

Catholic University of Eichstätt-Ingolstadt



ECTS Information Guide

Information for Foreign Program Students



GD Bildung und Kultur

Programm für lebenslanges Lernen

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Welcome

Dear Students,

I am very glad that you are interested in studying abroad in Germany - especially at the KU Eichstätt-Ingolstadt.

With approximately 4,400 students, the Catholic University of Eichstätt-Ingolstadt (KU) is a relatively small university that guarantees ideal contact to teaching staff and fellow students - "*Klein aber fein*," as we say in German. In 2007 the KU was distinguished for its optimal support services by the German Academic Exchange Service (DAAD) with the E-Quality seal, which is for us recognition, but above all motivation.



We invite you to study at our university and engage in not only what is for you perhaps a novel academic culture, but also in the Bavarian way of life. We would like to offer you the opportunity to become familiar with another culture as well as deepen your language and specialized knowledge.

The exchange with you as well as your home university is not just enriching for you - it also helps us gain new views and perspectives. Therefore we strive to help you in preparing for your study abroad as well as during your study at the KU Eichstätt-Ingolstadt in every way possible.

This brochure should be the first step in introducing you to our university and surrounding region, as well as provide you with necessary organizational help and hints during the course of your study abroad.

Please contact the *International Office* at the KU Eichstätt-Ingolstadt directly for personal help. Ms. Jessica Hofmacher in Eichstätt is ready to help you with all individual organizational steps. From the students at the KU Eichstätt-Ingolstadt, the student group AK International and the Welcome Team offer you an extensive integration program, so that you can quickly become acquainted with your surroundings and meet your fellow students.

I wish you a successful stay and study at our university and many wonderful experiences, which we hope you will gladly remember.

Dr. Martin Groos, MBA

Director of the International Office at the Catholic University of Eichstätt-Ingolstadt



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I. Study at the KU Eichstätt-Ingolstadt

A - The Strengths of the Catholic University of Eichstätt-Ingolstadt

The big advantage: small campus university



*Photo:
Students in the
“Hofgarten” of the
Summer Residence*

Located in the popular vacation region of the Altmühltal, the Catholic University Eichstätt-Ingolstadt (KU) is everything but a mass university.

With approximately 4,400 students enrolled for the winter semester of 2008/09, class sizes remain very assessable and provide for an excellent student-to-staff ratio, which the KU has continually received high marks from German wide university ranking systems.

The Catholic University Eichstätt-Ingolstadt is divided into two campuses: Eichstätt and Ingolstadt.

Seven faculties and the central administration are located in Eichstätt. In Ingolstadt, approximately 25 kilometers to the south, is the faculty of business and economics. The short distances on the campus as well as within the cities help make personal contact between students easy.

The KU is also well recognized for its facilities. The Eichstätt library, designed by star architect Günther Behnisch, is opened weekdays until midnight during the semester, and students can always find a free table. Furthermore, the WLAN network extends across the campus so internet access is not limited to the computer center.



The Catholic University: A long tradition linked with new emphasis

The university has existed since 2001 under the name “Katholische Universität Eichstätt-Ingolstadt.” Although the university is still young it nevertheless has a long tradition beginning with the foundation of the “Collegium Willibaldinum” in Eichstätt during the 16th century. This seminary for priests was groundbreaking for the university’s future emphasis on philosophy and theology. Together with the “Freie Künste” (liberal arts) of the neighboring university in Ingolstadt, founded in 1492, an early academic center developed in the region.

Starting in the middle of the 20th century Eichstätt experienced a strong influx of students to the Episcopal philosophy-theological college and the newly created ecclesiastic education college. Both colleges were consolidated in 1972 into the ecclesiastic combined university Eichstätt, which later obtained the name “Katholische Universität.” In 1980 the university was recognized by both ecclesiastical as well as state authority as an academic university. Gradually new course of study were introduced. In 1988 the establishment of the School of Management in Ingolstadt took place, and in 2001 Ingolstadt was added to the university’s name.

As the single catholic university in the German speaking area, the Catholic University of Eichstätt-Ingolstadt forms a double context: the university is a state university, but at the same time it is connected world wide with other catholic universities.

The KU wants to be an academic community carried by Christian spirit. However, the university still remains open to all interested, regardless of their confession.

The university researches “in individual disciplines according to their own methods and according to the principle of academic freedom.” Its catholic character is found in the expression, to devote itself to “dialog with science and faith, church and world,” as well as its awareness for critical analysis in teaching and research “against the backdrop of the Christian world and its image of mankind.”

These are among the values of Catholic University of



Photo: Saint Catherine, the patron saint of the KU



Eichstätt-Ingolstadt which facilitate the university's specialized expertise and social competence.
(*Stiftungsverfassung: Art. 3 Para. 4*).

International Character

The Catholic University of Eichstätt-Ingolstadt is a member of the International Federation of Catholic Universities IFUC/FIUC and maintains partnerships with 40 universities worldwide.



Antonina (Russia) und Olha (Ukraine):

"In Eichstätt we've also met lots of other exchange students. It's exciting to make friends with people from various countries and cultures. It's like one big family here."

In addition, the KU cooperates with another 65 European universities through the ERASMUS program.

Almost 10% of students in Eichstätt-Ingolstadt come from abroad and stay at the KU for a semester within the framework of a partnership agreement with their home university, a bi-national degree program or as part of the European ERASMUS program.

The extensive range of language courses in German, advising and excursion programs from the international office of the KU, as well as direct contact with German students all help lighten the integration for exchange students. At the KU students quickly feel at home.



B - Courses offered at the KU Eichstätt-Ingolstadt

1. The German university system



Foreign students studying for only one or two semesters at the KU and who are not pursuing a German university degree are not bound to course requirements concerning specific majors. This means such students can freely select courses, however, possible recommendations from home universities must be considered concerning course selection.

Students who wish to graduate with a complete degree from the KU are subject to course and testing requirements for their specific major. Detailed information concerning requirements for majors can be found with academic advisors within each faculty.

Academic advisors according to faculties:
<http://www.ku-eichstaett.de/Internationales/outgoing/programme/erasmus/ERASMUS%20Partner>

At German universities the following types of class are practiced:

- The *Vorlesung* (Lecture): A professor holds a lecture or presentation. Discussions are possible in limited measure after the lecture. More detailed discussions take place in “Übung” and “Seminar”. At the end of the semester a verbal or written examination can usually be taken.
- The *Übung* (Exercise Course): This type of class serves to deepen acquired theoretical knowledge. In order to receive a certificate of completion or “Schein” a presentation can be given and/or term paper written. In some cases verbal examinations are also possible.



- The *Seminar* (Seminar/Workshop): In this class the subject field is scientifically discussed. There are two types of seminar based on previous knowledge. The *Proseminar* is for basic studies and *Hauptseminar* are for more advanced studies. The requirements for obtaining a certificate or “Schein” are similar to those in the “Übung” course. Regular attendance and participation is also a condition both in the *Seminar* as well as the *Übung* classes for receiving a certificate of achievement.
- The *Selbststudium* (Self-Study). In this course the student deepens his/her understanding of the subject matter and prepares for examinations.

At the beginning of the term professors or course lecturers explain the specific requirements for earning a certificate of achievement for each respective course. It is also a good idea to speak with fellow German students about rules concerning verbal examinations and term papers in order to avoid unnecessary mistakes.

Within the context of the Bologna process, meant to ease co-operation between European universities, new university degrees have been gradually introduced over the past few years replacing the old Germany system.

Degrees

The previous degrees “Diplom” and “Magister”, which usually took five years to earn, have been phased out in favor of **Bachelor and Master**. New enrollments only take place within the Bachelor and Master system. With the Bachelor students acquire a basic knowledge of their subject field within 6-7 semesters and with adequate qualifications students can graduate with a Master in 3 to 4 semesters.

As a result of the standardization of the European study systems, German universities have also changed the manner in which credits for courses taken are determined. The European Credit Transfer System (ECTS) was introduced with the goal of ensuring the comparability of achievement independent of national evaluation methods.

Certificates of Achievement

ECTS credits, ranging in value from 1 to 60, indicate the workload required to complete a given course or series of course. They reflect the quantity of work each course



requires in relation to the total quantity of work necessary to complete a full year of academic study at the institution. That is, lectures, practical work, seminars, tutorials, fieldwork, private study - in the library or at home, and examinations or other means of academic assessment.

The workload of a full academic year is 60 Credit Points (CP), for one semester it is usually 30 CP, and for one trimester it is 20 CP.

The ECTS credit points guarantee that the planned **study abroad** is appropriate in regard to workload and is academically recognized by the home university.

Home and host institutions prepare and exchange transcripts of records for each student participating in ECTS before and after the study abroad period. (Important documents are the Learning Agreement as well as the Transcript of Records.) The home institution recognizes the number of credit points which the student receives during his/her study abroad for courses taken at the guest institution. Credits earned abroad replace those that the student would have otherwise received from his/her home university.

See page 53-54.

The grading system at German universities comprises of the grades, 1.0 through 5.0. Examinations are considered passed if the resulting grade is 4.0 or better (4.0 being the worst possible grade). For recognition in the ECTS, grades will be converted to a letter scheme, A through F.

Grading System



2. Faculty and degree courses at the KU

Today the Catholic University of Eichstätt-Ingolstadt with approx. 4,400 enrolled students covers eight faculties:

- Faculty of Theology
- Faculty of Philosophy and Education
- Faculty of Linguistics and Literature
- Faculty of History and Social Studies
- Faculty of Mathematics and Geography
- Ingolstadt School of Management
- Faculty of Religious Education (University of Applied Sciences)
- Faculty of Social Education (University of Applied Sciences)

In the context of the Bologna reform there are at present numerous new Bachelor and Master courses of studies, where an importance on interdisciplinary study is placed, for example the master's degree in International Relations or the international double degree in Sociology and Political Science.

The Catholic University of Eichstätt-Ingolstadt offers the following **degree programs**.

Amerikanistik (American language and literature)
Anglistik/Englisch (English language and literature)

Betriebswirtschaftslehre (Teacher's training for advising)
Business Administration 2a), 3)

Christliche Sozialethik und Gesellschaftspolitik (Christian social ethics and social policies) 1)
Content and Language
Integrated Learning 2)

Deutsch als Fremd- bzw. Zweitsprache (German as a foreign or second language)
Didaktik der Grundschule (Elementary school education)
Didaktiken der Hauptschule (Secondary school education)

Erwachsenenbildung (Adult education) 2)
Ethical Management 2a), 3)
Europäische Ethnologie/Volkskunde (European ethnology/folklore) 1)
Europäische Institutionen und Regionale Governance
(European institutions and regional governance) 2)

Further details concerning curriculum, degrees and contact information can be found at the KU under <http://www.ku-eichstaett.de/ECTS/faecher.de> .



Europastudien (European Studies)

Finanzdienstleistungsmanagement (Financial Service Management) 3)

Galloromanistik/ Französisch (French language and literature)

Geographie (Geography)

Germanistik/Deutsch (German language and literature)

Geschichte/ Geschichtswissenschaft (History and historical studies)

Geschichte Lateinamerikas (History of Latin America) 1)

Heimatspflege (Homeland maintenance) 2)

Hispanistik/Spanisch (Spanish language and literature)

Historische Kunst- und Bilddiskurse (Art and Visual Culture) (2)

Informatik (Computer Science) 1)

Internationale Beziehungen (International Relations) 2)

Italianistik/Italienisch (Italian language and literature)

Journalistik (Journalism)

Katholische Theologie/ Religionslehre (Catholic theology/religion)

Klassische Archäologie (Classical archeology) 1)

Klassische Philologie/Latein (Classical philology/Latin)

Kulturtransformationen - Antike (Culture transformation - Antiquity) 2)

Kunst (Art)

Kunstgeschichte (Art History) 1)

Kunstpädagogik (Art Education) 1)

Landesgeschichte (Regional history) 1)

Lateinamerikastudien (Latin America Studies)

Mathematik (Mathematics)

Mittel- und Osteuropäische Zeitgeschichte (Contemporary history of Central and Eastern Europe) 1)

Musik (Music)

Musikpädagogik (Music Education) 1)

Musikwissenschaft (Musicology) 1)

Pädagogik (Education) 1)

Philosophie (Philosophy) 1)

Politik und Gesellschaft (Politics and Society)

Politikwissenschaft (Political Science)

Politische Bildung (Political education) 2)

Notes:

1) The subject area is only offered within the course of study as a main focus and/or as an elective/core elective. It can, however, be chosen in a study abroad without being part of a "major".

2) The study of this field is only possible as postgraduate and requires additional work experience.

3) The study requires a separate compulsory fee.

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Psychologie (Psychology)

Religionspädagogik und Kirchliche Bildungsarbeit
(Religious education and ecclesiastical education work)

Soziale Arbeit (Social work) 2a), 3)
Sozialkunde (Social Studies)
Soziologie (Sociology)

Volkswirtschaftslehre (Economics) 1)

Wirtschaftsmathematik (Economic mathematics)
Wirtschafts- und Sozialgeschichte (Economic and Social
History) 1)
Wirtschaftswissenschaften (Business sciences)

3. Courses at the KU: The Course Catalogue

An overview of the current course catalogue (Vorlesungen, Seminare, Übungen etc.) for all faculties at the Catholic University of Eichstätt-Ingolstadt can be found at the online course catalogue *KU.Campus*. With KU Campus search screen you can query courses offered for specific majors or from complete faculties. This serves as the central platform at the KU Eichstätt-Ingolstadt for registering courses, and in the near future examination results will also be available to students.

KU Campus:
<https://campus.ku-eichstaett.de/studienangebot>

4. Research facilities

Students have the right, independent of their specific majors, to visit every course, apart from those limited to a specific amount of students. Moreover, a *Studium Generale* (general studies) is offered. For example, a few language courses at the Language Center remain open to students from all faculties. In addition interested students have the possibility of participating in interdisciplinary classes and lectures of the two following research institutes at the KU:

Further information for these and other research institutes at the KU:
<http://www.ku-eichstaett.de/Forschung/forschungseinr.de>.

- **Center for Latin America Studies (Zentralinstitut für Lateinamerika-Studien: ZILAS)**

The Center for Latin America Studies (ZILAS) concentrates on the history and contemporary life in Latin America. Its research and courses encompass the subjects of history, political science, literature as well as



geography. In the process ZILAS strives for close cooperation with scientist and universities in Latin America.

➤ **Institute for Central and Eastern European Studies
(Zentralinstitut für Mittel- und Osteuropastudien:
ZIMOS)**

The Institute for Central and Eastern European Studies (ZIMOS) concentrates on the history of former eastern bloc countries, in particular Russia and Poland. The transformation processes within Eastern European states and their societies or the comparative analysis of totalitarian systems are examples of current research work and can be found in the courses offered by the ZIMOS.

5. Central facilities

The central facilities of the university offer services for students and researchers, independent of their field of study.

<http://www.ku-eichstaett.de/zentrale/einr.de>

➤ **Library**

The library at the KU Eichstätt-Ingolstadt has over 1.8 million volumes, 3,700 current newspapers and journals as well as 6,000 manuscripts. In addition users can access many resources electronically, for example electronic/online journals. With an open arrangement of approximately 500,000 books in the reading halls and a quick processing time for books ordered from the onsite book repository, the library is very user friendly.

Moreover, a wireless network in the reading halls enables personal PCs access to the online literature catalogue. Individual study rooms are made available to doctoral students upon request.

The university library is divided into different sub-libraries, which are found at various locations across the Eichstätt campus and in Ingolstadt. In most cases they can be quickly reached by foot.



Information concerning opening hours and locations can be found in the appendix or under:

<http://www.ku-eichstaett.de/Bibliothek/aktuell.de>



➤ Language Center

The language center is responsible for foreign language training for “students of all faculties”, i.e. for all students, who want to develop their foreign language skills, as well as for those studying a foreign language philology (Germanistik, Anglistik) and internationally aligned degree programs of the KU.

Language center online:

<http://www.ku-eichstaett.de/Sprachenzentrum/Das%20Sprachenzentrum%20im%20Ueberblick.de>

The language center offers all exchange students German as well as culture courses, to include an intensive course at the beginning of the semester (see page 37).

➤ Computer Center

At both university locations the computer center operates an infrastructure of “PC pools” and internet access, which is available Monday through Saturday for student use. Emphasis is placed on personal assistance at the computer center and there is always at a minimum one assistant available to assist students with problems.

Detailed information concerning hardware- and software at:

<http://www.ku-eichstaett.de/Rechenzentrum/allgemein.de>

In addition, there is wireless LAN access in university buildings so students can use their personal laptops, (see page 40).

➤ Sports Center

The sport center offers a wide array of sports: volleyball, badminton, basketball, football (soccer), tennis, back gymnastics, step aerobics, oriental dance, hip hop, ballroom dancing, yoga, swimming, karate, taekwondo, Thai boxing, ...

Sports center online:

<http://www.ku-eichstaett.de/Fakultaeten/PPF/fachgebiete/Kunst/lehrstuehle/sport/ueberblick.de>

The majority of course are free. In addition you can, with a small fee of 15 €, use the sport center’s fitness room for the entire semester.



6. Summer Courses

Each year in July and August summer courses take place on the campus of the KU Eichstätt Ingolstadt. Language and culture courses are offered as well as in specific fields, in German or English.



Summer courses at the KU:

<http://www.ku-eichstaett.de/Internationales/sommerkurs/start.de>

➤ International summer course Eichstätt

The international summer course offers different programs within the fields of German language and regional studies, politics and economy. Courses differ by language levels, and for courses offered in German there is a need for a working knowledge of the language. In Addition to language and specific field courses, there are dance and theater courses, which are open to all visitors. These courses make it easier to learn other people, regardless of your language level.

You can find the current course program here:

www.kuei.de/summerschool

➤ WFI Summer School Ingolstadt

The summer courses at the Ingolstadt School of Management (WFI) are given by professors and lectures from economics, management and research. Classes are held in English and many German students also take advantage of these courses.

Overview of summer course at the WFI:

<http://www.ku-eichstaett.de/Fakultaeten/WWF/studium/summerschool/ueberblick.de>

Moreover, the program, apart from spontaneous leisure activities for participants (barbeque, etc.) includes a trip to the famous *Neuschwanstein* castle or a visit to the AUDI auto factory in Ingolstadt



C - Eichstätt and Ingolstadt: In the heart of Bavaria

Eichstätt and Ingolstadt are in the heart of Bavaria, 80-100 km from Munich and Nuremburg, and offer visitors and students a variety of different leisure activities.

Eichstätt, the city on the Altmühltal, home to the bulk of KU faculties, can look back on more than 1000 years of history.

The former significance as the “heart land of Catholicism” is still recognizable to this very day in the townscape. The prince bishops from the 14th through the beginning of the 19th Century held their residence here at the Willibaldsburg, the city’s landmark, and built many superb monasteries and churches. As a holy center point, the Cathedral distinctively shapes the face of the city.



Photo: The Eichstätt Cathedral and Residence (above left).

Panorama view of Eichstätt online at: www.altmuehlnet.de/~braeuherr.

In 1634, during the 30 years war, the city center was almost completely destroyed. For the reconstruction, which took over a century, the Eichstätt prince bishops went to great lengths to hire Italian master architects such as Gabriel de Gabrieli and Maurizio Pedetti. This reconstruction gave the city its baroque style and current visible shape.

An exciting addition to the baroque face of Eichstätt is the modern architecture of buildings at the Catholic University. Here old and new are linked and provide further architectural highlights.

In view of the rather small size of the city, a population of approximately 14,000, Eichstätt can point to its architectural variety and modernisms, which is a particular case in comparison to Germany as well as Europe.

City information at www.eichstaett.de or tourist information at: www.eichstaett.info.



Photo: The Günther Behnisch designed central library at the KU Eichstätt-Ingolstadt.

Moreover, the city offers a variety of sporting activities: next to canoeing on the *Altmühl* River you can walk, jog, ride a bike or simply stroll along the wide paths next to the river.

The surrounding hill sides offer a beautiful view of the *Altmühltal*, which ranks among the largest nature parks in Germany and also has much to offer in terms of archaeological history. From quarries in and around Eichstätt, fossils have been found from the Jurassic period. Among these is the world famous Archaeopteryx, an ancient bird which is on display at the *Jura-Museum* at the Willibaldsburg Eichstätt.

More about the nature park Altmühltal at www.naturpark-altmuehlal.de.

As a small university town, Eichstätt is not, concerning cultural aspects, comparable to Munich or Nuremberg. Nonetheless, or exactly for this reason, you will find many opportunities to learn *bayerische Kultur* (Bavarian culture) and Bavarian traditions. Particularly in the summer and fall there are frequent celebrations or smaller markets at the cathedral square and market place. A high point every year in July is the old city festival. Often former exchange students meet and party together in the city.

Olha (Ukraine):

"Eichstätt has a provincial but also an international and homelike atmosphere. It's a good change from life in the big cities."

Apart from exhibitions by local artist, comedy shows, and concerts, there is a small cinema showing three to four different films during the week.

This, compared with larger university cities, is a rather small offer. However, it is substantially expanded by the leisure-time facilities at the university (see page 43) such as the film working group, the student theater group or the AK international. Beyond that there are many further opportunities in Ingolstadt, which is easily reached by bus or train within a half hour.



Ingolstadt, with a population of 123,000, is the sixth largest city in Bavaria and home to the School of Management at the Catholic University of Eichstätt-Ingolstadt.

In 1472 the first Bavarian university developed here and attracted new citizens. By the 14th century, the city on the Danube had developed into an important center of trade, particularly for salt, wine and beer. It was also in Ingolstadt where in 1516 the *bayerische Reinheitsgebot* (Bavarian beer purity law) was created, which is the oldest and still current food/beverage law in the world!

In the 16th Century a fortress was built around Ingolstadt by the Bavarian Army, which was, nonetheless, destroyed by Napoleon's troops. After their departure the fortress, the so called "Schanz" (the dig or entrenchment), was rebuilt in a classical style. The military, which then made up a large portion of the population, played a deciding role in the further development of the city.



Mariko (Japan):

"Eichstätt is small, but it's for this reason that I was able to meet many students. And because I was always seeing people again and again, I was able to make many friendships."

*Photo:
View of the
Liebfrauenmünster in
Ingolstadt*

Despite allied bombing in January of 1945, which destroyed parts of the city center, many important buildings survived. Among them are the medieval Kreuztor (Cross Gate) as well as the *Liebfrauenmünster* (Cathedral).

The tradition as a fortress city is still present today. The "Schanz" represents a one-of-a-kind open-air museum of German fortress architecture. In the Bavarian Army museum old weapons and arms are on display as is the history of the First World War.

How a building designed for military conflict, can be used for peaceful means is represented with the "Glacis". The Glacis is a former field of fire that encompassed the



fortifications and today it forms a green ring around the city center, which is an inviting place to rest.

Today Ingolstadt is an economically successful city, which offers a wide range of shopping possibilities. The city's notoriety was substantially increased after World War II when AUDI located its auto factory here.

In terms of culture, Ingolstadt is a very lively city. There is something for everyone, theater, concerts, museums and cinema.

Sport enthusiasts can remain active with hiking, swimming and ice skating, or simply go to a game and watch the Ingolstadt football (soccer) or hockey team.

Students won't be bored with their free time in Eichstätt and Ingolstadt.

Of course, it's important to also see what else is out there. Not only Nuremburg and Munich, but many other interesting Bavarian cities are quickly and affordably reached with by train.





II. Practical Advice for Your Stay Abroad

A university study abroad exchange requires some preparation. In this section organizational steps are explained so that you can settle all necessary points concerning your studies and life outside of the university in Eichstätt and Ingolstadt.

Be sure to make early contact with the International Office in Eichstätt, the central academic advisor's office or the faculty administration in Ingolstadt. These offices strive to help you with the following formalities.

A. Planning and preparation in your country of origin

1. Application and admission to the KU

Are you interested...?

- ...in studying within the framework of a program (ERASMUS, ISEP, partner university, DAAD) for one or two semesters at the KU study and acquire no German degree, then admission is given through the International Office as a **program student**.
- ...in a Master's degree in International Relations, the German-French Political Science degree or the German-Italian Sociology degree then contact the respective coordinators.
- ...in a German degree from the KU (so called degree seeking students) then you can find general information at the central student advisor's office.

International Office

Ms. Jessica

Hofmacher

Ostenstraße 26,
Sommerresidenz,
Room 105

Phone: (+49)-8421-93-
1267

student.exchange@ku-eichstaett.de

a) General admission requirements

A prerequisite for study at every German university is a general qualification for university entrance (a school leaving examination/high school diploma which is equal to the German "Abitur").

It is not allowed to be enrolled at more than one university.



b) Language requirements

Foreign applicants, who wish to enroll outside of a program study at the Catholic University, must have the *Deutsche Sprachprüfung für den Hochschulzugang* (DSH) or an equivalent examination (TestDaF). The DSH is a language proficiency tests that foreign exchange students are required to pass for study at German universities. Program students (ERASMUS and others) at the university do not need the DSH, however, students will need to understand enough German so they can follow lectures.

The DSH examination is administered in Eichstätt twice a year:

- Summer semester: mid March.
- Winter semester: mid September.



One week before the test is an obligatory information and preparatory course. Please register for the course and the DSH at the student registrar's office in Eichstätt (Studentenkanzlei).

Students who prefer sit the TestDaF examination can visit a preparatory course at the KU, however, the examination must be taken at the TestDaF center.

For all program students we particularly recommend our orientation program with an **intensive German course**. This course is a preparatory course beginning on 1 April and 1 October. Parallel to the intensive German instruction, the course includes an orientation program, which covers excursions and bureaucratic affairs (see also page 36ff.)

Please take note of the application deadlines and early booking rebates for this program on the International Office's homepage.

Conditions for study without the DSH:

www.ku-eichstaett.de/ECTS/unibewerbung/hinw_deutsche_sprachpruefung.de.

Further information about the DSH:

www.ku-eichstaett.de/Sprachenzentrum/deutsch/dsh.de.

Student Registrar's Office

(Studentenkanzlei)
Sommerresidenz,
Room 013

Hours:

Mo-Fr: 08:30-11:30,
Tu&Th: 13.30-15.30.

http://www.testdaf.de/teilnehmer/tn-pruefung_testzentren.php



Courses offered in English:

At present the KU is working intensively to expand its range of courses offered in the English language. For 2009 English language courses are planned in political science and journalism.

The number of English language courses taught at the Ingolstadt School of Management is continually increasing. Thus program students with satisfactory English language skills can also study. During the summer semester an English language block course "summer school" takes place (see page 17).

Eichstätt:

<http://www.ku-eichstaett.de/Internationales/incoming/Austauschprogramme/orientierung>

Ingolstadt:

http://www.ku-eichstaett.de/Fakultaeten/WWF/Internationalen/Incoming/preparing_your_stay/courses.de

c) Application procedures and deadlines

The application and acceptance procedures for **program students** are as follows:

- Inform responsible personnel at your home university about a possible study abroad at the KU Eichstätt-Ingolstadt.
- Fill out the *ECTS* application form, sign it and have it stamped from your home university.
- Mail your application (ECTS application form, certification from your home university over your status as a program student, confirmation of your German language level) to:

*The KU Eichstätt-Ingolstadt
Ms. Jessica Hofmacher - International Office
Ostenstraße 26
85072 Eichstätt
Germany*

Download all important **documents** at:

<http://www.ku-eichstaett.de/Internationales/incoming/downloads.de>.

Special information for applications in Ingolstadt (in English) at:

http://www.ku-eichstaett.de/Fakultaeten/WWF/Internationalen/Incoming/preparing_your_stay.de.

Application deadlines are:

- the 15th of July for the winter semester (semester begins on the 1st of Oct. every year).
- the 15th of January for the summer semester (semester begins on the 1st of Apr. every year).

Foreign exchange students who would like to study at the KU **outside of an exchange program** regardless if they are from member countries of the European Union please observe the following

Please request information material and the admissions application at the central student advisor's office.



(This should be done in April for the beginning of the winter semester and in November for the beginning of the summer semester.)

- The admissions application (with required documents) must be mailed to the Student registrar's office (Studentenkanzlei) by the following deadlines.
 - Winter semester:
 - 15 July for the university (all degree courses).
 - 15 June for the university of applied sciences.
 - Summer semester:
 - 15 January (all degree courses).

2. Financing your studies

a) Tuition and fees

At the KU Eichstätt-Ingolstadt student tuition (*Studiengebühren*) is charged per semester. The following consist of the charges (as of Nov. 30, 2008, subject to change):

450,00 € Student tuition
+ 44,50 € Social service contribution for the student union

494,50 € total per semester

ERASMUS-, DAAD-, ISEP- and KAAD-Students (as well as program students, from partner institutions with tuition waivers, etc.) do not have to pay any tuition but only the current social services fee of 44,50 € per semester.

The semester tuition and fees can be paid free of charge at the cashiers office of the university and at the administration office of the Ingolstadt School of Management.

Please take care to keep your **receipt** because it must be presented at enrollment.

Central Student Advisor's Office
(Zentrale Studienberatung)
Dr. Georg-Matthias Mojse
Phone: +49-8421-93-1283
E-Mail: georg.mojse@ku-eichstaett.de
Office hours:
Mo, We-Fr: 8:30-11:30, Th: 13:00-15:30.

Student registrar's office
(Studentenkanzlei):
Ms. Maria Gerner
(exchange student admissions)
Ostenstraße 26
D-85072 Eichstätt

Sommerresidenz,
Room 013
Phone: +49-8421-93-1216
Office hours:
Mo-Fr: 08:30-11:30.

Cashier's office at the KU Sommerresidenz, Room 005.

Administration office at the Ingolstadt School of Management
Hauptgebäude (main building), Room 010a.



b) Cost of living

Foreign exchange students should have approximately **650 € per semester** at their disposal.

This estimate consists of :

- 200 - 300 € for **living accommodations** in Eichstätt (Rent including utilities) and 250 - 350 € for living accommodations in Ingolstadt.

An additional 50 € can be calculated for telephone and internet access. Often this cost can be shared with a roommate.

1. 150 - 200 € for **food and drink**

Except on weekends and holiday, you can have a reasonably priced lunch in the student cafeteria.



Statistics concerning costs of living in Eichstätt and Ingolstadt can be found at the student portal Unicum:
<http://www.unicum.de/leben/lebenshaltungskosten>.

- 25 - 60 € for books and **study material**.
- 50 - 80 € for **leisure time**.

For free, or often reasonably priced, excursion programs and parties at the AK International as well as other excursion possibilities see (page 46).



c) Scholarships and job opportunities

➤ Scholarships

Program students usually receive aid from their respective home universities (for example, within the ERASMUS program).

Students interested in a scholarship as a program student should apply with the German Academic Exchange Service (DAAD), which offers a large scholarship data bank. It is important to note that applications must be received 12-15 months before the start of the planned study.

www.daad.de

➤ Job opportunities

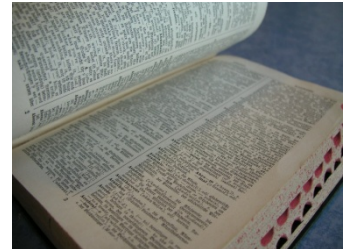
For those who would like a side job to earn some money while studying there is the possibility of working as help in a restaurant and bar. Another possibility, which is frequently needed, is tutoring pupils in foreign languages such as English or French.

However, you must observe a few legal conditions: As an international exchange student you are only allowed to work a limited amount of time without a work permit, (for example, 90 days or 180 days). (Student jobs and academic arrangements are exempted).

Exceptions to this rule are valid for students from European Union countries as well as from Iceland, Liechtenstein, Norway and Switzerland. (Non-exceptions are Estonia, Latvia, Lithuania, Poland, Slovakia, Slovenia, Czech Republic and Hungary)

If you have a DAAD scholarship you must first discuss the employment contract with the DAAD before starting work.

Check early with the German embassy concerning which kind of visa you will need for a study abroad in Germany.





3. Visa / Residence Permit

- **Citizens of EU- and EFTA-member states** and other select countries are exempt from visa requirements.



Detailed information about necessary documents for a visa at: <http://www.ku-eichstaett.de/Internationales/incoming/allgemeininfos/visum>.

- **Non-EU citizens** upon entering Germany require a residency permit for the purpose of study for longer than three months (NOT a tourist visa).

Students can get an application at the **immigration department** (Ausländerbehörde). Some important documents should be prepared before your departure: a valid passport, visa for entry (if needed), and proof of financial support.

Detailed information concerning important documents and contact addresses on pages 37-40.

Financial need for foreign students is determined in accordance with the German student financial assistance scheme (BaföG).

Basic requirements:	383,00 €
Rent, utilities:	146,00 € + 72,00 €
Insurance:	64,00 €
Monthly total:	665,00 €
per semester:	3.990,00 €
per year:	7.980,00 €

Students who need an entry visa must provide proof of financial support while still in their home country. Students from the USA and Japan can apply for a visa in Eichstätt. We recommend in this case that proof of financial support in the form of a "Financial Statement" be prepared in your home country and presented in Eichstätt. Otherwise you must open a German bank account.



4. Insurance

a) Health insurance

Health insurance is **obligatory** for students. Without it you cannot enroll at a German university.

- **Students from the EU** can remain insured in their home countries. You must present proof of your home country insurance to the local AOK* insurance company (earlier this was called E 128 / E 111) and/or your European Health Insurance Card.

More information at the DAAD webpage:
<http://www.daad.de/deutschland/deutschland/leben-in-deutschland/06266.de.html>

* Or another compulsory insurance company of your choice.



Photo: European Health Insurance Card
http://ec.europa.eu/employment_social/healthcard/cards_en.htm

The AOK exempts one from the compulsory insurance coverage and allows free visit to German doctors (there is a 10.00 € consultation fee per quarter).

Students from the EU, who are not compulsory insured and all other students under the age of 30, can be insured at the AOK student rate of roughly 60 € a month. For older students private insurance in Germany can be reasonably priced.

By no means should you remain in Germany without health insurance. Medical costs (doctor and hospital) are very high. Any questions concerning health insurance can be answered by the central student advisor's office and/or the International Office.

- Reasonably priced alternatives for **all non-EU students** from our partner universities (USA, Japan) are as follows:

Arrange for a traveler's insurance to cover the time spent

Local AOK:
 Eichstätt.
 Römerstraße 21

Ingolstadt.
 Harderstraße 43

Opening hours:
 Mo-We:
 08:00-16:30,
 Tu: 08:00-17:30,
 Fr: 8:00-15:00.

Also see the chapter
 "During your Studies",
 page 43



traveling to Germany and up until the day of enrollment. After enrollment immediately open a compulsory insurance account at a student rate (for example AOK). Thus you can take medical assistance at any time, without having to first pay the costs (as it would be in the case of a foreign insurance).

Important Information:

Please start a **private travel health insurance** in your home country (from the time of arrival in Germany up to registration) as well as **accident insurance**, which covers the costs, in the case of an emergency, for potentially expensive return transportation to your home country.

b) Insurance coverage during your studies

With enrollment (see page 39-40) students of the Catholic University of Eichstätt-Ingolstadt are automatically insured against accidents

The insurance coverage extends to all activities, which are connected to study. This is valid particularly for the participation of lectures and for other university meetings as well as for the way between apartment and the university. The Student Registrar's Office (Studentenkanzlei) or the administration office of the Ingolstadt School of Management is to be notified immediately of all accidents.

Additionally a private insurance coverage is recommended. This should include **private liability insurance** and **accident insurance**, which (in emergency) covers the costs of return transportation to your country of origin.

5. Finding an apartment

a) Room reservation assistance in Eichstätt

Program students at the Eichstätt campus can use the room reservation assistance service. Reservations are solely for living accommodations in hostels (dorms), private apartments, and apartment sharing communities. We regularly control the offered accommodations to guarantee agreed upon standards.



This service is **free of charge**, however, the university requires a current security deposit of 250 €, which is refundable upon termination of the rental agreement. This deposit is independent from the deposit, which must be paid to the landlord (in the amount of two or three months rent).

If you want to use the room reservation service please fill out the room reservation application and send it to the International Office. Please observe that a successful application (one that is accepted) is **binding** and your room confirmation and arrival in Eichstätt cannot be canceled.

<http://www.ku-eichstaett.de/Internationales/incoming/downloads.de>

The reservation deadlines:

- Winter semester: 31 May
- Summer semester: 30 November

Ingolstadt

The reservation service described above is for students at the Eichstätt campus. Program students in **Ingolstadt** please contact the International Office at the Ingolstadt faculty.

Contact in Ingolstadt:

Aline Reschke

E-Mail:

aline.reschke@ku-eichstaett.de

b) Applicants outside of partner agreements

For independent applications there is no room reservation service included with acceptance to the university. Because it is difficult to rent a room from abroad we recommend that you make reservation at a hotel, pension or youth hostel for the end of March or September, respectively of your semester abroad.

Rooms, which are privately rented, are usually passed on from student to student.

In **Eichstätt**, available private rooms are handled through Ms. Brigitte Streit. A list of available rooms can be found on the bulletin board at the Student Registrar's Office (Studentenkanzlei) or speak with Ms. Streit.

E-Mail:

brigitte.streit@ku-eichstaett.de

Ingolstadt: Bulletin board:

<http://www-edit.ku-eichstaett.de/Fakultaeten/WWF/studentenleben/noticeboard.de>

Relevant offers in **Ingolstadt** can be found on the designated bulletin board of the Ingolstadt faculty building.



c) Student housing

There is no single central administration for university housing at the KU Eichstätt-Ingolstadt, rather there are several church and private offers.

You can directly contact individual residence hall administrators in order to rent a room or apartment.

EICHSTÄTT

Managed by the **“St. Gundekar Werk”**:

Administrator: Mr. Miehl

Contact: Ms. Elisabeth Praast

Office: Pedettstraße 4

Phone: +49-8421-90 25 00

Fax: +49-8421-90 25 02

E-Mail: st.gundekar-werk@bistum-eichstaett.de

- Dormitory (Studentinnenheim) **“Edith Stein”**, Pedettstraße 6
- Dormitory **“Maria Ward”**, Winkelmannstraße 1
- Dormitory **“St. Michael”**, Reichenaustraße 2
- Student housing area **“Kardinal-Schröffer-Haus”**, Kardinal-Schröffer-Straße 14
- Dormitory **“St. Stilla”**, Rebendorfer Str. 92a



Photo: A room in the dormitory “Kardinal Schröffer”.

Rent is based on apartment/room size and location, 150-280 € (10-20 qm) and 250-440 € (28-58 qm), heating and electricity costs included. When an apartment is only rented for one semester the rent is increased 10 € per month. In addition the St. Gundekar-Werk requires a security deposit equal to two months basic rent.

Housing area **“Schottenau”**, Schottenau 46-52, Contact management at: (08421) 2825

Student housing area **“Freiwasser”**; Freiwasser 5-7 and Gundekarstraße 12 - 22

Contact information:

Klara Bernhofer GmbH,

Attn: Ms. Sylvia Wunderlich

Am Ziegelgrund 11

85092 Kösching

Phone: +49-8456-9139733



Photo: A building from the housing area "Freiwasser".

Private hostel "**Aumühle**": Aumühle 1

Contact information:

Ms. Elisabeth Bergér,

Kalkhofenstraße 4

93142 Maxhütte - Haidhof

Phone: +49-9471-21 72 9

INGOLSTADT

Managed by the "*Katholische Canisiusstiftung*":

Office: Konviktstraße 1

85018 Ingolstadt

Phone: +49-841-33 19 1

- Dormitory "**Canisiuskonvikt**", Konviktstraße 1
- Dormitory "**Dr. Franz Schübel-Haus**", Konviktstraße 10
- Dormitory "**Gebrüder Asam**", Neubaustraße 4 - 6
- Dormitory "**Am Münster**", Hohe Schulstraße 3 ½
- Dormitory "**Karl-Frank-Haus**", Jesuitenstraße 3
- Dormitory "**August Ponschab**", Kupferstraße 26
- Dormitory "**Am Kreuztor**", Oberer Graben 1-3

Managed by "*St. Gundekar Werk*":

Office: Theodor-Heuss-Straße 29

85055 Ingolstadt

Phone: +49-841-95 57 72 14

- Dormitory "**St. Anna**", Theodor-Heuss-Straße 27-37

Private apartment building "**Am Münster**", Gerbergasse 3

Administration: Ms. Renata Hertrich

Phone: +49-841-4936206

Ingolstadt:

<http://www.ku-eichstaett.de/Fakultaeten/WWF/studentenleben/wohnen.de>

Canisiuskonvikt:

<http://www.canisiusstiftung.de/>



Managed by *“Studentenwerk Erlangen-Nürnberg”*.

Administration: “WohnService Erlangen”

Henkestraße 38a

91054 Erlangen

Phone +49 91 31 80 02-23/24

Fax +49 91 31 80 02-28

E-Mail: WohnService.ER@stw.uni-erlangen.de

- Münzbergstraße 26 and Beckerstraße 15 and 17.

Photos und Prices at:

<http://www.studentenwerk.uni-erlangen.de/wohnen/de/wohnen-bei-uns-ingolstadt.shtml>

Managed by *“Gemeinnützigen Wohnungsbau-Gesellschaft”*.

Office: Minucciweg 4

85055 Ingolstadt

Phone: +49-841-95 37 15

- Dormitory *“An der Beckerstraße”*, Beckerstraße 2-2

Important Information:

Furnished rooms usually have only basic accommodations: table, wardrobe, chair, bed without linen (this does not concern privately rented apartments!). In single apartments, which have a kitchen, dishes and flatware are, in most cases, not provided. Please take this into consideration.

If necessary, the AK International can lend Eichstätt students a limited amount of needed items.



B - Before the semester starts: Service offer and formalities in Germany

You've successfully finished the first steps and now you're on your way to Germany: Welcome! ☺

1. Arrival

We recommend all students arrive at the beginning of October for the winter semester and the beginning of April for the summer semester.

In the first days after arriving in Eichstätt/Ingolstadt program students (ERASMUS and others) should come by the *International Office*.

2. Pick up service and Tutor program

Apart from the International Office of the KU Eichstätt-Ingolstadt, student organizations exist in both locations to help ease integration and answer bureaucratic questions.



International Office Eichstätt.

Jessica Hofmacher
Ostenstraße 26
Sommerresidenz,
Room 105

Ingolstadt.

Aline Reschke
Auf der Schanz 49
85049 Ingolstadt

Eichstätt.

Arbeitskreis („AK“)
International
E-Mail: esn-kue@gmx.de

Ingolstadt. Welcome Team

E-Mail:
welcome.wfi@ku-eichstaett.de

For all newly arrived foreign students, the Eichstätt AK International and the Ingolstadt Welcome Team will organize a German student to act as a contact person, a so-called “Tutor”, to help with personal questions and needs.

The first contact between you and your tutor takes place per E-Mail a few weeks before the semester begins. This way, before your depart for Germany, you will already be in contact with your fellow students in Germany.



Not all tutors are in Eichstätt or Ingolstadt when the preparatory language course begins. Therefore members of the AK International or the Welcome Team offer a pick-up service from the train station (for those who can register with Ms. Jessica Hofmacher).

(Please return the completed arrival form, while you are still preparing for your study abroad, to Ms. Jessica Hofmacher. The form can be sent to you per E-mail)

3. Orientation program with intensive German course

At the beginning of each semester (April and October) an intensive two-three week preparatory German course is offered for all ERASMUS and program students.

A minimum German language level of A1 of the Common European Framework of Reference for Languages is a course prerequisite. A test will be given at the beginning of the course to determine proficiency level. If needed, a beginner's course is offered.

A certificate as well as 3 or 3.5 ECTS Credits (depending on course hours) will be given upon successful completion (and regular attendance) of the intensive course.

Parallel to the language course, the orientation program is offered with one or more **excursions** as well as **advisement** for enrollment formalities, see the following points:

At the beginning of the orientation program (see the following points), the AK International holds a *Willkommensparty* (welcoming party) for all foreign students and their tutors. This is a great chance to start contacts and make find new friends.

Information and registration form are available on the internet or directly from Ms. Jessica Hofmacher:

Sommerresidenz, Room 105
Phone: +49-8421-93-1267
E-Mail: student.exchange@kueichstaett.de



Gabriela (Brazil):

"The German course was great! It was the best way to meet other exchange students and get accustomed to the German language. The teachers were really nice and patient."

<http://www.ku-eichstaett.de/Internationales/incoming/Austauschprogramme/orientierung/#sprachkurs>



4. Formalities in Germany

The following formalities must be observed in order to properly register with the city of Eichstätt or Ingolstadt and the KU.

If you are already in Eichstätt at the beginning of the orientation program the AK International can help you.

➤ Rental agreement and telephone connection

As soon as possible after your arrival you should sign your rental agreement. Depending on where you live, your contact person will be either a hostel/dorm administrator or a private landlord.

Because some of the Eichstätt dormitories do not include telephone service and internet access, you must open an account with a provider yourself. Be sure to pay attention to the conditions and cancelation terms of your contract. Usually there is a minimum 24 month contract, however, there are often exceptions for out of country relocation (to your home country).

Independently there is the possibility of telephoning abroad with favorable calling numbers or calling cards.

➤ Opening a bank account

To pay your rent and other bills hassle free or to receive your scholarship payment from direct deposit, it's worth opening a German bank account. Free or reasonably priced student bank accounts available at local banks which include online banking.

➤ Health insurance

To be able to register for classes you must have proof of your health insurance.

The "Allgemeine Ortskrankenkasse" (AOK) has offices in Eichstätt and Ingolstadt located near the university.

Therefore it is easiest if you go to one of the AOK offices to have your health insurance certificate certified.

See also page. 29-30.

Based on the EU wide recognized European Health Insurance Card, students from EU countries only have to fill out a form for an exemption to the health insurance obligation in Germany.



For all other students once you are in Germany we recommend opening a reasonably priced student health insurance policy (see page 28-30). When the need for insurance arises (sickness, accident) a better part of the cost will be taken over by the health insurance policy.

Should you purchase comprehensive insurance in your home country and are exempted from the German health insurance obligation, then you can get the appropriate certification of insurance status from the AOK. In this case, if the need for insurance arises, you must pay in advance. That is, you pay the resulting costs first and then reclaim them afterwards from your insurance in your home country.

➤ Registering with federal and city administrations

Non EU citizens must have a residency permit for the purpose of study in Germany for longer than three months (no tourist visas).

The application is available at the **Immigration Department** (Ausländerbehörde). Before this, you must be registered at the KU and with the local **Resident's Registration Office** (Einwohnermeldeamt) in Eichstätt or Ingolstadt, respectively.

Service for program students on the Eichstätt campus:

The International Office will take care of the registration for you. Please contact Ms. Hofmacher.

For this application the following documents are needed:

- Enrollment confirmation from the Catholic University of Eichstätt-Ingolstadt (see point 5 "Enrollment" on the next page)
- Proof of valid and current health insurance
- Passport (it must remain valid for the time spent in Germany)
- A passport photo
- Proof of financial support (i.e. scholarship promise, see also page 27 for other examples)
- Rental contract
- Visa (exceptions: a few countries such as Norway, Switzerland and the USA)
- Confirmation of registration at the Resident's

Immigration Departments

Ausländerbehörde Eichstätt

Landratsamt/
Ausländerbehörde
Residenzplatz 1

Opening hours: Mo-Fr:
08:00-12:00,
Th: 14:00-16:30.

Ausländerbehörde Ingolstadt

Rathaus/
Ausländerwesen
Rathausplatz 4

Opening hours:
Mo-Fr: 08:00-12:30,
Mo+Tu: 13:30-16:00,
Th: 13:30-17:30.



Registration Office (Einwohnermeldeamt)

Important: If not extended, a residency permit for the purpose of study is no longer valid after six months. When you study at the KU for longer than six months you must regularly show the Immigration Department (Ausländerbehörde) your university certificates of performance and enrollment as well as proof of financial support.

5. Enrolment and semester preparations

a) Enrolment / matriculation



*Photo: The
"Studentenkanzlei" in
the Eichstätt
Sommerresidenz*

**Registrar's Office
(Studentenkanzlei)
Eichstätt**
Sommerresidenz,
Room 013

Opening hours:
Mo-Fr:
08:30-11:30
Tu+Th: 13:30-15:30

**Registrar's Office
(Studentenkanzlei)
Ingolstadt**
Auf der Schanz 49
Main building
(Hauptbau) WWF
Room 010a

Opening hours:
Mo-Fr: 08:30-11:30
Tu+Th: 13:30-15:30

After receiving and reviewing applications, the KU Eichstätt-Ingolstadt will send all program students as well as independent applicants a letter of acceptance per mail. In order to be officially registered as a student at the KU Eichstätt-Ingolstadt and to enjoy all the rights of a student you must enroll (matriculate).

Program students at the Eichstätt campus please contact Ms. Jessica Hofmacher at the International Office for enrollment and bring the following documents with you:

- Letter of acceptance
- AOK certificate
- Proof of paid tuition (receipt from the cashiers office)
- Visa (if required)
- Application for a user account at the computer center (for internet access)

Subsequently you must fill out a data entry form, which



together with the above listed documents must be turned in at the Registrar's Office (Studentenkanzlei) - and then you are enrolled.

After successful enrollment you will receive an enrollment form, on which your student and library identification card, four verifying documents over you enrollment as a student at the KU Eichstätt-Ingolstadt as well as you computer center registration is printed. These documents are extremely important for your studies.

b) What is a Rückmeldung?

If you study at the KU for more than one semester you must "zurückmelden" (report back/confirm) at the end of the current semester. This is very easy to do: you pay the semester administration fees (if you are free from student tuition) and then you are "automatically" enrolled for the next semester.

Please carefully note the deadlines for the "Rückmeldung" (confirmation): summer semester generally at the end of January and winter semester mid July.

You can find this information on the KU Eichstätt-Ingolstadt homepage unter "Zeittafel".

Zeittafel e (Time tabl):
<http://www.ku-eichstaett.de/Studierende/zeittafel.de>

If you forget to confirm you will be "un-enrolled" (exmatriculate) and lose your status as a student.

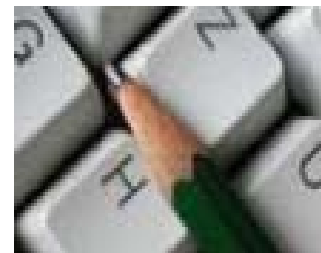
c) Registering at the computer center

Your computer center registration is printed on the enrollment form that you receive after enrollment. In order to log in for the first time, use the standardized password, which you should then change after the first log in:

The first letter of your first name
(if you have more than one first name only use the first one)
+the first letter of your last name
+day, month and year you were born (two spaces for each)

For example: Milena Schneider born on 15.09.1987
-->ms150987

Participants in the orientations program receive a pre-password before enrollment, which is the same



Opening hours of the
PC-Pools in Eichstätt
and Ingolstadt:
Mo- Fr. 8:00-22:00
Sa. 9:00-19:30



standardized password as above.

➤ *E-Mail*

Your university E-mail address is as follows:

Firstname.lastname@ku-eichstaett.de

With your password you can access your account from a PC at <https://imap.ku-eichstaett.de>.

➤ *Printers*

You can print from the computers at the university “PC-Pools”. Each sheet costs 0.05 €. To start with you will have a credit of 1.00 €. Once you have used this you can deposit more on your print account at the computer center’s office.

➤ *WLAN*

Apart from the “PC-Pools” you have the possibility to use your laptop with wireless internet access across the university grounds. To use this you must go to the homepage of the computer center and download / install a VPN Client. If you have technical questions please contact the staff at the computer center.

<http://www.ku-eichstaett.de/Rechenzentrum/dienstleist/funklan.de>

d) Introduction to the library



Opening hours:
As a rule from 8:30.
The sub-libraries are open for different times, at the latest 0:00.

See also:

<http://www.ku-eichstaett.de/Bibliothek/allgemein/oeffnungszeiten.de>

<http://www6.fh-ingolstadt.de/bibliothek/>

As part of the orientation program members of the AK International will explain the basic rules of library use in the Eichstätt central library.

Students, who do not participate in the introduction, can visit a general library tour given by the library staff. Dates and times are posted at the central library.



➤ *Library card and PC use*

Your student identification card also serves as your library card. Under the card's bar code is a series of digits, which serve as your user name at the library. The first log in for these computers requires a standardized four digit password - your date of birth (day and month).

➤ *OPAC and book check out*

Here you can order books that you want to check out (category "bestellbar"). They will be delivered from the library repository within roughly 30 minutes and may be checked out, in most cases, for four weeks. Books that are located in the reading hall may not be taken home (only "ausleihbar" - lendable over night or other standard works "nicht ausleihbar"). Books and other documents not available in Eichstätt can be ordered from other universities in Bavaria through OPAC's "Fernleihe" service.

<http://opac.ku-eichstaett.de/>

e) Semester planning and counseling for program students

In order to complete your "Semesterstundenplan" (semester curriculum) and receive academic advisement please check with the appropriate academic coordinator.

<http://www.ku-eichstaett.de/ECTS/fachberater.de>

All other program students can clarify questions concerning courses with Ms. Hofmacher.

f) Course registration over the Campus Management System

Once you know which courses you would like to take, you must register with the online Campus Management System of the KU Eichstätt-Ingolstadt.

KU Campus:
<http://campus.ku-eichstaett.de/studienangebot/>

The Campus Management System also serves as the course catalogue (all courses for the semester are listed) and as the course registration form.

There are a few exceptions, in which you cannot register online. However, in these cases it is clearly marked when and where you can register for the course.

To access this system simply use your user ID and password for the computer center "PC-Pools".



C - During your studies

You have cleared the first hurdles in Germany, and now you can start your studies - and the life of a student! In this section we will introduce some leisure time activities, travel possibilities and contact personnel, who can help you should you have any questions.

1. Leisure activities around the university



a) University sports

The sports center at the Catholic University of Eichstätt-Ingolstadt offers all students a wide variety of sports, which can vary from semester to semester: Badminton, tap dance, fencing, back exercises, taekwondo, jonglage, aerobics, step aerobics, Thai boxing, karate, autogenes training, oriental dance, ballroom dancing, swimming, canoe, climbing, Nordic walking, Yoga, Volleyball, Basketball, "Fußball" (soccer), handball, Unihoc, tennis, table tennis and many others.

In addition the university has a few fitness rooms.

For most courses there is a required fee of 5 to 10 € per semester. Fully registered students are insured against accidents at all activities, where a university sport center trainer is present.

At other sporting events (such as offers from cooperating external sporting agencies, independent sporting groups,



or freelance trainers in the fitness room) there is no university insurance coverage. Therefore, we strongly recommend an additional insurance coverage for accidents and liability (see page 30).

b) University choir, big band orchestra

All students are invited to participate in the choir, the “Big Band” or in the university orchestra. The only prerequisite is that you bring your own instrument. At the end of every semester there is an “end of semester” concert.

c) Confessional University Congregation

➤ *Catholic University Congregation in Eichstätt (KHG)*

The *Katholische Hochschulgemeinde* (KHG) is a feature of the Catholic Church at the KU Eichstätt-Ingolstadt, and is open to all students and staff of the university.

The student center is managed by the KHG. The house is the place where students meet for lectures, movie night or in the student bar known known as the “Theke”. Once a week a worship service takes place in the private chapel (19:15, 7:15 pm). In addition, student working groups meet regularly in the rooms of the KHG.

➤ *Catholic University Congregation in Ingolstadt (KHG)*

As in Eichstätt, the student center, located behind the famous *Marienmünster* is the location of the KHG. The worship service takes place every Tuesday at 19:00. Afterwards there is the possibility for a group dinner.

➤ *Protestant congregation and ecumenism*

In Eichstätt and Ingolstadt there is a small protestant church community. Once a month an ecumenical worship service takes place in Ingolstadt, and once per semester a protestant holy communion in the St. Matthäuskirche (St. Matthews Church).



www.khg-eichstaett.de/
Kardinal-Preysing-
Platz 3, Eichstätt

<http://www.khg-ingolstadt.de>
Bergbräustraße 3,
Ingolstadt

Protestant church
community
Eichstätt:
Leonrodplatz 2,
Internet:
www.altmuehlnet.de/~bruecke/

Ingolstadt:
Schrannenstraße 7



d) Other recreational activities at the KU

The many diverse student groups at the Catholic University of Eichstätt-Ingolstadt offer a multitude of leisure activities, which are open to foreign students. The spectrum ranges from excursions and parties to university political events.

In addition, the *Catholic University Congregation (KHG)* offers a wide program every semester.

You can find a student bar with inexpensive drinks at the student center of the *Katholischen Hochschulgemeinde (KHG)* in Eichstätt. The so called “**Theke**” is operated by students and is open from 20:00 until 01:00 (8pm until 1am).

Various student groups or **working groups** “Arbeitskreise” (**AKs**) regularly meet in the KHG. Some examples: Arbeitskreis Theke, Arbeitskreis Musik, Taizé-Kreis, Guatemala, Amnesty International, Arbeitskreis Shalom, Arbeitskreis Babysitten, Arbeitskreis Jour, Krankenbesuch, Hauskreis (prayer group), Jugend 2000 (youth 2000), Wortsport.

2. The AK International and the Welcome Team

The offers from the Eichstätt *AK International* as well as the Ingolstadt *Welcome Team* are oriented above all on you, the visiting foreign student.

With the goal of making your stay in Germany as comfortable and interesting as possible, both of these student initiatives organize day long excursions to Bavarian cities, parties, and movie nights.

Among the services offered by the AK International and the Welcome Team include the pick-up service from the train station and the tutoring program (see page 35-37).

a) Excursions and parties

In particular, the excursions are offered exclusively for you and not for German students, to guarantee enough available places. The costs for an excursion are usually about 5-10 €.

KHG Eichstätt
Kardinal-Preysing-
Platz 3,
Franz Geitner,

Phone: 08421/ 50 511

E-Mail:
franz.geitner@ku-eichstaett.de

Other
“Arbeitsgruppen”:
<http://www.ku-eichstaett.de/Studierende.de>



AK International:
<http://www1.ku-eichstaett.de/Organe/Konvent/ak-international>

Welcome Team:
<http://www.ku-eichstaett.de/Fakultaeten/WWF/studentenleben/welcometeam>



All other activities, such as the “Bavarian evening” or the welcome and farewell parties, are open to German students and should promote an intercultural dialog.

Registration times for the excursions are regularly sent per E-Mail or listed on the bulletin board of the AK international in the foyer of the central library.

b) The tandem program



If you are interested in helping German students learn your native language and, likewise, improve your level of German, then you can find a “Sprachlernpartner” (language learning partner) at the KU.

The AK International has a bulletin board for this in the Eichstätt central library.

3. Mobility/ travel possibilities

Because Eichstätt and Ingolstadt are centrally located within Bavaria almost every city in Bavaria can be reached within a few hours. Likewise, bordering German federal states, above all Baden-Württemberg, as well as neighboring countries Austria and the Czech Republic can be visited as a day trip.

Other well priced trips are offered by the **German Railway (Deutsche Bahn DB)**. This is especially true for groups - the weekend and Bavarian ticket, which are valid for up to five people and cost less than 30 € allow you to travel the

Michiel (Belgien):
“The AK International team welcomed us with open arms from the very beginning. They organized lots of trips so that we could visit some of the most important Bavarian cities and also the theme night, like the tavern tour and a Bavarian night with bratwurst and delicious beer.”

Deutsche Bahn:
www.bahn.de



entire day on regional trains.

You can also search the internet to travel by car with people willing to **share-a-ride** (Mitfahrgelegenheiten).

4. Cafeteria



Opening hours

Eichstätt

Cafeteria: 11:30-14:00

Café/Cafeteria:

Mo-Th: 8:00-19:00

Fr: 8:15-14:45

Ingolstadt

Cafeteria:

Mo-Dh: 11:00-14:15

Fr: 11:00-14:00

Menus

Eichstätt:

<http://www.studentenwerk.uni-erlangen.de/verpflegung/de/sp-eichstaett.shtml>

Ingolstadt:

<http://www.studentenwerk.uni-erlangen.de/verpflegung/de/sp-ingolstadt.shtml>

Like other German universities, Eichstätt and Ingolstadt have inexpensive cafeterias; the so called Mensa.

These are operated by the Erlangen-Nürnberg organization and are open during the week.

The price range for a simple meal is between 1.50 € and 3.00 €; in addition vegetarian plates made from organic products are offered.

Moreover, the student union (Studentenwerk) operates a smaller cafeteria, which is open the whole day and offers snacks.

5. Counseling organizations

In principle students with special requirements can first turn to the university central student advisor service. The following contacts are available as well:

- **Student Union Erlangen-Nürnberg**

The student union responsible for commercial and social promotion in Eichstätt and Ingolstadt has its headquarters in Erlangen / Nuremberg.

The student union operates not only the cafeteria at both

<http://www.studentenwerk.uni-erlangen.de/>



location of the KU it also offers different advisory services. At the student union you can find advice concerning legal issues or you can utilize the social counseling service.

- **Counseling for students with disabilities**

Students with disabilities - not just wheel chair, seeing impaired, but also those subject to allergies, learning disabilities etc. can turn to a KU Eichstätt-Ingolstadt representative for consultation concerning study, examination or other specific university problems.

Representative:
Dr. Reinhard Thoma
Phone: (08421)- 93-1375

- **Psychological-psychotherapeutic counseling**

For study and examination difficulties, contact and partner conflict and special personal problems, students can consult, free of charge, the KU psychological-psychotherapeutic help desk.

Social affairs and consultation on the homepage of the KU Eichstätt-Ingolstadt:
<http://www.ku-eichstaett.de/Studierende/sozial.de>

- **University spiritual guidance (Seelsorge)**

In Eichstätt and Ingolstadt the Catholic University Congregation (KHG) as well as the Protestant community offers spiritual guidance for students.

Eichstätt

Catholic: Father (Pater) Johannes Haas OSFS
E-Mail: johannes.haas@ku-eichstaett.de

Protestant: Pastor (Pfarrer) Reinhard Höfer
E-Mail: reinhardhoefer@freenet.de

Ingolstadt

Catholic: Pastor (Pfarrer) Josef Mederer
E-Mail: Josef_Mederer@web.de

Protestant: Pastor (Pfarrer) Dr. Jürgen Habermann
juergen.habermann@khg-ingolstadt.de

6. Medical provisions

Every student must have health insurance. EU citizens are, as a general rule, insured in their home country and are freed from the German compulsory coverage. In this case, with the foreign health insurance certificate,

Health insurance during your studies: see page 28-30.



complete medical provisions are allowed.

Those, for example, who are insured at the student rate of the AOK, receive insurance protection for most cases of illness.

- For family doctor **care**, (through a doctor of your choice), only a praxis fee of 10 € per quarter year is charged.
- The majority of medication in Germany is only available through prescription, that is, a doctor must order it for patients. To receive medication from a pharmacy you must pay 10% of the medication cost yourself (minimum 5 € and maximum 10 € prescription fee), the rest is paid for by the health insurance plan. For non-prescription medication you must pay the entire cost yourself.
- For **hospitalization** there is a cost of 10 € per day; after 28 days the health insurance plan will cover all other costs.

At night or during the weekend should you need immediate doctor's car you can call an Eichstätt hospital / Ingolstadt clinic ambulance or an emergency physician.

The following emergency numbers are German wide:

Police: 110

Fire department and emergency doctor: 112



D - After your study abroad

Ilona (Czech Republic):

"My study abroad on the KU was the best thing that has ever happened to me. I met lots of really nice people and my German improved. The people at the KU (above all Ms. Hofmacher and the AK International) really took care of us!"



1. Preparing for departure

Your study abroad in Eichstätt is coming to an end and you're preparing for your trip back home: don't forget to properly terminate your rental agreement for your apartment as well as the associated contracts (telephone, internet ...).

Don't forget to inform the city of Eichstätt / Ingolstadt that you are returning to your home country. Likewise be sure to close your bank account.

See the check lists for the return trip in the annex, page VI and IX.

2. ECTS

After your study abroad the KU will exchange transcripts of your student data with your home university, so that the courses you studied at the KU Eichstätt-Ingolstadt as a program student will be recognized by your home university (see also page 12).

For all **program students** at the university there are special ECTS performance certificates ("Scheine"), which are available at the dean's office of each according faculty or from our homepage.

The forms will be filled out and signed by instructors for every successfully completed course:

"Scheine" and "Vorlage" for the Transcript of Records at:

www.ku-eichstaett.de/Internationalen/incoming/downloads.de

➤ *Transcript of Records*

If your home university needs, in addition to the ECTS certificate, a "Transcript of Records" you can download this from our homepage and fill it out yourself on the computer with help from your ECTS certificate.

<http://www.ku-eichstaett.de/Internationalen/incoming/Austauschprogramme/transcript.de>

Transcript of Records contain all lectures in which the student received a "Schein" and thus verify a graded performance.



They record all courses including the grades and credit points; an English translation of the course's title (if needed) - title translations are confirmed by instructors at the English or American Studies departments (with signature and stamp). Then take your transcript and your original "Schein" to the Examination/Registrar's Office (Prüfungsamt) and have the documents officially validated.



TRANSCRIPT OF RECORDS

Sending Institution: Katholische Universität Eichstätt-Ingolstadt, D-85071 Eichstätt

Receiving Institution: _____

Student's Name: _____ First Name: _____

Date and Place of Birth: _____ Gender: ☐ male ☐ female

Matriculation Date: _____ Matriculation Number: _____

Code	Title of the class (German/English)	Term	Local grade	ECTS grade	ECTS credits



(cont.)

Code	Title of the class (German/English)	Term	Local grade ¹	ECTS grade ²	ECTS credits

Name of student: _____

Degree awarded (if applicable): _____

Date: _____

English/American lecturer's signature to confirm that the translation of course titles is correct.

Registrar's (administration officer's) signature

(stamp of institution)

¹ Description of the institutional grading system:

1.0/1.3 = very good
1.7/2.0/2.3 = good
2.7/3.0/3.3 = satisfactory
3.7/4.0 = sufficient
5 = fail

² ECTS grades:

A = best 10%
B = next 25%
C = next 30%
D = next 25%
E = next 10%

This document is not valid without signatures and the official stamp.

- **ERASMUS** students should clarify **before** departing Germany through the responsibly coordinator at their home university, how certificates (ECTS or Transcript) should be delivered: from the student themselves or sent directly through the mail from the International Office of the KU.
- **US-Students** please contact Ms. Jessica Hofmacher directly.



3. Extension of study abroad or acceptance to the KU for a complete program of study

If you enjoyed your study abroad at the KU Eichstätt-Ingolstadt so much that you would like to continue studying here longer, then please contact Ms. Jessica Hofmacher as well as the proper personnel at your home university.

We would really like it if you stay with us longer!



Catholic University of Eichstätt-Ingolstadt

ECTS Information Guide

APPENDIX

Arrival in Eichstätt and Ingolstadt

Campus Plan Eichstätt

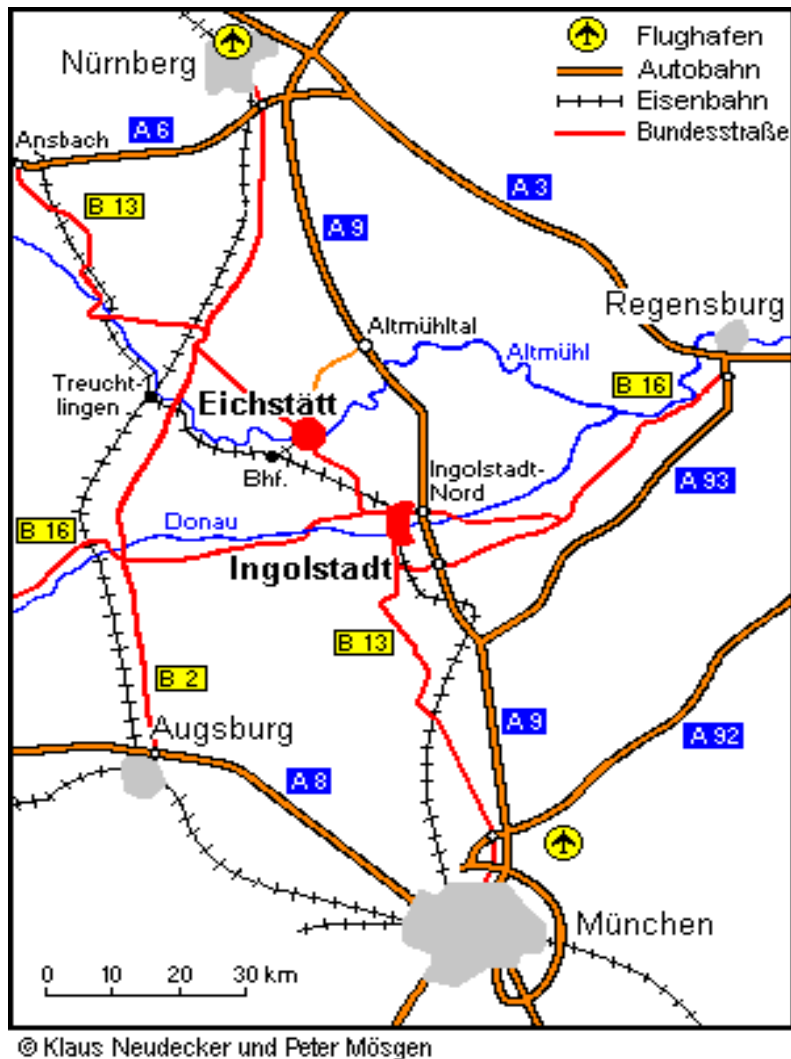
Check Lists

Important Addresses

Opening Hours of the Library and Computer Center



➤ *How do I find Eichstätt und Ingolstadt?*



Eichstätt

Arriving by car

Eichstätt is located on Federal Highway 13 (*Bundesstraße 13*) on the section Würzburg - Ansbach - Gunzenhausen - Weißenburg - Eichstätt - Ingolstadt - Pfaffenhofen - München.

On Interstate Highway 9 (*Autobahn 9*) take exit "Altmühl" from the north, and from the south exit "Ingolstadt-Nord".

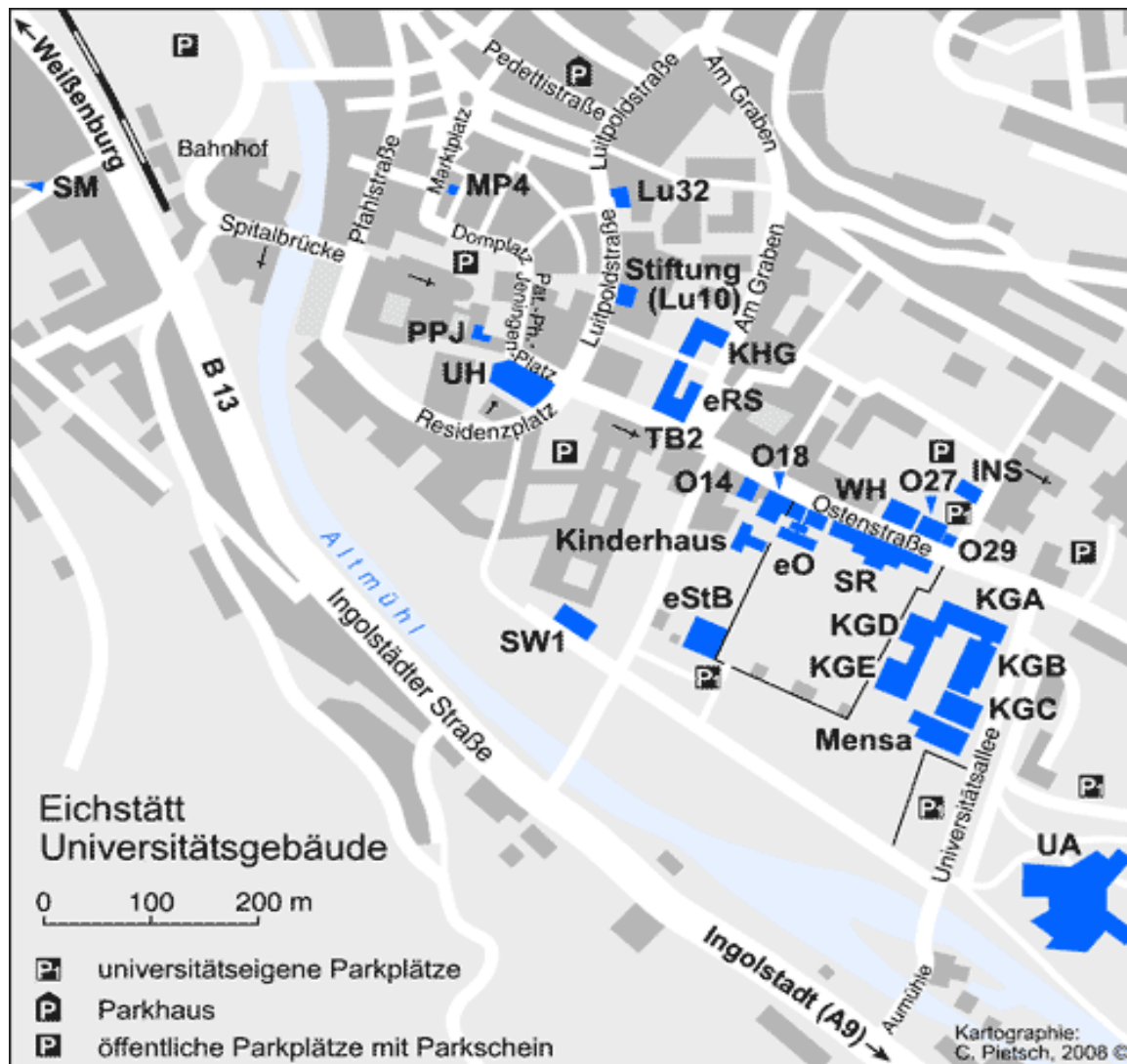
Arriving by train

Eichstätt is located in the middle of the railway line Treuchtlingen - Ingolstadt between Nuremberg und Munich.

From the rail station "Eichstätt Bahnhof" (located in the middle of a forest) you will need to transfer to a smaller train which continues approximately five kilometers further to the city of Eichstätt, "**Eichstätt Stadt**". Please be sure that your ticket is to "Eichstätt Stadt".

From there the university is about a 10 minute walk in the direction of the city center (*Innenstadt*).

➤ Campus Plan Eichstätt

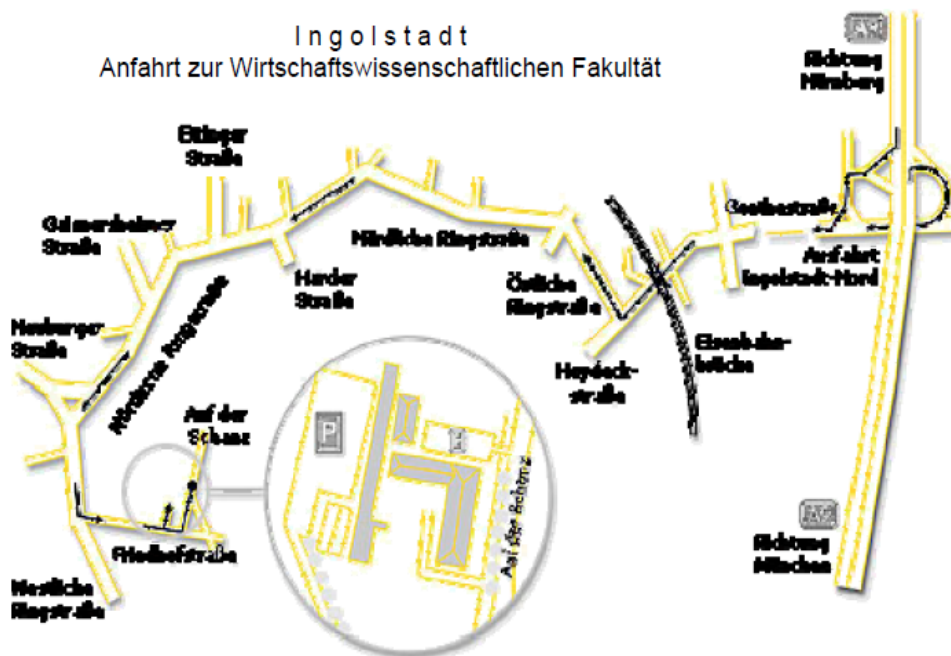


<http://www.ku-eichstaett.de/Ueberblick/Campus/Lageplan.de>

➤ Ingolstadt

Arriving by car

Exit the interstate highway München/Nürnberg (A9) at “Ingolstadt Nord”. First drive towards “Stadtmitte” and follow the along the Goethestraße for roughly 1.5 km (don’t follow the sign “Universität”, rather the “P Münster” sign). After the railway underpass turn right on the second street, the “Östliche Ringstraße”. Follow the Ringstraße for approximately 1 km, and look for the Esso gas station (on the right side). Turn left on the first street after the gas station (Friedhofstraße in the direction of the Parkhaus Münster). After 200 meters you will see a brick building on the left side (Youth Hostel). Directly after this building is the entrance to the parking lot of the university.



By public transportation (Train and Bus)

From Ingolstadt Hauptbahnhof (the main station) you can comfortably take the bus directly to the university building. Take either line 10 (final destination “herschelstraße”) or line 11 (final destination “Audi-GVZ”). Get off at the “Zentraler Omnibusbahnhof” (ZOB - the central bus station). From there, take either line 50 (“Gaimershaeim”) or line 60 (“Gerolfing”) to the university bus stop “Kreuztor”.

From Eichstätt there is an express bus which you can take from the summer residence directly to the WFI.

➤ Check lists for program students

Check list 1: Before you come to Germany

What you have to complete before you come...	OK?
1. Contact the International Office of the KU and inquire about prerequisites and information (including DSH, see page 22-23).	
2. Send your admissions application and all important documents to the International Office and take notice of deadlines: <ul style="list-style-type: none"> ▪ 15 July for the winter semester (15 June for the university of applied sciences "Fachhochschule") ▪ 15 January for the summer semester 	
3. Send, if desired, your room reservation to the International Office and be aware of deadlines: <ul style="list-style-type: none"> ▪ 31 May for the winter semester ▪ 30 November for the summer semester 	
4. Register, if desired, for the preparatory language course (early booking discount!)	
5. Visa (Non-EU-citizens): Please inquire early with the German Embassy in your home country. Students, who do not require an entrance visa (for example, USA and Japan): Prepare your proof of financial support .	
5. Health insurance: <ul style="list-style-type: none"> • EU-citizens are required to have the European insurance card. • Non-EU-citizens: we recommend a traveler's health and accident insurance for the period until matriculation and then subsequent insurance through the "Allgemeine Ortskrankenkasse" AOK (or another compulsory health insurance fund) in Eichstätt or Ingostadt (see page 30). 	
6. Please inform us punctually of your arrival in Eichstätt.	

Don't forget:

- Valid passport (with visa if applicable)
- Proof of insurance (medical and liability)
- Letter of admission from the Catholic University Eichstätt
- Proof of financial means to support your stay in Germany (for example, scholarship acceptance/promise)
- Enough cash to pay for the first month (rent, semester fees/ study tuition etc.)
- Bed linen, towels
- Medication you have to take regularly
- Vaccination card
- Adapter for power sockets
- ...

Check list 2: After you arrive in Germany

What you must attend to after arriving:	OK?
1. Come by the International Office: Here you will get all essential information, check lists, formulas for enrollment and registration.	
2. If not yet completed: sign rental agreement and make security deposit.	
3. Prepare class schedule / "learning agreement": contact your academic advisor and make an appointment.	
4. Attend the beginning of the semester orientation meeting for program students.	

Check list 3: Before you leave Germany

What you need to do before you leave Germany:	OK?
1. ERASMUS students: Provide acquired certificates (Scheinen) for your transcript and have it certified at the examination office (Prüfungsamt).	
2. Pick up your certificate of attendance in the International Office.	
3. When applicable: cancel your telephone and German bank accounts.	
4. Give notice of your departure to the Resident's Registration Office (Einwohnermeldeamt).	
5. Security deposit for room reservation: provide the International Office with your international bank account information (IBAN- and BIC-Codes), so that we can transfer the security deposit to you at the end of the rental agreement.	

Appendix

➤ Check list for student applicants outside of partner agreements

Check list 1: Before you come to Germany

What you have to complete before you come...	OK?
1. Contact the central academic advisor's office for exchange students (Zentrale Studienberatung für Ausländer) and inquire about prerequisites and information (including DSH, see page 22-23).	
2. Send your admissions application and all important documents to the student registrar's office (Studentenkanzlei) and take notice of deadlines: <ul style="list-style-type: none">▪ 15 July for the winter semester (15 June for the university of applied sciences "Fachhochschule")▪ 15 January for the summer semester	
3. Contact the university administration (Ms. Brigitte Streit) for information about living accommodations (see page 31).	
4. Visa (Non-EU-citizens): Please inquire early with the German Embassy in your home country.	
5. Health insurance: <ul style="list-style-type: none">• EU citizens are required to have the European insurance card.• Non-EU citizens: we recommend a traveler's health and accident insurance for the period until matriculation and then subsequent insurance through the "Allgemeine Ortskrankenkasse" AOK (or another compulsory health insurance fund) in Eichstätt or Ingostadt (see page 30).	
6. Reserve a room in the youth hostel or boarding house for your first days after arrival.	

Don't forget:

- Valid passport (with visa if applicable)
- Proof of insurance (medical and liability)
- Letter of admission from the Catholic University Eichstätt
- Proof of financial means to support your stay in Germany (for example, scholarship acceptance/promise)
- Enough cash to pay for the first month (rent, semester fees/ study tuition etc.)
- Bed linen, towels
- Medication you have to take regularly
- Vaccination card
- Adapter for power sockets
- ...

Check list 2: After you arrive in Germany

What you must attend to after arriving:	OK?
1. Health insurance: <ul style="list-style-type: none"> • EU citizens present your certificate of foreign insurance to the AOK. • Non EU citizens present either a recognized health insurance plan to the AOK or buy the AOK health insurance for students (see page 29 and 39). 	
2. Go to the <i>Zahlstelle</i> (Sommerresidenz, room 005) and pay the semester contribution/tuition fees (see page 40-41).	
3. Enrollment- You will need the following documents: <ul style="list-style-type: none"> • Letter of admission from the KU Eichstätt-Ingolstadt • ERASMUS certificate of the home university (German or English) • Document of health insurance (AOK confirmation) • Receipt for paid semester contribution/tuition fees 	
4. Resident's Registration Office and Foreign Registration Office: <ul style="list-style-type: none"> • Eichstätt program students contact the International Office. • Non EU citizens in addition must go to the Foreign Registration Office (Ausländerbehörde) and apply for the necessary residence permit (Aufenthaltsgenehmigung) (see page 39-40). 	
5. Program students (ERASMUS and others): Contact your academic advisor and discuss your study plan.	
6. Please check your E-mails regularly.	

Check list 3: Before you leave Germany

What you need to do before you leave Germany:	OK?
1. Properly terminate your living accommodations (pay open bills, returning keys).	
2. At the end of your stay in Eichstätt/Ingolstadt, inform the Resident's Registration Office (Einwohnermeldeamt) that you are leaving (not when you leave for vacation!).	
3. Close your German bank account and cancel your telephone and internet contract , if any.	
4. ERASMUS and other program students: Make sure you have arranged everything with your academic advisor (ERASMUS coordinator) concerning credit points you earned during your stay. <ul style="list-style-type: none"> • ECTS certificates • Transcript of Records (if required by your home university) (see page 54-55). 	
5. ERASMUS students: Don't forget your ERASMUS-Certificate of Departure .	

➤ Important Addresses

International Office Incoming Students

Ms. Jessica Hofmacher
Ostenstraße 26, Sommerresidenz,
Room 105
Phone: (+49)-8421-93-1267
student.exchange@kueichstaett.de

Ingolstadt:

*Ms. Bernadette Pogrzeba (all
university wide programs)*
Auf der Schanz 49
Phone: (+49)-841-937-1902
bernadette.pogrzeba@ku-eichstaett.de

*Ms. Aline Reschke (all WFI internal
programs)*
Auf der Schanz 49
Phone: (+49)-841-937-1915
aline.reschke@ku-eichstaett.de

**Head of the International Office/
ERASMUS University Coordinator**
Dr. Martin Groos, MBA
Ostenstraße 26, Sommerresidenz,
Room 103
Phone: (+49)-8421-93-1595
martin.groos@ku-eichstaett.de

Language Center
Dr. Susanne Schäfer
Universitätsallee 1, Room 227
Phone: (+49)-8421-93-1526
sprachenzentrum@ku-eichstaett.de

Arbeitskreis („AK“) International
Office of the Student Convent
KG I Bau C (Sports hall next to the
cafeteria)
Ostenstraße 26
esn-kue@gmx.de

Welcome Team Ingolstadt
Auf der Schanz 49
welcome.wfi@ku-eichstaett.de

Student Registrar's Office
Studentenkanzlei (Admissions,
Registration)
Ms. Maria Gerner
Ostenstraße 26, Sommerresidenz,
Room 013
Phone: (+49)-8421-93-1216
maria.gerner@ku-eichstaett.de

DSH-Predatory Course
Mr. Adrian Schmatz
Universitätsallee, Room 139
Phone: (+49)-8421-93-1469
adrian.schmatz@ku-eichstaett.de

Tourist Information Centers*

Eichstätt:

Tourist information

Domplatz 8, Eichstätt

Internet: www.eichstaett.de and
www.eichstaett.info

Ingolstadt:

Tourist information in the town hall
(Neuen Rathaus)

Rathausplatz 4, Ingolstadt

Internet: www.ingolstadt-tourismus.de/ and www.ingolstadt.de

*Here you can get an accommodations directory for Eichstätt and Ingolstadt as well as information for public facilities (swimming pools, cinemas, theater etc.), restaurants, discos, banks, doctors, pharmacies and hospitals and information for public transportation.

➤ Opening Hours*

UNIVERSITY LIBRARY

Central Library

Mo-Fr: 8:30-24:00

Sa: 9:00-18:00

Sub-Library 1 "Ulmer Hof"

Mo-Fr: 8:30-22:00

Sa: 9:00-12:00

Sub-Library 2 "Aula"

Mo-Fr: 8:30-24:00

Sa: 9:00-18:00

Sub-Library 3 "Staats- und Seminarbibliothek"

Mo-Fr: 8:30-19:00

Sa: 9:00-12:00

Library of Business Administration (Ingolstadt)

Mo-Fr: 8:30-24:00

Sa: 9:00-20:00

**During semester breaks there are shorter opening hours.*

COMPUTER CENTER

Opening hours of the PC-Pools in Eichstätt and Ingolstadt:

Mo- Fr. 8:00-22:00

Sa. 9:00-19:30