

Handbook for Exchange Students



Welcome to RheinAhrCampus

We look forward to having you here on campus and hope that you will spend an exciting semester and an adventurous time in Germany. In this brochure, we have collected information we think might be helpful to make your stay in Remagen as enjoyable and as successful as possible.

All our exchange students agree that coming to Germany, and to RheinAhrCampus in particular, has been an excellent choice, and a very fun and positive learning experience. We sincerely hope that you will have a wonderful time here too!

How to use the Handbook

This handbook was put together by the team at Languages / International Affairs. The handbook is designed to provide information before you arrive and accompany you throughout the different stages of your stay at RheinAhrCampus.

It may seem like a lot of information at first, but do not worry, everything will become clear in the end. The team at Languages / International Affairs will guide you along and answer any questions you might have.



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Incomings support

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Useful and important information can also be found at:

<http://www.hs-koblenz.de/rac/international-programs/>

Handbook for Exchange Students

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Introduction

RHEINAHRCAMPUS

The RheinAhrCampus of the Koblenz University of Applied Sciences (often abbreviated "RAC") was founded in 1998 and has nearly 3000 students in two faculties, Business & Social Studies and Mathematics & Technology. The name "RheinAhrCampus" derives from its proximity to the river Rhein and the river Ahr.

More information on the campus and the services provided will be given later in this handbook and can also be found on our website:

<http://www.hs-koblenz.de/rac/international-programs/international-students/>

SEMESTER DATES

Fall/Winter Semester: from middle of September to end of February

Spring/Summer Semester: from middle of March to end of August

APPLICATION

Unlike degree-seeking students, **exchange or visiting students do not need to submit a full application**. A nomination by your university (our partner university) or faculty is all that is required. **Initial registration is via our RheinAhrCampus Application Form**, which will be given to you by your home coordinator or International Office. You will be sent a letter of confirmation that you have been accepted here at RheinAhrCampus. Before your arrival, you will need to enrol with the Student Services Office to receive your student card.

TEAM SPRACHEN/INTERNATIONALES (LANGUAGES / INTERNATIONAL AFFAIRS)

The Team of Languages / International Affairs at RheinAhrCampus will help you with all the practical things before your arrival as well as during your stay. They are your first point of contact and will deal with all your questions and concerns. They will also help with administrative matters.

Head of "Sprachen/Internationales" is Dr. Laurent Borgmann. Your main contact person is [Selsela Arya](#), Room A014, Tel: +49 2642-932 458/ Fax: +49 2642-932 256. E-mail: arya@rheinahrcampus.de

STUDENT MENTOR SYSTEM (STUDY BUDDY SYSTEM)

The International Team will assign a **student mentor to each exchange student coming to Remagen**. The mentor is a senior student who will act as a contact person for you.

The mentor will help you settle in when you arrive in Remagen and will help you integrate quickly.

You will be given the e-mail address of your student mentor before you arrive, so that the two of you can get in touch. This will also make it easier for you to meet new students and understand your new environment.

Don't hesitate to ask your mentor any questions regarding your life here. Your mentor will always be willing to help you.





To Start You Off

A few things you need to think about before coming to Germany:

VISA

Please check whether you need to apply for a visa before coming to Germany:

<https://www.auswaertiges-amt.de/en/visa-service>

<https://www.auswaertiges-amt.de/en/visa-service/-/231148>

Students who are staying in Germany long term require a student visa. Therefore, you must apply as early as possible with the German Embassy in your respective cities. It can take several months before you can have an appointment date, so do not wait until the last minute to get your visa!

NATIONALS OF EUROPEAN UNION COUNTRIES

If you are a **citizen of the European Union** and you wish to study or do paid practical training in Germany, **you may not need a visa or work permit** in accordance with European Union regulations. You will, however, need a **valid passport or National ID** in order to register with the local authority (Buergerbuero Stadt Remagen in the Rathaus).

OTHER NATIONALS

All other nationals **need a student visa** (Studentenvisum) **BEFORE** entering Germany.

The application will then be forwarded by the relevant embassy to the local Foreign Nationals Authority in Germany for a decision. Soon after entry you need to **register with the local authority** (Buergerbuero Stadt Remagen) **as well as the Foreign Nationals Office** (in Ahrweiler, a city close to Remagen) which is responsible for issuing your **Residence Permit**. The Team at Languages / International Affairs will help you with this.

IMPORTANT

Your visa **can only be issued to you in your own country**. It cannot be forwarded to Germany and it cannot be issued in Germany after arrival. However, in case you decide to extend your stay in Germany for another semester (after you have completed the first semester), usually you can extend your Visa in Ahrweiler, Germany.

TRAVEL AND HEALTH INSURANCE

All students of the university must be insured by a **German statutory health insurance company**.

Citizens of the European Union should bring their European Health Insurance Card (EHIC). The EHIC covers many of the medical treatment necessary during your stay in Germany free of charge or with a reduced cost, because of illness or an accident. The card gives you access to state-provided medical treatment.

Non-EU nationals can buy travel insurance in their home country, **provided it covers at least as much as the German statutory health insurance**. As the German statutory health insurance tends to be extensive, we advise **non-EU nationals to apply for German statutory health insurance** for your stay here. To know if your at-home health insurance is acceptable in Germany, please send a copy to Languages / International Affairs for review.

ACCOMMODATION



The team at Languages / International Affairs **will help you find a place to live**. The dormitory ("Wohnheim") is next to the campus. It provides single rooms with a shower, toilet and kitchenette plus internet connection for 325 Euros per month (all-inclusive) You will also have to pay 18.36 Euros which is a cost for TV and Radio. You will also have access to a common room with a kitchen and on-site laundry facilities. Please note that the rental periods normally run from September to February for the winter semester and from March to August for the summer semester. A deposit of 800 Euros and a non-refundable cleaning fee of 86 euros plus the rent of the first month must be paid with the first rent **before you arrive**. The deposit will be returned if there are no damages to the room. Also, there is another new, modern dormitory near the RheinAhrCampus. It provides single room in a shared 2-room apartment

with a shared shower, toilet and normal kitchen plus internet connection for 355 Euros per month (all-inclusive).

We normally try to find students who would like to sublet their rooms, either shared student flats or rooms in the Wohnheim, during their internship or exchange semester. **The team at Languages / International Affairs will help you with the application procedure.** We recommend to students to live in shared apartments for the following reasons:

- **The deposits and rent costs are more flexible than the dorm.** In addition, costs are usually cheaper.
- **You have a better chance to integrate with the local students.** This also means knowing how life in Germany is and creating a deeper experience during your exchange.
- **Sharing the cost of TV and Radio.** This fee can be divided among you and your flat mates, and therefore saving you some money.

CONTRIBUTION TO GERMAN PUBLIC RADIO AND TELEVISION

Under a law about the financing of public radio and television, every household in Germany has to pay a **monthly contribution of 18.36 Euros**. This applies **whether you actually have a radio or television set in your apartment or not**, because these services are considered accessible via personal devices like phones and computers.

Each apartment in the Wohnheim is considered a household and so **every student in the Wohnheim has to pay her/his contribution**. If you share a flat with other students, only one payment per household has to be made, regardless of the number of people sharing the flat.



Before Arrival

CHECKLIST

- **Accept your exchange.** Send the completed Application Form, Learning Agreement and latest transcript via email to Languages / International Affairs.
- **Check with the German Embassy whether you require a student visa** (and apply).
- **Start the application process as early as possible.** It may take several months before your visa is issued.
- **Arrange travel and health insurance.** This may be needed for your visa application.
- **Check the official arrival dates** <https://www.hs-koblenz.de/rac/international-programs/international-students/exchange-students/semester-dates> Promptly inform Languages / International Affairs when you will be arriving (date, flight number, train times), so you can have full support from your buddy and Languages / International Affairs team.
- **Order any medicines** that you will need for the first few weeks in Germany.
- **Make sure you have enough money available to cover your first month in Germany** (the first few weeks tend to be the most expensive). If you have a blocked bank account with a German bank for visa purposes, you need to register at the Remagen town hall before you can unblock the account. As this process may take some time, make sure you have enough money with you or other ways of accessing money. It can be useful to bring a low transfer fee travelling card, and/or enough cash to last you this time. Keep in mind that the first month will have extra costs related to settling in. This often means expenditure of around 800 - 1.000 € in the first month, excluding rent.
- **Check whether you will be able to use your credit card in ATMs in Germany.** Memorize your PIN number, tell your bank you will be abroad, register for a credit card.
- **Plan your journey from the airport to the accommodation / campus.**

- **Pack a variety of clothes.** Your stay in Germany will cover multiple months, and the temperatures will vary greatly from when you arrive until when you leave. It may still be cold in March and temperatures can reach zero as early as October, or as late as April, so it is worth bringing clothes that will keep you warm during the colder months. Temperatures in summer can also approach 30 degrees, though this is infrequent, and only occurs in extreme circumstances. German weather also can change throughout the day, so it is worth bringing clothes that allow you to add or remove layers throughout the day as temperatures change.

For a summer semester, it is recommended that you bring clothes which can be changed in layers, as the German weather can vary greatly throughout the course of a day. In the winter semester it is recommended that you pack clothes which will keep you warm. Remagen can also be especially windy, so be sure to pack clothes which can protect you from such conditions. In either semester, it is worth bringing comfortable clothes to wear in your down time, as well as stuff to wear for sports and/or hiking.

WHAT TO BRING

You may need bedding and linen (duvet, pillow), towels, cutlery, pots, pan, and tea towels, as **they are not normally supplied by the student residences**. Do not forget an international travel adapter plug (220V). You may also want to bring a hair dryer, travel kettle, travel iron, some comfortable shoes/slippers, dressing gown, alarm clock, posters, photographs of family and friends, books. However, we encourage students to bring only the necessary equipment, and the other can be bought here in Germany with little prices at low-cost or second-hand shops.

Please think about which season of the year you will be staying here and bring along **appropriate clothing**. Student dress at RheinAhrCampus is informal and not too casual. Bring sensible walking shoes and other sports equipment you might want to use (running shoes, swimsuit etc.).

Another option, especially if you arrive from overseas, **is to buy these things here**. There are many clothing stores and low-cost department stores in the surrounding area of Remagen (Bonn, Koblenz, Cologne, etc). Bedding can be purchased from Kik in Remagen for around 10–20€, and towels for 10€. Cutlery and dishes can be purchased second hand from LISA, with all the tableware you need for a semester available for less than five euros total.

IMPORTANT

If you bring your laptop, **it could be worth bringing an ethernet cable**, as the student residences internet connection will initially be via cable when you arrive. You will also need a modem if you live in the dormitories, which can be purchased for 20€ online or from stores such as MediaMarkt in Bonn.

Electrical appliances in Germany operate on a 220-volt current, which means that appliances designed for 100 volts will burn out. Unless your device is already suited for 220 volts, you will need to bring an adapter. German wall sockets are also designed for two round-prong plugs as opposed to the flat-prong type customary in some countries, which would also require an adapter. You can order cable adapters online or look at local electronic or department stores.

MOBILE PHONES

Check with your mobile phone provider **to find out if your mobile phone will work in Germany and if you are able to use a German SIM-card**. It is easiest if you buy a new pre-paid SIM card here in Germany rather than enter into a contract with a German provider.

GERMAN BANK ACCOUNT

Some of you might want to open a bank account in Germany. **Student bank accounts are free**. To apply, please get in touch with Selsela Arya to discuss the details before your arrival to Germany. For EU citizens, check with your local bank if you can withdraw from ATMS in Germany for free. In some cases, it is not necessary to open a German bank account if you have access to your money for no fees or at a low cost. **Remember:** If you open a bank account in Germany, you **need to close it before you leave**, and the account should not be in negative balance!



How to Get Here

Please discuss your travel plans with Languages / International Affairs in advance because they might know the best connections.

Please send your student mentor the information regarding your arrival time to RheinAhrCampus, as well as flight and train information.

ON A PLANE

FRANKFURT INTERNATIONAL AIRPORT (FRA)

At Frankfurt International Airport (www.frankfurt-airport.de), the train station (Fernbahnhof) is situated right in the airport building. Trains to Koblenz depart regularly and from there it is easy to take the local train to Remagen. You can also take a train from Frankfurt to Cologne and from Cologne to Remagen. The latter option is slightly faster; however, it is much more expensive.

COLOGNE/BONN (COLOGNE/BONN) AIRPORT (CGN)

If you arrive at Cologne/Bonn airport, take the SB60 bus to "Bonn Hauptbahnhof" (main train station) in Bonn and from there you can take the local train RB26 or RE5 to Remagen (destination Koblenz). It is also possible to take a train RB27 or subway S19. (the price for a single journey is approximately 3 Euros) from the Cologne/Bonn airport to Cologne Hbf (Central Station) and from Cologne Hbf to Remagen Hbf with the RB26 or RE5 trains. The airport website can be found at www.airport-cgn.de.

DUSSELDORF AIRPORT (DUS)

If you arrive at Dusseldorf International Airport, you can catch a direct local train (Regionalexpress RE5) that takes you to Remagen (destination Koblenz). The official website is www.duesseldorf-international.de

FRANKFURT-HAHN AIRPORT (HHN)

This is a small airport about 130 km away from Remagen, just West of Frankfurt. There is a bus service to Koblenz main train station (KVG Zickenheiner 615 bus), from Frankfurt-Hahn Airport, which takes about 90 minutes and costs about EUR 14 one-way. You can take the local train to Remagen from Koblenz Hauptbahnhof (Hbf).

BY TRAIN

There are frequent train connections to Remagen from Koblenz Central Station, Cologne Central Station and Bonn Central Station, as well as the less frequent train from Dusseldorf Hbf.

From the South:

RB26 from Koblenz to Cologne via Remagen

RE5 from Koblenz to Wesel via Remagen

From the North:

RB26 from Cologne or Bonn to Koblenz/Mainz via Remagen

RE5 from Dusseldorf, Cologne and Bonn to Koblenz via Remagen

RB30 from Bonn to Ahrbrück via Remagen

To see train connections to Remagen, please go to: www.bahn.de or use the mobile app Deutsche Bahn. These websites are originally in German, but it is possible to change the language to English.

Once you have arrived at Remagen train station, it is only about a 20-minute walk to the campus. There are also buses (approximately EUR 2.1) and taxis (approximately EUR 12) available at the railway station.

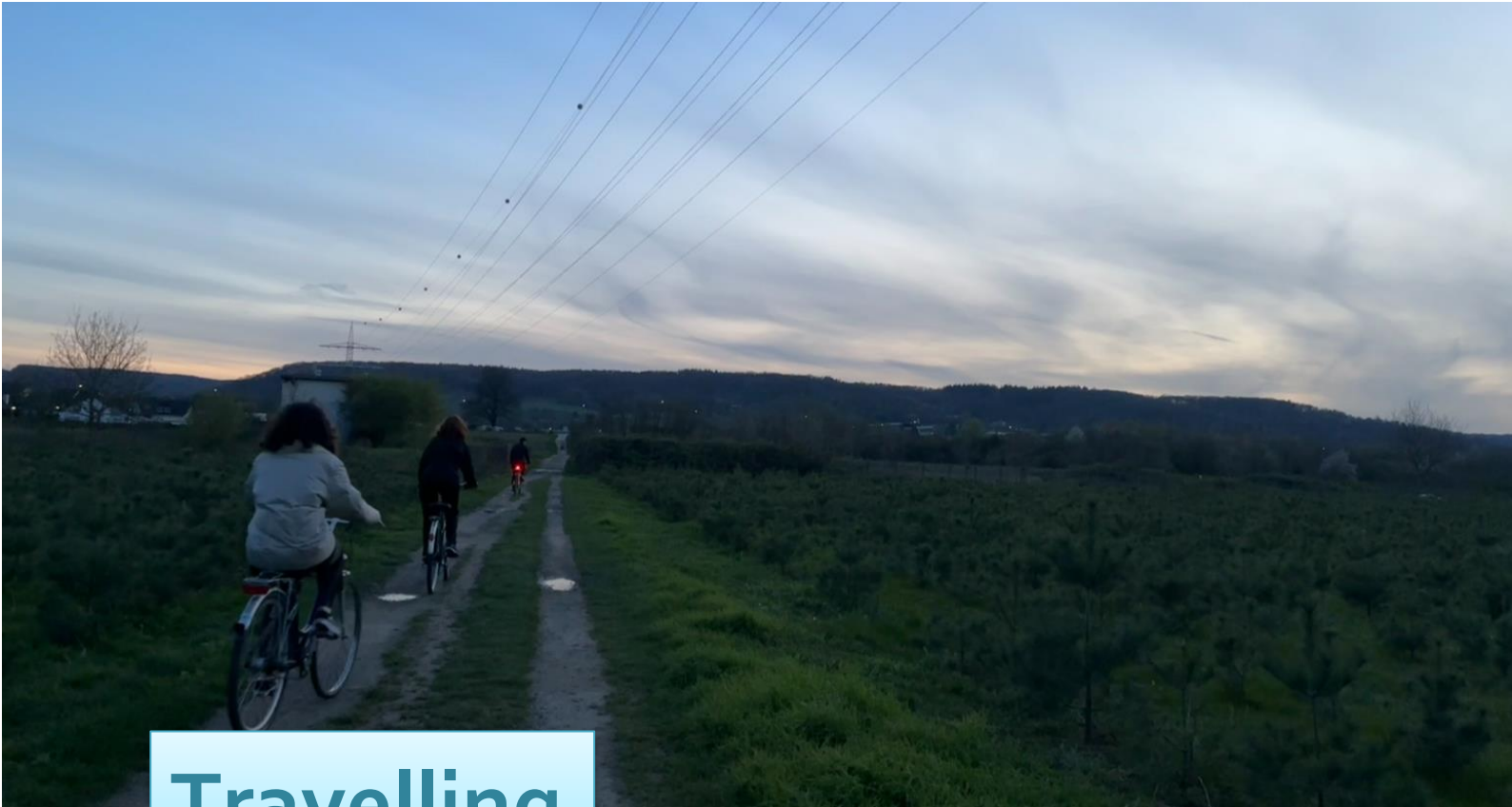
IMPORTANT INFORMATION:

Download DB Navigator app in <https://www.bahn.de/service/mobile/db-navigator>. This app will help you find the timetables of the busses and trains, as well as booking the tickets. You will also use this app regularly throughout your semester, so it is important that you learn to use its features early on. It will also help you stay informed during train delays.

Try your best to arrive on weekdays during office hours (between 10 a.m. and 6 p.m.) since Languages / International Affairs at RheinAhrCampus will provide you with your house keys,

touring around the campus and explaining simple things that you may need the first days of your exchange. You will also be provided with information about supermarkets, mobile phone providers, etc.

In addition, in Germany, **supermarkets are closed on Sundays** and the opening hours on Saturdays are usually earlier than during the week. The average time of closing in Remagen is 8 p.m. or 9 p.m.



Travelling

BICYCLES

Cycling in Germany. Cycling is common and we recommend you have a bike. The team of Languages / International Affairs offers a set of bikes available for renting. In addition, the market of second-hand bikes is quite active in applications like [Ebay](#). There is also a local bike repair shop that sometimes has bikes for sale.

PUBLIC TRANSPORT

DEUTCHEBAHN (DB) APP

There are many busses around Remagen and the rest of Germany. In Remagen, the busses 851 and 852 come twice each hour, and can take you from the train station to campus or the inverse in 5–8 minutes. It is worth checking the DB app for info regarding their schedule as service becomes less frequent after 7pm, and even stops later in the evening. All public bus travel in Germany is included in the D-Ticket.

LOCAL RAIL/D-TICKET

The Deutschland ticket (D-ticket) allows you to travel second class on all regional transport throughout all of Germany. This means every train except those with an ICE, IC, or EC designation, ferries across the Rhein, and all bus transport. With this ticket, you would be able to travel to Dusseldorf, Cologne, Bonn, Koblenz, Mainz, or Frankfurt in under three hours by regional trains from Remagen. Please keep aware that this will not cover guest

These trains to Remagen do not operate after midnight (from 1 a.m. until 5 a.m) so we recommend when travelling to plan your travel according to these hours. You may need to take a cab, the last train at night or you will have to wait until the first train in the morning.

Travelling on the train with your bike. You can travel with a bicycle in the southbound rides (to Koblenz) after 9 a.m. - 3 p.m. but not in the northbound rides (to Bonn/Cologne). Riding Northbound with a bike requires a 2.80 Euro "Fahrradticket" before you enter the train.

IC/ICE/EC TRAINS

ICE (intercity express) and IC (intercity) trains follow routes directly to other cities both within and outside of Germany. These trains can take you from Cologne to Berlin, or from Koblenz to Munich in under five hours. These trains can be expensive however, normally costing over 50€ for such trips.

TRANSPORTATION

- **Buses in Remagen.** There are several buses going from the city centre to the campus and vice versa every hour on weekdays. After 7 p.m., the service is less frequent and in fact stops during midnight hours.
- **Trains to Remagen do not operate after midnight** (from 1 a.m. until 5 a.m) so we recommend when travelling to plan your travel according to these hours. You may need to take a cab, the last train at night or you will have to wait until the first train in the morning.
- **Cycling in Germany.** Cycling is common and we recommend you have a bike. The team of Languages / International Affairs offers a set of bikes available for renting. In addition, the market of second-hand bikes is quite active in applications like [Ebay](#). There is also a local bike repair shop that sometimes has bikes for sale.
- **Trams and buses are free.** With your semester ticket, you can travel within the VRM area and Bonn and Cologne by using public transportation. This includes regional trains (RB, RE), buses, trams and subways.
- **Your Semester Ticket does not cover guest travellers with you.** Your friends and family may not use your Semester Ticket unless the travellers are kids under 5 years old.
- **Travelling on the train with your bike.** You can travel with a bicycle in the southbound rides (to Koblenz) after 9 a.m. - 3 p.m. but not in the northbound rides (to Bonn/Cologne). Riding Northbound with a bike requires a 2.80 Euro "Fahrradticket" before you enter the train.



Enrolment

ORIENTATION WEEK

During the week before the actual start of the semester, the team at **Languages / International Affairs** will help you with the enrolment procedure, and provide lots of information about studying at RheinAhrCampus and living in Germany.

ENROLMENT AS A STUDENT

STUDIERENDENSERVICE

Your enrollment as a student takes place at the **Student Services Office** (Studierendenservice). **You will need:**

- Your passport
- Proof of health insurance
- Proof that you have paid your student services fee (One-time-administrative fee = Semesterbeitrag)
- And a soft copy of your photo against a white background (4:3).

You will then be issued your student ID (Studierendenausweis) and your enrolment number (Matrikelnummer). The team at Languages / International Affairs will help you with this.

SEMESTERBEITRAG

This is a general contribution to **student services which is paid by all students**, full-time RheinAhrCampus students and exchange students alike (and is not to be confused with tuition fees).

It entitles you to subsidized meals at the student cafeteria and free use of the university sports facilities. But above all, it gives **you free travel on public transport in the region between Koblenz and Cologne for the whole semester (Semesterticket)**. Your student ID serves as your ticket. You also need your student ID when taking the exams. The Semesterbeitrag is approximately 295 Euros per semester.

For using this service as soon as possible, it is recommended that you **pay the Semesterbeitrag BEFORE coming here** since it will save you a lot of money in terms of transport and eating. Payment can only be made via bank transfer, and Languages / International Affairs will contact you with the details. Payment upon arrival is possible too, but this may mean you have to bear additional transport cost for the first weeks before getting your student card.

SEMESTERTICKET

The student card allows you free travel by regional train, bus or tram in the Remagen region, in Bonn, in Koblenz, and in most parts of Cologne. The card allows free travel to all the areas within the [VRM](#). You can also use the ferry from Remagen to Erpel and from Remagen-Kripp to Linz on the other side of the river Rhine for free.

FURTHER ENROLMENT

If you are staying for two semesters, **you must re-enrol for the following semester** at the end of the current semester (Rueckmeldung). You will be reminded via e-mail by the Student Services Office to pay your Semesterbeitrag.

LOCAL REGISTRATION

All visiting students – including EU students – **have to register with the Remagen Municipal Administration (Buergerbuero)** at the Town Hall. Please bring your passport.

The Languages / International Affairs team will help register all students on a specific day.
You will need to bring:

- Your Acceptance letter
- Passport
- Confirmation from the landlord that you moved in:
https://www.bad-neuenahr-ahrweiler.de/fileadmin/redaktion/stadt/Formulare/Wohnungsgeberbestaetigung_26_10_15.pdf



Studying at RheinAhrCampus

DEGREE PROGRAMS

RheinAhrCampus offers a variety of courses in the following BA degree programs:

- Logistics and E-Business
- Sports Management
- Management, Leadership and Innovation
- Business Mathematics
- Biomathematics
- Techno mathematics
- Medical Engineering
- Sports-Medical Engineering
- Optics and Laser Engineering

You can find **more information about the BA and MA programs of the Faculty of Business & Social Sciences** at <http://www.hs-koblenz.de/rac/fachbereiche/wiso/studienangebot/> and for the **Faculty of Mathematics & Technology** <http://www.hs-koblenz.de/rac/fachbereiche/mut/studienangebot/>

In the websites you will also find the **individual modules, the course descriptions and the ECTS credit points** plus a timetable for each study semester (Vorlesungsplan).

COURSES IN ENGLISH

RheinAhrCampus offers a variety of **courses conducted in the English language**. This gives students whose proficiency in German is not very high at the beginning of their stay the opportunity to study in English and gain ECTS credits. **The list of courses and their corresponding syllabuses are here:** <https://www.hs-koblenz.de/rac/international-programs/international-students/exchange-students/english-programme-certificate>

RAC CERTIFICATE IN INTERNATIONAL BUSINESS AND COMMUNICATION

It is also possible to do a **complete semester in English** and, upon successful completion, obtain our "Certificate in International Business and Communication" at the end of the semester (worth 30 ECTS credit points).

For more information on the certificate program please see <https://www.hs-koblenz.de/rac/international-programs/international-students/exchange-students/english-programme-certificate>

GERMAN LANGUAGE COURSE

RheinAhrCampus offers a **regular German language course every semester once a week**. You will have to do a week-long intensive session in the first week of your arrival to see which level of the German language course is most suitable for you. You will then be divided into a class which best suits your level of German proficiency.

If you want to study German on a **more intensive level**, there are many options for German language courses in the towns that surround RheinAhrCampus. These courses are varied to fit different competency levels (from absolute beginner to advanced), budgets and schedules.

PRE-SEMESTER WORKSHOP: INTERNATIONAL STUDIES I

Before the beginning of the lecture period, **orientation sessions are offered to familiarize students with life in a foreign country** by giving advice about cultural differences in rules, behaviour, customs and life on campus. You will also have an introduction to business in Germany and Europe.

STUDY ORGANIZATION

What makes RheinAhrCampus special is the fact that **active participation by students is part of the learning process in seminars**. Students work in groups, which means it is easy to get to know other students, and do presentations as groups in class. Lecturers also see students as partners in the learning process, so participation in class discussion is heavily encouraged.

This form of active learning is very beneficial. Do not let your shyness prevent you from participating in class, even if you are not very fluent in German or English. It is not about the grammar; it is the content that is important in RheinAhrCampus.

Speaking during class helps lecturers to know who the exchange students in their class are so they can pay special attention to any questions you might have. **Please introduce yourself at the beginning of the course** and tell the lecturer where you are from, what you already know about this particular subject, etc. They are always very interested in meeting our exchange students.

SEMESTERS AND EXAMS

Some courses finish at the end of the first half of the Semester with an exam or assignment. (Week 8). Other courses may start at the second half and have exams at the end of the second half (Weeks 16/17). Some courses run from the beginning of the semester to the end, therefore, exams are at the end of the semester (Weeks 16/17). **In the Faculty of Mathematics and Technologies, all the courses cover the entire 16-week period** of the semester and exams are held at the end.

Exams are held in the form of **written tests, assignments to be handed in and/or presentations in class**. In some cases (especially in smaller classes), there may be oral examinations.

Information about the type of exam for a particular course can be found in the module description on the website <http://www.myrac.de/syllabus>. There you will also find the number of ECTS credit points awarded for each course.

REGISTRATION FOR COURSES AND EXAMS

You can register for the courses via the OLAT system. (See below.) **Registrations for exams are done via the QIS system** of the exam board. Details will be given during Orientation Week / International Studies I.

MOODLE

The Moodle is another tool you may come across when taking part in some of the courses offered in English. It enables communication between lecturers and students in a class.

However, the Moodle also has some other great functions such as uploading the minutes taken in class (taking the minutes means writing down notes regarding the most important information discussed in the class) or projects worked on. There are also discussion forums and wikis that are useful for collaboration. It is a colourful space that gets updated each week

as the course progresses. The space is very user friendly and becomes a part of your 'study' routine.

You will be shown how to log in and use the Moodle in the first session.

OPEN OLAT

OpenOlat is the most used online platform you will use for most courses. It will give you access to the course material, send notifications for assignments, and post announcements from the lectures.

You will be shown how to use it in detail during the Orientation Week.

LEARNING AGREEMENT

Before you arrive, we will set up a **Learning Agreement that details the courses you would like to do** during your semester with us. This will allow you to get recognition from your home university and transfer the ECTS-credit points gained here. The Agreement will be signed by you, your home university and Languages / International Affairs.

It is possible to change the original Learning Agreement if it turns out on arrival that there are timetable problems etc. **The changes will have to be agreed with your International Office** to make sure that your credits will be recognised at your home university.

The changes can be done up till Week 3 of the semester.

TRANSCRIPT OF RECORDS

At the end of your semester at RheinAhrCampus all the courses you have attended and the grades you have achieved will be listed in the **Transcript of Records**. The transcript will be sent to your International Office.

The following grades are awarded at RheinAhrCampus:

<u>RheinAhrCampus Grades</u>	<u>Description</u>	<u>Comment</u>
1.0 (95-100%) 1.3 (90-94%)	Sehr gut	Excellent performance
1.7 (85-89%) 2.0 (80-84%) 2.3 (75-79%)	Gut	Performance well above average standard
2.7 (70-74%) 3.0 (65-69%) 3.3 (60-64%)	Befriedigend	Average performance
3.7 (55-59%) 4.0 (50-54%)	Genügend	Performance fulfills minimum criteria in spite of some shortcomings
5.0 (0-49%)	Ungenügend	Performance does not meet minimum criteria because of severe shortcomings
Pass	Attendance only. Grades are not awarded.	
Withdrawn	Course not attended and/or exam not taken	ECTS credit points cannot be awarded



Student Services

LIBRARY

The library is open **Monday through Thursday 8.00-16.00 and Friday 8.00-13.00** during the semester. Using your student card, you can borrow books for four weeks up to twelve weeks, unless another student has already borrowed the same book.

If you want to **renew your book**, you can do this over the computer with the library system OPAC (online-public-access-catalogue), by phone, by e-mail or in person at the library counter. **This has to be done three days before the book is due to be returned.** If you are late returning a book, the **fee is 2 Euros per book per week.**

COMPUTERS AND E-MAIL

There are **five computer labs** at RheinAhrCampus with about fifteen workplaces each. There are also approximately fifteen computers in the library. Due to the fact that there are plenty of workstations, it is really easy to find a spare computer. Using the computers and having Internet access is a free service to every student at RheinAhrCampus.

The team at Languages / International Affairs will help you access your personal SOGo log-in, which will give you your own @rheinahrcampus.de e-mail address. Please **check the e-mail messages in your RheinAhrCampus account regularly** or have them re-directed to the account you use most, as you will receive a lot of **important information** about events, homework etc. via your RheinAhrCampus e-mail account.

SPRACHLABOR (LANGUAGE LAB)

Languages / International Affairs runs an **open access language lab** in the library where you can **practice your language skills** by working with CD-ROMs and the Internet. German, English, French, Italian, Spanish and Dutch language software is offered.

If you would like to learn another foreign language or improve your current level, the staff at the lab will be glad to help you!

MENSA

During the day, you can have **breakfast and lunch** at the "Mensa" (campus cafeteria). For lunch, students can choose between **two or three different menus** (including a vegetarian option), each consisting of a main dish, salad and dessert, for **only 2.90 Euros**. You can also choose a salad or something lighter in the cafeteria.

Payment is via a chip on your student card. The "Cafeteria" is open Monday to Friday from 08.00 to 15.00 and lunch is served **Monday to Friday from 11.30-14.15**. There are also vending machines in the "Mensa" foyer where you can get sweets, soft drinks and coffee.

What is the payment process at Mensa? To begin, there is a machine located on the front window where you insert your card and add either 5 or 10 euros. Once your card has been loaded with funds, you can proceed to order your food. Similar to paying with a card at a supermarket, you will need to insert your card at the payment terminal to complete your transaction.

LEISURE TIME ACTIVITIES

There are many different activities that you, as a student at RheinAhrCampus, can take part in. The **AStA** (Student Association) organizes many **sports activities** in Remagen such as soccer, aerobics, volleyball, jogging, basketball, tennis, badminton and squash. Right next to the campus is a very nice sand court that is used for beach volleyball and beach soccer. A notice board in the Mensa foyer provides the latest info on what is happening.



Remagen and its surroundings are ideal for **cycling/mountain biking** and inline skating as there are **many hiking trails** with beautiful scenery.

As for entertainment, the **Tourist Information Centre** opposite the Rathaus (Town Hall) offers a range of leaflets and brochures to help you find your way around Remagen, the surrounding area and the many attractions it has to offer. This includes current exhibitions at the Arp Museum in Rolandseck. The Remagen website also lists local events:

<http://www.stadt-remagen.de/>

To find out what is happening in and around Remagen, you should also have a look in **the local daily newspaper** (General-Anzeiger and Rhein-Zeitung) or listen in on one of the many **radio stations** (SWR3, WDR2, etc) for general information. There are also posters and brochures around the campus, especially in the area in front of the library.

PERSONAL EXPERIENCES

Our former exchange students have written about **their experiences at RheinAhrCampus** and their reports have been put on our website. To find out what students think of their semester here at RheinAhrCampus and some hints and tips, please go to

<http://www.hs-koblenz.de/rac/international-programs/international-students/exchange-students/students-experiences/>

STUDENT BLOG

To find out who the **current exchange students are and what they are up to**, you can become a follower on our blog:

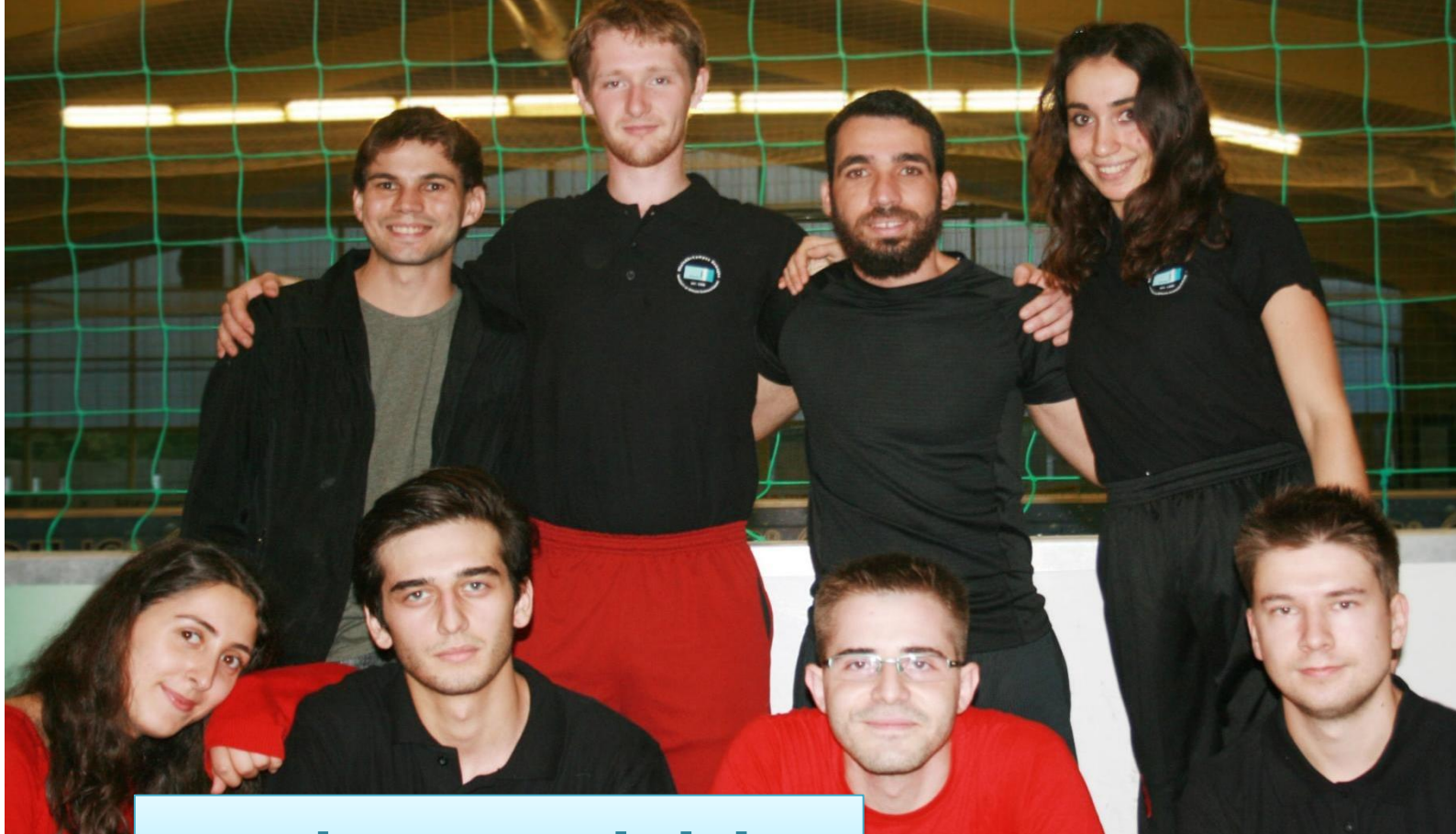
<http://rheinahrcampus-exchangestudents.blogspot.com/>

FACEBOOK/INSTAGRAM

These are the main platforms where you can see all of the events organized by the students and for the students for Languages / International Affairs. **Find us and follow us.**

<https://www.facebook.com/SprachenIntRAC>

<https://www.instagram.com/sprachen.internationales.rac/>



Student Activities

STUPA

The StuPa is a student committee (Studierendenparlament) where students can voice their opinions and make a difference. The StuPa consists of 11 elected members that look after the students' concerns and their rights. (<https://www.asta-remagen.com/stupa>)

ASTA

The AStA is the executive branch of the StuPa that organises different activities. They publish a magazine called "RAC-Magazin" that provides information about what is happening on campus. For example, the AStA organizes first-semester parties every semester and a "Pool Party" every summer to celebrate that the middle of semester. To find out more about what is organized by the AStA, visit their homepage at: www.asta-remagen.com, on Facebook (AStA RheinAhrCampus) or talk to somebody in Do18. Tel: +49 (0) 2642/932185, e-mail: asta-info@rheinahrcampus.de



LUNCH WORKSHOPS

Every week on Thursdays during lunch break, international students doing the internship in Languages / International Affairs offer workshops on chosen topics such as Photography, Excel, Professional Apologizing, Time Management, etc. This is a great opportunity for students to integrate and share their expertise.

EXCURSIONS AND TRIPS

The International Office at Koblenz campus **organizes excursions** to places near Remagen and Koblenz, but also trips to Amsterdam, Brussels and other cities. Please register as early as possible as places fill up quickly. This is also a good way of getting to know other international students at RheinAhrCampus and RheinMoselCampus.



Living in Germany

When you leave your home to live in a foreign country, there are a number of things worth considering before you begin.

MONEY IN GERMANY

The national currency of Germany is the **Euro (EUR)**. People in Germany use their credit cards more reluctantly than other Western European countries. They prefer cash or a card issued by their local bank over credit or debit cards. The majority of places will, however, accept payment by credit cards, but small shops and bars, or discount supermarkets will not. There are many ATMs where you can draw money from, but it is best to have some ready money on you just in case.

COST OF LIVING

It is very difficult to estimate what the living expenses would be for a student here in Remagen, since this of course depends on the standard of accommodation, food and entertainment. However, the calculations below should give you an idea of what your costs would be. The average living costs for students for a month are **around 670 to 750 Euros per month**.

ACCOMMODATION

For a room in town, sharing with other people, you can expect to **pay between 350 Euros and 450 Euros per month**. A room in the dormitory is 345 Euros including heating etc. You also have to pay deposit of 800 Euros in advance, plus non-refundable 80 Euros for final cleaning and the rent of the first month before your arrival.

FOOD AND DRINK

For a glass of beer or a bottle/can of coke you will have to pay between 2.50 and 3.50 Euros in an average bar. **Basic groceries are widely available at a relatively low price**. The prices for food depend on where and what you would like to eat. There is a wide range of nice restaurants as well as fast food places that you can choose from if you want to go out for lunch or dinner. You can buy bottled water, but **it is safe to drink from the tap**.

CULTURAL ACTIVITIES

If you like going to the cinema, this would **cost you between 7 Euros and 15 Euros**. And remember that most films are dubbed into German! Special cinemas in Bad Godesberg, Koblenz, Bonn and Cologne offer films in the original versions with German subtitles. You can use your Hochschule Koblenz Student Card to get movie tickets at student prices. If you enjoy art or history, there are many museums in Bonn, Cologne, and Koblenz that offer student discounts.

CULTURAL DIFFERENCES

Given that in every culture there are different values, beliefs and behaviours that govern life, here are a few things that you may want to consider when coming to Germany. Please keep an open mind and be prepared that unexpected things may happen to you contrary to your expectations.

German people do tend to value their quiet time and privacy though, so please respect the 'Quiet hours' at night, from 10pm until 7am on weekdays, and all day on Sundays.

POLITENESS

Germans are **very polite and hospitable** and respect a person's right to privacy. However, if you need help, ask for it and people will gladly help.

DRINKING

The acceptance of alcohol consumption varies from culture to culture. In some countries, drinking is an absolute taboo, while others may be more tolerant. In Germany, **beer and wine drinking is more of a cultural and social activity than in some other countries**; keep this in mind when going to the local "Kneipe" (pub).

WINE

This is a **specialty of the Rhine and Ahr valley** with a multitude of vineyards and local wine producers. Each year, the towns in the region celebrate a wine festival, where you can sample the local produce and watch the crowning of the Wine Queen.

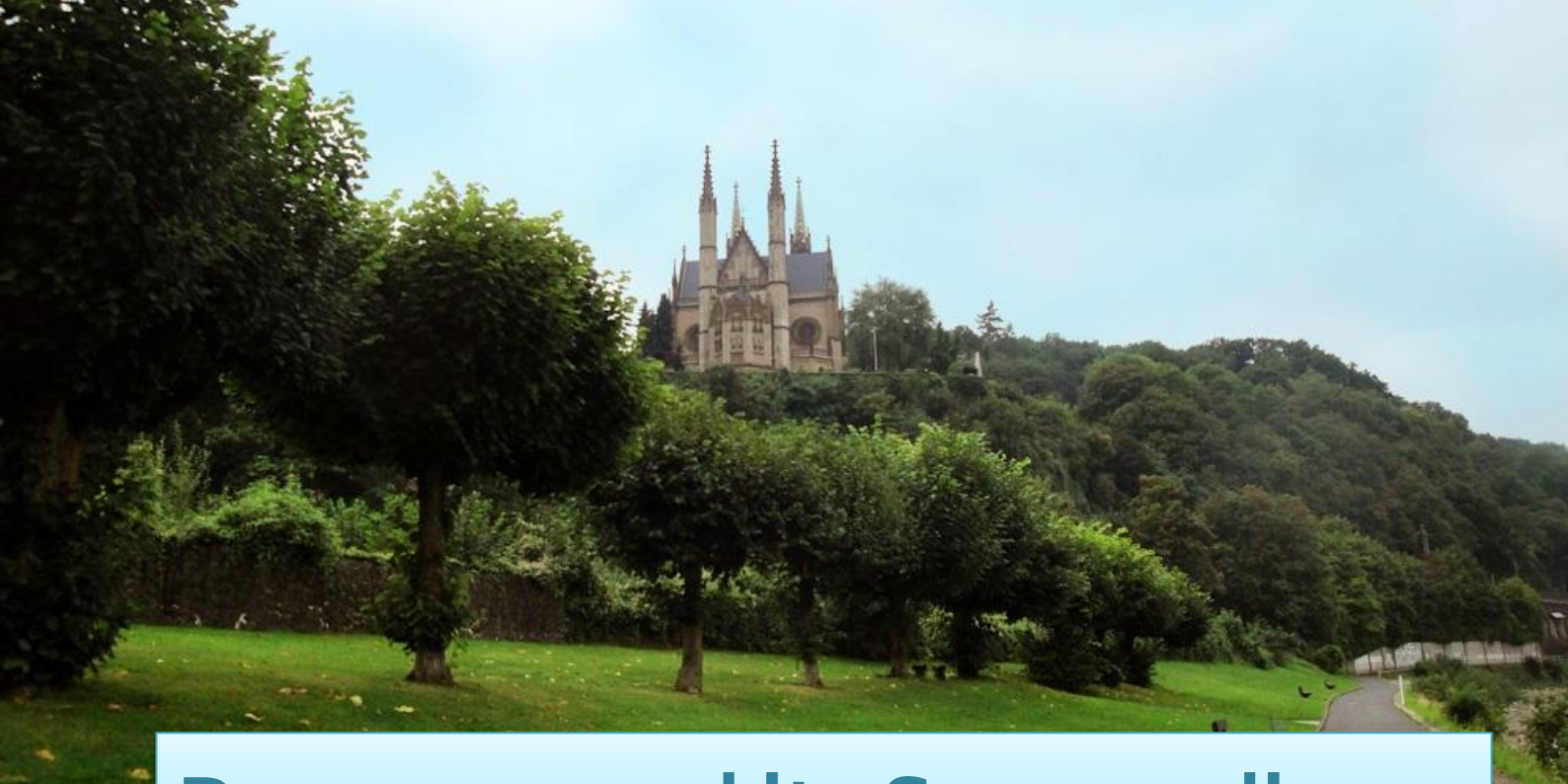
PUNCTUALITY

Germans are known to be very **punctual at official meetings and events** (e.g. the classes at the university). They might even try to arrive a few minutes before the meeting is scheduled. You should also try to arrive between 5 and 10 minutes early for your class. If you have a meeting scheduled, arriving 5 minutes early is acceptable, but no more than this. If you are coming from another city, **take into account possible train and bus delays**, as it is very common for trains and busses to be delayed up to 30 minutes.

However, if you have a more informal gathering with your student friends, do not count on them showing up on time!

LANGUAGE

The official language in **Germany is of course German**. If you want to enrol for seminars taught in German at the university, a good level of German is required. If you think your German is not that good, there is still a good variety of classes taught in English which are still worth credits. **The use of English here in Germany is quite widespread**. All the students here at RheinAhrCampus can understand and make themselves understood using the English language; this is also the case for most Germans in general.



Remagen and its Surroundings

THE TOWN OF REMAGEN

“Die Stadt Remagen” - a pleasant place to live. Whether you are a big-city person or someone who enjoys the calm friendliness of a small town with a close community, Remagen is ideal for you.

The town is situated on the river Rhine, near Bonn, between Cologne and Koblenz. Here, life is peaceful and therefore good for studying. If you feel like experiencing city life around you, you can take the frequently running **commuter trains to Cologne, Bonn or Koblenz free of charge with your student card.**

The promenade along the river Rhine offers a splendid view of the river Rhine. The landscape around Remagen is green and luscious, making it ideal for an extended walk or a cycling tour. Remagen has all the services and comforts you might want; shops, restaurants, weekly markets where you can buy fresh food, flea markets in the summer and a Christmas market in winter.

For more information about Remagen, please visit the official web site:

<http://www.stadt-remagen.de/>

THE SURROUNDINGS

One particular appeal of Germany is that, unlike in most developed countries, the village culture has not disappeared. **Most of the small towns that spread over Rheinland-Pfalz are very nicely kept and provide a scenic view.**

The infrastructure for trekking and cycling around these panoramic towns is **exceptionally good**. We highly recommend you visit the three big cities (Koblenz, Bonn and Cologne) that are close to Remagen, to have a taste of German city life. All three of these cities provide excellent opportunities for adventures and amusement.

Be sure to take the opportunity to **explore the area around**. In case you should get lost, people are generally very helpful and happy to show you around.

TRAVELLING BY TRAIN

One of the easiest ways to travel around Germany is by train. **The train connections are very good**, especially along the Rhine. Do not forget to bring your student-ID-card and your personal ID or Passport for free travelling around Remagen. If you do not have a semester card, you are required to buy a train ticket. If you are caught without a ticket, there can be hefty fines. The official internet address of the German Railways ("Deutsche Bahn") is: www.bahn.de. Here you will find train schedules and special offers for train tickets. There is also a Deutsche Bahn app that you can download on your smartphone. This app will provide you with real-time updates of train schedules, delays, etc. and you can plan your trip ahead by choosing a date from the calendar.

In order to get a discount on all your train tickets for one year, you can buy a **"BahnCard"** when you arrive in Germany. Two of these "BahnCards" by Deutsche Bahn might be of interest to you. "BahnCard 25 for students" costs 39 Euros (2nd class) and provides a 25% price reduction. And "BahnCard 50 for students" which costs 69 Euros (2nd class) and provides a 50% price reduction. **A passport photo and an address are required.**

The card that would be the best for you depends on how much you are planning to travel during the card's validity. **Travelling from Remagen is very easy** since you are only a short distance away from the larger cities Koblenz, Bonn and Cologne, and only a few hours away from the rest of Europe.

Between May and December, the German Government provides a Deutschland ticket which enables unlimited travel throughout Germany using regional trains. This ticket typically costs 49 Euros per month and is valid for use on any day of the week, including holidays. The availability of a student discount for this ticket can vary depending on the policy for the year. However, you will receive additional information to keep you informed.



Health Issues

EMERGENCY, DOCTOR AND AMBULANCE

A general service is available at this telephone number:

116 117

Local Number:

02641 836666

Emergency Number (911 of Germany):

112

WINTER IN REMAGEN

Although the winters in the Remagen area are relatively mild for Germany, the region still experiences a **few weeks of cold weather around freezing point** every year between November and March. If you are coming in the Winter Semester we recommend bringing appropriate clothing for this time of the year.

MEDICAL SERVICES AND EMERGENCY SERVICES

Doctors in Remagen are listed on the Remagen website:

<https://www.remagen.de/Leben-Familie/Gesundheit/Aerzte--Therapeuten/?&d=1>

Ask other students for recommendations to make an appointment and see how you get along with your chosen doctor.

In the evening, at night and over the weekend, some pharmacies are open for emergency situations and needs. The nearest pharmacy that is open is listed on every pharmacy door. Information is also available on the Internet.



Tips - Past Exchange Students

In this section, we have made a **compilation of tips given by previous exchange students**. These tips will make your life easier in RheinAhrCampus and can give you an idea of how life in Remagen is.

GENERAL TIPS

- **Apply for your visa as soon as possible.** Some visas can take up to 4-6 weeks to process and it is possible you may be denied the first time you apply. Apply for your visa as soon as possible!
- **Keep yourself open minded.** There are things that will shock you, but look at them like a cultural learning experience.
- **Try to be active and participate in as many events as you can.** This means making new friends, great experiences and memories. Search for events in the Facebook pages of Exchange Student Network (ESN) groups (Bonn, Cologne), AStA, Languages / International Affairs, etc.
- **Start saving before coming.** The first months in Germany can be quite expensive (deposit, semester fees, rents, house expenses, travel). **The scholarships, such as Erasmus, sometimes arrive two months after your initial arrival.**
- **Travel insurances are not enough.** It covers health costs but it is not what the German Law requests from an insurance.
- **It is very helpful to know common German words.** Although many people speak English, out of courtesy you should learn some German words such as, "please", "thank you" and any general questions you may have.

- **Do some research before you arrive.** There are many YouTube channels, books and blogs created for foreigners who lived or are living in Germany. You can search “Canadian living in Germany” for example, and hear comparisons and tips to consider for your time in Germany.

SIM CARD SUPPLIERS (MOBILE PHONE)

- **Finding a SIM card before you arrive.** There are several providers, which offer sending the SIM card to your accommodation in 2-3 working days. The most common providers are Vodafone, O2, and Telekom Mobile.
- **Finding a SIM card in Remagen.** There are several shops, mobile shops and electronic shops in the city centre of Remagen that sell SIM cards, which can assist you in arranging your mobile phone in Germany.
 - o Supermarkets like Edeka, Aldi and Lidl offer **recharging points** for the SIM cards.

EATING

- **Cooking by yourself will help you save money.** In addition, if you live with other students cooking together can also mean saving and practising your German.
- **It is common to have group meals between exchange students.** This is the time where you can show your culinary skills and typical food from your country.

SUPERMARKETS

- **Saving money is relatively easy.** Supermarkets like Lidl and Norma usually have prices that are lower than others.
 - o In most of the supermarkets in Germany, there is a section of discount products.
- **Eating Halal food.** There is a supermarket in the city centre that offer it (Remaneger Markthalle).
- **All bottles which can be recycled, have a tax called Pfand.** It usually varies from 8 cents to 25 cents depending on the type of bottle. This tax will be returned to you if you return the bottle to the supermarket.
- **Supermarkets don't open on Sundays** and the opening hours on Saturdays are usually earlier than during the week. The average time of closing in Remagen is 8 p.m. or 9 pm. More information about this can also be found on Google Maps.
- **There are many vegetarian options.** For a country known for their “Wurst”, being vegetarian is very easy, as you can find fake meat options at any supermarket.
- **Germany is a cultural food hub.** There are many different ethnicities living in Germany and therefore many food options. You will be able to try German food, as well food from other countries.

ACCOMMODATION IN REMAGEN

- **Consider living in a shared flat instead of the dorm.** Living with students can mean the following:
 - o Deposits and rents are usually more flexible.
 - o Living with locals can only mean getting closer with the community in Germany, improving your German and making new friends.
 - o In addition, you can share costs of the radio/TV tax and other kind of expenses that usually are shared (dishes, cuisine material, etc.)
 - o Usually these accommodations can be close to the campus and to the train station.
- **Living in the dorm is great.** However, there are few places so we recommend applying soon. Living in the dorm can mean the following:
 - o Having your own space. People can prefer to live alone, rather than having a shared place.
 - o Close to the campus but far from the train station.
 - o Buying items for the kitchen / router / bathroom are not shared.

SPORT ACTIVITIES

- **AStA organizes weekly sports activities** in which you can practice sports such as soccer, tennis, badminton, basketball, table-tennis, volleyball, etc, and all for free.
- There are also sport centres in Remagen, and nearby cities like Bonn and Sinzig.

ACCOMMODATION WHILE TRAVELLING

- **Finding a place to stay while travelling.** In Germany, the offer of hostels/hotels is widely available and with different prices depending on your budget.
- **Couchsurfing is quite widespread.** It will be free but the host will expect some kind of contribution from you (cooking your typical food, conversation, going out).
- **Plan trips ahead of time.** This can mean you saving much more money than if you plan it in a rush.
- **Travelling from smaller airports saves you money.** With your semester ticket, you can travel up to Cologne for free. In Cologne, there is a small airport that flies to most of Europe.



Contact Information

Here, you will find the contact information of the Team at Languages / International Affairs. If you have any questions or concerns, please contact Selsela Arya or Dr Laurence Borgmann. If you have an emergency, please contact the Languages / International Affairs e-mail (international@rheinahrcampus.de) and the entire team will be notified.



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Lost in Translation?

In the case of an Emergency, please contact: Language@rheinahrcampus.de

Here is a glossary of academic items you will find useful during your time here:

ASTA: elected student representatives, performing a series of services for students as well as doing campus political work. They have several thematic working groups.

AUSHANG: a sheet of paper on the bulletin board, giving you up-to-date information.

DEKAN: elected head of a department; dean.

DEUTSCHER AKADEMISCHER AUSTAUSCHDIENST (DAAD): The German Academic Exchange Service provides information for students from abroad in Germany and for German students going abroad. They also offer scholarships for German and international students. Visit their web site: www.daad.de for useful info. They also offer online German language courses for free!

DOZENT: a teacher at a Fachhochschule or Universitaet.

FACHBEREICH: a "school" or department in the sense of a college or faculty within the University of Applied Sciences.

FACHHOCHSCHULE: a type of university placing special emphasis on applied teaching. Research activities focus on the needs of business and industry.

FACHSCHAFT: is the student body within a given department. It has official representation within the student government.

HBF: the abbreviation for "Hauptbahnhof" which means "Central Station". A city can have multiple train stations, such as Bonn or Koblenz.

IMMATRIKULATION/ EINSCHREIBUNG: formal enrolment procedure for official admission into a university.

KLAUSUR: a written exam of one to four hours, usually at the end of the semester.

LEHRBEAUFTRAGTE: part-time teachers at universities of Applied Sciences, recruited because of their specialized business experience.

LEISTUNGSÜBERSICHT: a certificate that shows the exams a student has taken during a program (transcript of records). The grades are: 1 = excellent; 2 = well above average; 3 = average; 4 = pass; 5 = fail.

MENSA: the main student cafeteria.

N.N.: (lat. nomen nominandum) is used instead of a name and means that the lecturer is yet to be appointed.

PRAESIDENT/PRAESIDENTIN: the official head of a university; president.

PROFESSOR: members of permanent teaching staff, usually with a PhD degree, responsible for a special field within their department.

PRUEFUNGSAMT: the Departmental Examination Office regulating and conducting exams (Pruefung) according to the rules laid down in the Pruefungsordnung by the Department and the Examination Board (Pruefungsausschuss).

SEMESTER: divides the academic year into two periods. The Wintersemester is from mid-September to the end of February, the Sommersemester from March to the end of August.

SEMESTERBEITRAG: individual student's contribution per semester to student services provided (not to be confused with tuition fees).

SEMESTERTICKET: comes as part of your Semesterbeitrag and entitles you to free public transport for the semester within the region between Köln and Koblenz. Your student ID serves as the ticket.

SEMINAR: a form of teaching that requires the students' active participation and a written and/or oral exam at the end of the semester is generally required. Sometimes presentations are part of the course work and exam.

STUDIERENDENWERK: a non-profit service organization for students that runs various services, student residences, cafeterias, kindergarten, federal scholarships etc.

TUTORIUM: informal group tutorial covering what has been learned in a lecture, often conducted by a senior student.

UEBUNG: learning takes place in a smaller group. It also finishes with an exam.

UNIVERSITÄT: a type of university where the main emphasis is on theoretical knowledge and research, the furthering of knowledge in general.

VORLESUNG: Lecture, i.e. a lecturer presents her/his topic while students take notes. At the end of the lecture students are invited to ask questions.

Useful Internet sites that you may want to visit:

www.hs-koblenz.de/rac/index/ - RheinAhrCampus web page, which is a good place to start

<https://www.asta-remagen.com/> - AStA homepage at RheinAhrCampus

www.hs-koblenz.de - Official home page of the Hochschule Koblenz that RheinAhrCampus is a part of. Be sure to look at the International Office pages! There you will find the Semester Program with trips to places of interest in the area

www.remagen.de - Official page of the town of Remagen.

www.bruecke-remagen.de - The museum of the famous "Bridge at Remagen", now a peace museum

www.bahn.de - The German railway company. Here you can find offers, prices and timetables

www.tennis-center-remagen.de - If you want to play tennis during your stay

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