

# INCOMING GUIDE – SUMMER SEMESTER 2022



<b>WELCOME TO HOCHSCHULE STRALSUND – UNIVERSITY OF APPLIED SCIENCES!</b> .....	<b>3</b>
ACADEMIC CALENDAR.....	3
<b>1) GETTING STARTED</b> .....	<b>4</b>
CURRENT REGULATIONS REGARDING THE COVID-19 PANDEMIC IN GERMANY .....	4
ENROLLMENT .....	4
HOST CARD .....	5
MATRICULATION CERTIFICATE.....	5
LEARNING AGREEMENT (ONLY FOR EXCHANGE STUDENTS) .....	5
REGISTRATION IN STRALSUND.....	5
YOUR RESIDENCE PERMIT .....	6
HEALTH INSURANCE.....	6
LIABILITY INSURANCE .....	7
OPENING A BANK ACCOUNT .....	7
CHECKLIST FOR EU-STUDENTS AFTER ARRIVAL.....	8
CHECKLIST FOR NON-EU STUDENTS AFTER ARRIVAL .....	9
<b>2) SUPPORT FOR INTERNATIONAL STUDENTS</b> .....	<b>11</b>
THE INTERNATIONAL OFFICE .....	11
BUDDY PROGRAMME.....	11
INTERNATIONAL EVENT POINT (IEP) .....	12
INTERNATIONAL AFFAIRS IN THE SCHOOLS.....	12
<b>3) SERVICES AND FACILITIES ON CAMPUS</b> .....	<b>13</b>
STUDENT SUPPORT CENTER .....	13
STUDENT ACCOMMODATION.....	14
CANTEEN (MENSA)/ CAFETERIA.....	14
LIBRARY .....	14
INTERNET/ COMPUTER LABS .....	14
TRANSPONDERS: YOUR KEY ON CAMPUS.....	15
SPORTS AND GYM.....	15
PAYMENT OFFICE (ZAHLSTELLE) .....	15
SOCIAL COUNSELLING .....	16
MAKING AN APPOINTMENT WITH AUTHORITIES, PROFESSORS, COORDINATORS ETC. ....	16
JOB MARKET .....	16
<b>4) EXAMS</b> .....	<b>17</b>
REGISTRATION FOR EXAMS.....	17
WITHDRAWAL FROM EXAMS .....	17
FINDING YOUR RESULTS.....	17
<b>5) RE-REGISTRATION AND EXMATRICULATION</b> .....	<b>18</b>
RE-REGISTRATION .....	18
EXMATRICULATION: DE-REGISTRATION FROM THE UNIVERSITY .....	18
<b>6) CAMPUS MAP</b> .....	<b>19</b>
<b>7) ORIENTATION IN STRALSUND</b> .....	<b>20</b>

# 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

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### Summer semester 2022

Semester duration:	01.03.2022 - 31.08.2022
International Welcome Week:	07.03.2022 – 11.03.2022
Lecture period:	14.03.2022 – 01.07.2022
Holidays (including public holidays):	14.04.2022 – 19.04.2022 26.05.2022 – 27.05.2022 06.06.2022 – 7.06.2022
Publication of exam dates:	20.05.2022
Registration period for exams:	18.04.2022 – 01.05.2022 02.05.2022 – 06.05.2022 (with fee)
Exam schedule publication:	10.06.2022
Withdrawal from exam registration:	until one day before the exam
Exam period:	04.07.2022– 29.07.2022
Re-enrollment for the next semester:	01.07.2022 – 05.08.2022

# 1) Getting Started

## Current regulations regarding the Covid-19 pandemic in Germany

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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
- 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](mailto: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](mailto:FD33@lk-vr.de)

## Enrollment

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Before starting your studies, you need to enroll at Stralsund University of Applied Sciences. All international students have to come for personal enrollment to the university and bring along all required documents, which are listed in your letter of admission/acceptance. Due to the current situation it is necessary to coordinate the personal enrollment dates. Therefore, please take part in the [survey](#) and let us know when you will arrive for your personal enrollment.

### 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.

Recipient: Hochschule Stralsund

Bank: Sparkasse Vorpommern

IBAN: DE16 1505 0500 0112 2350 93

BIC: NOLADE21GRW

Reference: *According to your letter of admission/acceptance*

## HOST Card

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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. 11) around two weeks after your enrollment 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.
- To register for lectures/exams during the pandemic (collect your contact data)

If you're staying more than one semester, don't forget to re-validate your HOST Card. You can find two machines: one in the waiting area in house 1 and one in the Mensa.

## Matriculation certificate

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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)

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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 5 weeks at the university, you can make an appointment with your study programme coordinator to discuss your learning agreement and any changes you may want to make.

## Registration in Stralsund

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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 residents' registration office in the city center 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. 11).

Residents' Registration Office Stralsund  
Schillstraße 5-7, 18439 Stralsund  
Phone: +49 (0)3831-253 780

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.

## Your Residence Permit

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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 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 115

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 (see p. 13).

## Health insurance

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All students require health insurance.

For enrollment, a German statutory health insurance provide like TK, BARMER, DAK or AOK must have digitally transmitted the insurance status of each study applicant. This is done upon request of the applicants.



If you are insured with a German statutory health insurance company at the beginning of your studies, please contact your statutory health insurance company, quoting our dispatch number H0000327, and they will digitally report the insurance status to us.

or

If you are insured with a private health insurance company or have an European Health Insurance Card (EHIC, EU students only) at the beginning of your studies, please contact any German statutory health insurance company mentioned above, quoting our dispatch number H0000327, which will digitally confirm the existence of private insurance.

**No enrollment will take place without proof of health insurance.**

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: <https://www.vela.insure/en/products/health-insurance/>

## **Liability insurance**

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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**

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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 Identity card or passport
- Wohnungsgeberbestätigung (confirmation of landlord)

## 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 appointments to hand in your documents in March and April  Matriculation certificate and HOST card can be picked up in the Incoming Office later (house 1, room 128)	<ul style="list-style-type: none"> <li>- Proof that you paid the semester fee (statement of bank account or print)</li> <li>- Identity card or passport</li> <li>- ID-picture (for student card)</li> <li>- Proof of health insurance digitally transmitted by a German statutory health insurance company to HOST</li> </ul>	
3.	Rental contract Holzhausen (HH): Ms. Redmann (house 1, room 110)	Holzhausen: <ul style="list-style-type: none"> <li>- Your IBAN and BIC (if not known, please check online!)</li> <li>- Your deposit (cash, or if paid in advance -proof of that!)</li> </ul>	
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"> <li>- Identity card or passport</li> <li>- Letter of acceptance/enrollment</li> <li>- Wohnungsgeberbestätigung (confirmation of landlord)</li> <li>- Bank account information</li> </ul>	
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 appointments to hand in your documents in March and April  Matriculation certificate and HOST card can be picked up in the Incoming Office later (house 1, room 128)	- Proof that you paid the semester fee (statement of bank account or print) - Passport including visa - ID-picture (for student card) - Proof of health insurance digitally transmitted by a German statutory health insurance company to HOST - Language certificate (if required) - if you already had studied in Germany: ex-matriculation certificate	
3.	Opening a bank account	- Identity card or passport - Letter of acceptance/enrollment - Wohnungsgeberbestätigung (confirmation of landlord)	
4.	Rental contract Holzhausen (HH): Ms. Redmann (House 1, room 110)	Holzhausen: - Your IBAN and BIC (if not known, please check online!) - Your deposit (in cash or if paid in advance - proof of that!)	
5.	Health insurance 1. Health insurance from your home country which must be valid and recognized in Germany by a German statutory health insurance company  2. German health insurance We recommend taking out public health insurance like TK, BARMER, DAK or AOK	For 1. - dispatch number H0000327 for any German statutory health insurance company  For 2. - Passport - Wohnungsgeberbestätigung - Confirmation of your student status - Bank account information	

		- dispatch number H0000327	
<b>6.</b>	Only exchange students: Learning agreement signed by you, your department's ECTS coordinator and the institutional ECTS coordinator		
<b>7.</b>	Registration at the resident's 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.	- Identity card or passport - Letter of acceptance/enrollment - Wohnungsgeberbestätigung - Bank account information	
	<b>8.</b> Registration at the immigration office Marienstraße 1, Stralsund Opening hours: Tue.: 09.00 a.m.-12.00 a.m. 01.30 p.m.-06.00 p.m. Thu.: 09.00 a.m.-12.00 a.m. 01.30 p.m.-04.00 p.m.	- 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

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#### 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](mailto:incoming@hochschule-stralsund.de)

#### 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.

Victoria Sallmann

E-mail: [International.Students@hochschule-stralsund.de](mailto: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](mailto:outgoing@hochschule-stralsund.de)

### Buddy Programme

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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)

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The International Event Point aims to bring together German and international students and to improve the internationalization 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](mailto:event.point@hochschule-stralsund.de)  
<https://www.instagram.com/internationaleventpoint/>

## International Affairs in the Schools

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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.

Volker Rundshagen

House 1, room 130

Phone: +49 3831 45 6527

E-mail:

[Volker.Rundshagen@hochschule-stralsund.de](mailto:Volker.Rundshagen@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](mailto:michael.bierhoff@hochschule-stralsund.de)

### School of Mechanical

Engineering:

Prof. Dr.-Ing.

Matthias Ahlhaus

House 19, room 334

Phone: +49 3831 45 6797

E-mail:

[Matthias.Ahlhaus@hochschule-stralsund.de](mailto:Matthias.Ahlhaus@hochschule-stralsund.de)

### 3) Services and Facilities on Campus

#### Student Support Center

The student support center 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.

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

## Student Accommodation

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### 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](mailto:Wohnenhst@studentenwerk-greifswald.de)

### Holzhausen-Tutor

Isabell Meile (from 14 March 2022)

### Janitor

Ralf Klüber

House 1, room 109

E-mail: [Klueber@studentenwerk-greifswald.de](mailto:Klueber@studentenwerk-greifswald.de)

## Canteen (Mensa)/ Cafeteria

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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)

**Note :** The cafeteria is currently closed due to Corona.

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

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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 and semester break)

**Note:** Currently closed due to Corona.

## Internet/ Computer Labs

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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](mailto: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**

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With a transponder, you can access your department house 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**

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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 (deviations possible due to corona)

Viktor Jordanov

Office at the sports hall

Phone: +49 3831 45 67 25

E-mail: [Viktor.Jordanov@hochschule-stralsund.de](mailto:Viktor.Jordanov@hochschule-stralsund.de)

## **Payment office (Zahlstelle)**

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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 (e.g. after quarantine), pay a security deposit for your room or transponder, etc.

Payment office/Zahlstelle, House 1, room 231

## Social Counselling

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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](mailto:sb-hst@stw-greifswald.de)

## Making an appointment with authorities, professors, coordinators etc.

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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](#).

## Job market

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HOST supports students to look for jobs, scholarships and topics for theses. Therefore, there is an own Job Fair on our website that is constantly updated. You can find the Job Market here:

<https://www.hochschule-stralsund.de/studium-und-lehre/services/jobboersen/>

Several companies in and around Stralsund offer also various jobs for students, especially in the peak season in summer. Either in the gastronomy sector (cafés and restaurants like Café 66, Café SüdWest, Café Mandani, Kornhus, Salsarico, kaffeebar, Burger King etc.), retail and service sector (like CineStar, New Yorker, McPaper, Ozeanuem, etc.) or for events, there is a high chance that you will find something that suits you. Just be attentive and look on the internet or when you walk around in the city center – sometimes it’s the easiest if you directly ask for a job.

## 4) Exams

### Registration for exams

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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. On this [website](#) you can find all information on your registered (and upcoming) exams, deadlines, your results, your certificate(s) of study and your payments.

#### How to register:

- Go to: <https://qis.hochschule-stralsund.de/qisserver/rds?state=user&type=0>
- Log in with your name and password (on the matriculation certificate)
- Select “Prüfungverwaltung”
- 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 center for your course (have a look at page 13). 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

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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

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- Log in on the website with your login name and password:
- <https://qis.hochschule-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

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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 (see p. 13).

### Exmatriculation: De-Registration from the University

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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/studium-und-lehre/mein-studium/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.

### Leave of Absence

There may be many reasons for you to be in need of a timeout (such as a long illness, family issues, a scholarship etc.). Therefore, there is the possibility to request a semester off. During your studies at HOST, you can have up to four semesters off, but only two successively. During your first semester, the leave of absence however is not possible.

During your semester off you still keep your enrollment at HOST, there is no need to apply again after the semester off. In case you want to take exams during this semester off, there are special guidelines and you need a specific approval from the administration.

Each semester off counts as a regular study semester but won't be recognized in terms of deadlines for exams.

## 6) Campus map



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

House 2: Library

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

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

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

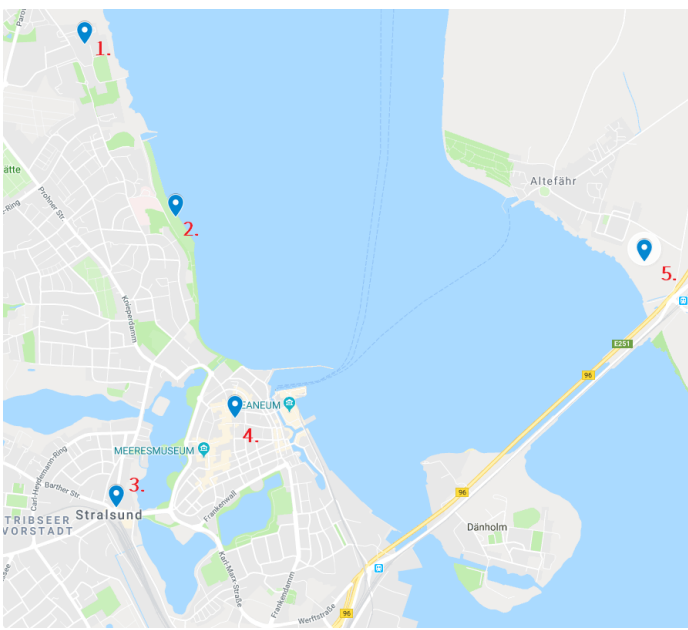
House 21: School of Business Studies

House 22: Electrolysis station

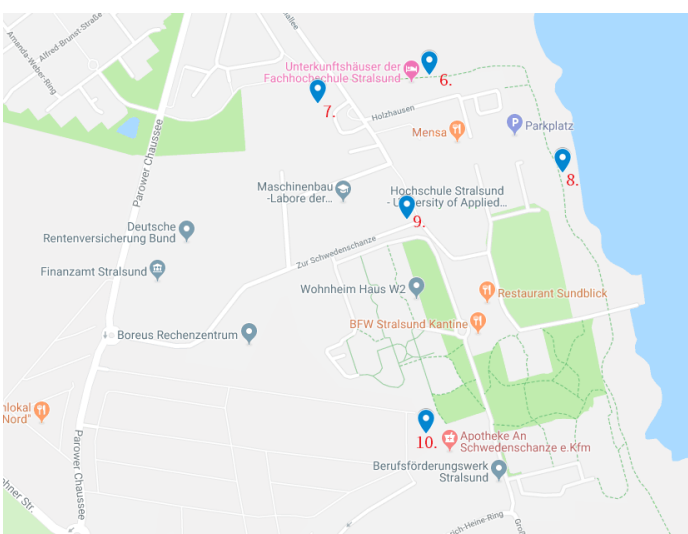
House 23: Kitchen

## 7) Orientation in Stralsund

In 1234, Stralsund received the municipal law and hence can be called a “town”. 22 years later, the wall around the town was built and some parts of it still remain but is used by different restaurants. Stralsund is located in the very North-East of Germany and due to its easy access to the Baltic Sea and the island of Rügen, it used to be the base for the traffic of maritime trade and also called “the gate towards Rügen”. In 1239, Stralsund found the Hanseatic league of towns together with the cities of Lübeck, Wismar, Rostock and Greifswald. After the Second World War, where more than 8,000 apartments were destroyed and about 50 cultural-historical heritage buildings were bombed to pieces, the town was rebuilt. Since 2002, the historic centers of Stralsund and Wismar became UNESCO world heritage.

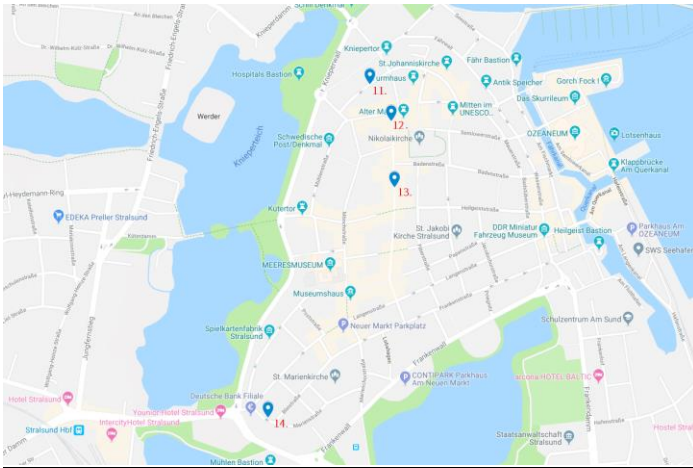


1. Hochschule Stralsund
2. Beach
3. Train Station
4. Historic City Center
5. Island of Rügen



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





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

## Cinema

CineStar Stralsund

Frankenstraße 7 • 18439 Stralsund

Mon., Wed.: Student discount: 6,90€

[www.cinestar.de/kino-stralsund](http://www.cinestar.de/kino-stralsund)

## AStA-Students cinema HOST

in front of the Mensa • 18435 Stralsund

appr. every other week

costs: 3,00€ (can change from semester to semester)

[www.unifilm.de/studentenkinos/stralsund/blockbasta\\_studenten kino](http://www.unifilm.de/studentenkinos/stralsund/blockbasta_studenten kino)

## Theatre

Theatre Vorpommern

Olof-Palme-Platz 6 • 18439 Stralsund

students discount (depending on event & seat): from 8 €

[www.theater-vorpommern.de](http://www.theater-vorpommern.de)

## Museums:

**MEERESMUSEUM** (reopening 2023)

Katharinenberg 14 - 20 • 18439 Stralsund

student discount: 8 €

[www.meeresmuseum.de](http://www.meeresmuseum.de)

**OZEANEUM** Stralsund

Hafenstraße 11 • 18439 Stralsund

student discount: 12 €

[www.ozeaneum.de](http://www.ozeaneum.de)

combined ticket Meeresmuseum and Ozeaneum: 17 €

### **Nautineum**

Zum Kleinen Dänholm • 18439 Stralsund

Free entrance! (open May-October)

[www.meeresmuseum.de/nautineum](http://www.meeresmuseum.de/nautineum)

### **Stralsund Museum**

Mönchstraße 25 - 27 • 18439 Stralsund

student discount: from 3 €

[www.stralsundtourismus.de](http://www.stralsundtourismus.de)

### **Gorch Fock I**

An der Fährbrücke • 18439 Stralsund

Ship museum

student discount (till 27 years): 2,50 €

[www.gorchfock1.de](http://www.gorchfock1.de)