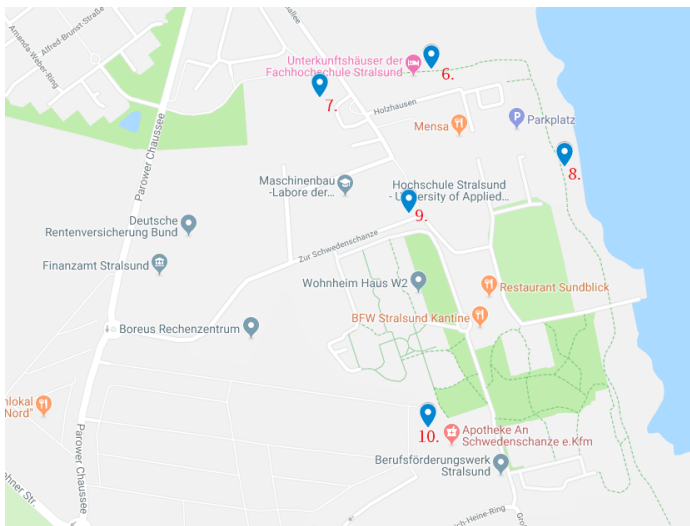
House 22: Electrolysis station

House 23: Kitchen

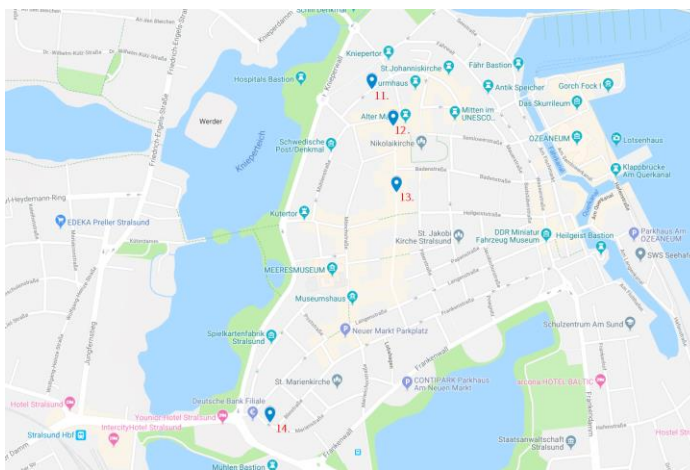
7) Orientation in Stralsund



1. Hochschule Stralsund
2. Beach
3. Train Station
4. Historic City Centre
5. Island of Rügen



6. Holzhausen (Student Accommodation)
7. Guest House
8. Promenade (path at the seaside)
9. Bus stop line 1
10. "Ärztehaus", doctors, pharmacy



11. Residents' registration office
12. Tourist Information
13. Shopping Street
14. Immigration office