



Information About
**SEMESTER
ABROAD**
at Swiss German University

SWISS GERMAN UNIVERSITY

The Prominence Office Tower
Jl. Jalur Sutera Barat, No. 15, Alam Sutera, Tangerang 15143, Indonesia



Dear Students,

Thank you for choosing a semester abroad at the Swiss German University (SGU). To help you make the most of this semester, we have compiled information about Indonesia and SGU in this brochure.

Please take the time to read this booklet so that you can prepare for your stay here and prepare accordingly. If you have any questions or need help, SGU's International Office is there for you.

We wish you many wonderful experiences and a pleasant time in Indonesia and at the Swiss German University.

International Office

Tangerang, February 2020



ABOUT COUNTRY AND PEOPLE

Indonesia is the world's largest island state. With approximately 260 million inhabitants, Indonesia is the fourth most populated nation in the world, home to nearly 360 different peoples. Indonesia, with about 200 million Muslims, is the state with the largest Muslim population in the world.

Travel and Visa

The flight time from Germany to Jakarta is depending on the connection about 14 hours. To enter Indonesia you need a visa. The International Office of SGU will send you the relevant information regarding visa application together with the Letter of Enrollment and request you to submit certain documents to arrange the study permit with Indonesia authority.

Insurance Cover

Bring sufficient insurance coverage for your stay in Indonesia. In addition to a foreign health insurance, which is absolutely necessary, liability insurance and accident insurance is recommended. Make sure the insurance includes services in Indonesia.

Health

Sufficient vaccine protection is absolutely necessary for Indonesia. The Tropical Institute in Leipzig recommends vaccinations against tetanus, diphtheria, poliomyelitis, hepatitis A and B as well as typhoid. Furthermore, rabies and Japanese encephalitis vaccinations are recommended when trekking trips are planned. For further information and vaccinations, please contact a travel doctor.

Due to the weather conditions there are mosquitoes in Indonesia all year round. Since some insects transmit the dangerous diseases malaria and dengue fever, you should pay attention to adequate mosquito protection day and night.

Jakarta and Tangerang have very good medical care according to international standards. Since all medical services in Indonesia have to be initially paid privately, sufficient health insurance coverage is absolutely necessary. Make sure your insurance coverage includes services in Indonesia.

If you need regular medication, you should clarify whether these medicines can be obtained in Indonesia and if not, which alternative medicines may be used.

If you have illness such as asthma or allergies, you should definitely check with your doctor beforehand the dos and the don'ts in Indonesia. Due to the weather and environmental conditions in Indonesia, which are very different from those in Germany, existing complaints may possibly worsen.

Food and Drink

In Indonesia, you can enjoy the culinary diversity of Southeast Asia. Especially in the early days, however, it may come to indigestion due to the unusual ingredients and preparation methods. Avoid ice cube in drinks, raw salad, uncooked vegetables and unpeeled fruit. Make sure that meat and fish are well cooked.

Clothing

In the Greater Jakarta region, there is a year-round tropical climate with pleasant temperatures between 24 and 33 degrees Celsius. Light clothes are definitely recommended. Do not dress too openly as this can be inappropriate or even provocative in a country with a predominantly Muslim population. Do not forget to bring warmer clothing for trips to higher regions.

Transportation and Traffic

From Tangerang you have very good transport connections by car, bus, train and plane. Jakarta is easily accessible from Alam Sutera via TransJakarta Busway. Even within Jakarta, the dense network of TransJakarta Busways connects central locations in the city.

Taxi is a good and relative cheap transportation option in Indonesia. Only use taxis of the Blue Bird Group, which is considered the safest and most reliable taxi company. Many of the taxi drivers also speak some English.

Other offers such as the online ride hailing app Grab or Gojek (similar to Uber) can be used to travel inexpensively for shorter distances. Simply download the apps to your smartphone and conveniently order a car, taxi or motorbike taxi (ojek) online.

Road traffic in Indonesia differs significantly from that in Germany. Not only that there is left-hand traffic in Indonesia; The traffic density here is many times higher than in Germany. Due to unclear traffic and liability rules, we advise you not to drive in Indonesia. Always be extra careful in road traffic. Road damage and uneven roads are a risk factor for pedestrians and cyclists that should not be underestimated.

Security

Tangerang is generally considered safe. Your behavior can make a significant contribution to your own safety. Avoid being alone. Do not carry large amounts of cash (40 euros is lot of money in Indonesia) and instead of your original papers (passport, residence permit, etc.) you should take only the photocopies with you. Do not show your valuables open and carry valuables in a neck pouch or travel pocket. Always be friendly but determined. Do not readily accept friendly offers.

Living Cost

Food and drink are pretty cheap in Indonesia, so it is often not worthwhile to cook for yourself. For your meals, you should prepare - depending on your need - 6-8 euros per day. However, alcoholic drinks are very expensive in Indonesia and high-proof drinks are only available in bars and restaurants that have a special license to sell alcohol.

Transport by bus, train and (motorcycle) taxis is cheap. However find out the usual fee before the start of the journey.

Shoes and clothing are cheap in Indonesia, so you do not need to bring your entire wardrobe.

Drugstores and cosmetics of many international companies are also available in Indonesia and often cheaper than in Germany.

Telephoning is relatively cheap in Indonesia. We recommend that you buy a prepaid card for your mobile phone after your arrival and use WhatsApp or other apps to calls to Germany.

Tips for Recreational Activities

Use the time in Indonesia to get to know the country and its people. Whether you are looking for rest, culture, sports or entertainment, Indonesia has something for every taste like the picturesque Lake Toba in Sumatra, scenic Bromo Mountain in Malang, East Java and the kilometers-long of beaches on Bali and Lombok. Domestic flights and accommodation are cheaper in Indonesia.

In Jakarta and its surroundings you can take a weekend getaway for example in Jakarta's Old Town, Taman Mini Indonesia Indah, Thousand Islands, Botanical garden in Bogor, tea plantation in "Puncak" region or Tangkuban Perahu crater near Bandung.

For longer weekend Yogyakarta, Solo, Semarang or Lampung await you to enjoy their sceneries, tradition, historical architectures or visit their beaches and mountains. Those cities can be reached within 1.5 hours flight.

There are many variety of shopping and entertainment options in Jakarta and Tangerang. Malls invite you to shop and linger. Countless restaurants offer an almost limitless culinary variety. Whether cinema, bar, live music, spa or sports, the region has something for everyone.



STUDY AT SWISS GERMAN UNIVERSITY

The Swiss German University (SGU) was founded in 2000 by German, Austrian, Swiss and Indonesian partners and is recognized by the National Ministry of Education as a university under Indonesian law. SGU is one of the few universities in Indonesia that uses English as tuition language.

The new campus of Swiss German University is located in Alam Sutera, a district of Tangerang in the province of Banten, just a few kilometers west of Jakarta. Tangerang is an important industrial location, where many international companies have settled. In recent years, Tangerang has become a modern city of 1.8 million people, with a high quality of life, security and prosperity.

There are currently about 1,000 students studying at SGU in 11 Bachelor's and 3 Master's programs. With its innovative practice-oriented learning concept, qualified teaching staff and a high international-oriented claim, SGU has quickly made a good name not only in Indonesia.

Study Buddy

To make you feel at home quickly in Indonesia and at the SGU, a study buddy from your field of study will help you find your way around and will be happy to help and advise you.

Accommodation

Many of our students live in so-called "Kos-Kosan", which are comparable to student residences. The rooms are fully furnished, equipped with air conditioning and usually have their own small bathroom. Many Kos-Kosan offer Wifi / Internet as well as laundry and dry cleaning service, and have good transport links (including to SGU). The monthly rent is depending on the size of the room and equipment at 100-250 euros per month.

Also, if you are looking for a different type of accommodation (for example, an apartment or a life in an Indonesian family), your Study Buddy will be happy to help. No matter how you decide, it is important to have good transport links if you do not have a car.

Note: It is possible to transfer the amount for a (usually charged) security deposit along with the administration fees (see page 10) to save bank charges.

Transportation

The new SGU Campus is located in Alam Sutera, a district of Tangerang. From many stops, SGU can be easily reached by shuttle bus.

Semester

The regular courses in the bachelor programs take place from Monday to Friday in the time from 7 to 18 o'clock. Saturday and Sunday are usually lectures-free.

One lesson (= SKS) lasts 50 minutes and students usually have 23 SKS per week. There are 10-minute breaks between two lessons and you have at least one hour of lunch every day.

One semester lasts 14 weeks in the Bachelor programs. After the 7th week, students receive a midterm certificate and the final exams usually take place two weeks after the end of the lectures period.

Every Friday, the timetable for the following week is published on the SGU website.

Food and Drinks

Prominence Tower and its surroundings offer restaurants serving local and international food and a wide range of snacks and drinks. The large Mall @ Alam Sutera with many restaurants and food courts can be reached comfortably within 10 minutes

Punctuality

At SGU, we value punctuality. So the lesson begins on time at the indicated times (sine tempore!). Students who are late are excluded from the current lesson.

Mandatory Attendance

There is a requirement of compulsory attendance in all courses at the SGU. Unexcused absence of more than 25% in only one field of study leads to semester failure! Medical certificates must be submitted to the secretariat of the respective course of studies within three days of the start of absence. Subsequent certificates will not be considered.

Extracurricular Activities

At SGU there is a wide range of activities and extracurricular activities such as sports, music, dance and photography. The student organization BEM offers further information about the activities



APPLICATION FOR A SEMESTER ABROAD AT SWISS GERMAN UNIVERSITY

Below we have compiled information on the application and the application process. Please note the following application deadlines for your application:

- Application for the fourth semester: 31 October
- Application for the fifth and seventh semester: 30 April

The courses of the fourth semester take place in the period from February to June (exams are in July); The courses of the fifth and seventh study semester take place in the period from August to November (exams are in December).

The language of instruction at SGU is English. Therefore, we require sufficient English language skills (oral and written). We recommend a level of knowledge equivalent to at least a TOEFL value of 550 or an IELTS value of 6.5. A separate proof of your English skills is not necessary for your application.

When applying, please follow these three steps:

1. Online Application

For your application for a semester abroad at SGU please use the online form on the website of the International Office. The following documents must be attached to the application:

- Copy of birth certificate
- Copy of passport
- Copy of highschool leaving certificate
- Latest academic transcript
- Passphoto (Size: 4x6cm; mit red background)
- Curriculum vitae
- Health certificate

For details of the documents, please refer to the leaflet on the website of the International Office. Please note that we can only process complete applications

2. Admission, Fees and Insurance

After examining your documents, you will usually receive an email notification of admission to study at SGU within 15 working days of receipt of your application (or, a refusal notice).

With the Letter of Acceptance you will be requested to transfer SGU administration fees of currently € 165 per semester within 10 working days. SGU does not charge students of partner universities any tuition fees.

3. Enrollment

After receiving your enrollment fees, you will receive confirmation of your enrollment as a student at the SGU (Letter of Enrollment).

You will also be requested to send copies of the following documents to the International Office by e-mail for registration with the Indonesian authorities:

- Financial Statement
- Surat Pernyataan (in Indonesian: Confirmation that you are not convicted and will comply with the laws of Indonesia)
- Kopie der Versicherungsnachweise (Krankenversicherung, Haftpflichtversicherung, Unfallversicherung), jeweils gültig für den Zeitraum Ihres Aufenthaltes in Indonesien

Please refer to the leaflet on the website of the International Office for a sample of these documents and more detailed information.

Visa Information

To enter Indonesia you need a visa. The International Office of SGU will help you to apply for a residence permit from the Indonesian authorities in Germany and will send you the relevant information together with the Letter of Enrollment.



**SWISS GERMAN UNIVERSITY
INTERNATIONAL OFFICE**

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