

**FACT SHEET FOR STUDY EXCHANGE
UNIVERSITY OF ART AND DESIGN OFFENBACH**

<p>CONTACT AND INFORMATION</p> <p>www.hfg-offenbach.de/en</p>	<p>Hochschule für Gestaltung Offenbach Schlossstr. 31, 63065 Offenbach am Main, Germany T. +49 (0)69.80059-0</p>
<p>INTERNATIONAL OFFICE</p> <p>ERASMUS CODE: D OFFENBA01 Erasmus+ PIC number 946324629</p>	<p>Mrs. Christiane Kühn-Wilkens Visiting Adress: Schlossgrabengasse 1, Ground floor, 63065 Offenbach am Main, Germany team.internationales@hfg-offenbach.de T. +49 (0)69.80059-149</p>
<p>HEAD OF REGISTRAR'S OFFICE</p>	<p>Ute Schulz schulz@hfg-offenbach.de Schlossgrabengasse 1, Ground floor</p>
<p>DEPARTMENTAL COORDINATORS</p>	<p>School of Art: Prof. Heiner Blum blum@hfg-offenbach.de</p> <p>School of Design: Prof. Dr. Martin Gessmann gessmann@hfg-offenbach.de</p>
<p>EXAMINATION COORDINATORS</p>	<p>School of Art: Christina Wittich wittich@hfg-offenbach.de Main building, Room 115b</p> <p>School of Design: Elvira Werner werner@hfg-offenbach.de Main building, Room 213b</p>
<p>STUDY PROGRAMMES AND COURSE CATALOGUE</p> <p>http://www.hfg-offenbach.de/en/pages/university-calendar#about</p> <p>(the current course catalogue is published shortly before the semester starts)</p>	<p>School of Art</p> <ul style="list-style-type: none"> • Stage Design (Stage & Costume Design / Dramaturgy) • Communication Design (Conceptual Design / Graphic Design & Illustration / Typography) • Art (Experimental Spatial Concepts / Sculpture / Painting / Conceptual Drawing & Life Drawing) • Media (Photography / Electronic Media / Film & Video / Electronic Art) <p>School of Design</p> <ul style="list-style-type: none"> • Integrative Design • Visualisation & Materialisation • Intercultural Design • Technical Products & Product Systems
<p>DATES AND ACADEMIC CALENDAR</p> <p>http://www.hfg-offenbach.de/en/pages/university-calendar#about</p>	<p>Winter semester: October 1st – March 31st Lectures from mid-October until mid-February</p>

<p>offenbach.de/en/pages/university-calendar#key-dates</p>	<p>April 1st – September 30th Lectures from mid-April until mid-July</p> <p>Application Deadlines For winter semester: May 15th For summer semester: November 15th</p>																																	
<p>APPLICATION PROCEDURE & SELECTION PROCESS</p> <p>www.hfg-offenbach.de/en/pages/international-exchange#incoming-students</p>	<p>1. Nomination of student(s) by the home university. 2.1. Completion of the student application form. 2.2. This form has to be sent back to HfG by clicking on <i>submit</i> or via email to: team.internationales@hfg-offenbach.de. 3. Students receive an email including an upload link for the following application documents: letter of motivation, CV, copy of passport, copy of university entrance qualification (such as a-level, high school diploma...), transcript of records and portfolio.</p> <p>Selection of exchange students is made mainly on a portfolio basis. There is no automatic acceptance of nominated students. Admission notice will be issued in July/January.</p>																																	
<p>ORIENTATION WEEK (O-WEEK)</p>	<p>The International Office organises various events shortly before and after the beginning of the semester: a guided tour through Offenbach and the campus, a get together and a meeting with the professors (to talk about the choice of courses). Design students have to attend a workshop. Details will be sent to students after admission notice. All meetings are compulsory!</p>																																	
<p>LANGUAGE REQUIREMENTS FOR EXCHANGE STUDENTS</p>	<p>We expect a good command of English that enables incoming students to communicate well at an academic level. We also recommend acquiring basic knowledge of the German language as it is the primary language of instruction.</p>																																	
<p>GRADING SYSTEM & TRANSCRIPT OF RECORDS</p>	<p>Grade System Description used at HfG</p> <table border="0"> <tr><td>sehr gut</td><td>1,0 =</td><td>very good</td></tr> <tr><td>sehr gut, minus</td><td>1,3 =</td><td>very good, minus</td></tr> <tr><td>gut, plus</td><td>1,7 =</td><td>good plus</td></tr> <tr><td>gut</td><td>2,0 =</td><td>good</td></tr> <tr><td>gut, minus</td><td>2,3 =</td><td>good, minus</td></tr> <tr><td>befriedigend, plus</td><td>2,7 =</td><td>satisfactory, plus</td></tr> <tr><td>befriedigend</td><td>3,0 =</td><td>satisfactory</td></tr> <tr><td>befriedigend, minus</td><td>3,3 =</td><td>satisfactory, minus</td></tr> <tr><td>ausreichend, plus</td><td>3,7 =</td><td>sufficient, plus</td></tr> <tr><td>ausreichend</td><td>4,0 =</td><td>sufficient</td></tr> <tr><td>nicht ausreichend</td><td>5,0 =</td><td>non-sufficient /fail</td></tr> </table> <p>After the end of the lecture period a Transcript of Records can be issued by the International Office on the students' demand.</p>	sehr gut	1,0 =	very good	sehr gut, minus	1,3 =	very good, minus	gut, plus	1,7 =	good plus	gut	2,0 =	good	gut, minus	2,3 =	good, minus	befriedigend, plus	2,7 =	satisfactory, plus	befriedigend	3,0 =	satisfactory	befriedigend, minus	3,3 =	satisfactory, minus	ausreichend, plus	3,7 =	sufficient, plus	ausreichend	4,0 =	sufficient	nicht ausreichend	5,0 =	non-sufficient /fail
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<p>HEALTH INSURANCE</p>	<p>Students are obliged to have a German <u>statutory</u> health insurance during their stay as exchange students! Students from EU countries are usually covered by their national health insurance and should bring their EHIC health insurance card to the Registrar's Office. Students are not able to enrol at the university without proof of a statutory health insurance valid for the period of the stay at HfG! Students with a private health insurance have to provide an exemption from the statutory health insurance.</p>
<p>ACCOMMODATION</p>	<p>We have a limited number of rooms reserved in the student residences of Frankfurt. Students can apply for these rooms at HfG. Please contact Ms. Kühn-Wilkens (team.internationales@hfg-offenbach.de) for more information.</p>
<p>FEES</p>	<p>Semester fees are no tuition fees, but a contribution to facilities you will be using as a student, e.g. library, canteen, student union, sports program, and your ticket for public transportation.</p>
<p>AVERAGE LIVING EXPENSES</p>	<p>Usually, a student needs around 700€ per month, depending on the personal needs and expenses for a flat. A room in a shared flat costs around 250-400€ and is very common for students in Germany. Non-EU students have to pay for the <u>statutory</u> health insurance, which costs about 80€ per month. There are no costs for public transport in the Rhine-Main area since the semester ticket is already included in the social fees.</p>
<p>OPENING A BANK ACCOUNT IN GERMANY</p>	<p>Having a bank account in Germany is important especially for <u>non-EU citizens</u>. With a German bank account, you can withdraw money free of charge from cash machines in Germany, make payments electronically, and set up "standing orders" for regular payments – like rent, health insurance or telephone bills. If you get a scholarship from HfG, you will need a German account to receive your scholarship. There are numerous commercial and savings banks which operate branches in cities throughout Germany. There are also a number of online banks which offer the entire range of services via the Internet. When opening a bank account you should make sure that the bank is a national or direct bank. To open an account, you are usually asked to present the following documents:</p> <ul style="list-style-type: none"> ○ Passport or personal identification card, ○ Student ID or certificate of enrolment of the German university

	<ul style="list-style-type: none"> ○ Confirmation of registration from the local registration office or office for foreigners <p>Take these documents with you to a bank branch of your choice and ask to open an account (Girokonto). The employees at the bank will help you.</p>
<p>EXTENSION</p>	<p>Every student who would like to extend its stay at HfG will need a confirmation by the International Office at the home university. Also, the International Office at HfG needs a confirmation by the supervising professor at HfG, that he/she will mentor the student for one more semester. Please send these two confirmations by e-mail to Mrs. Kühn-Wilkens: team.internationales@hfg-offenbach.de and Mrs Schulz: schulz@hfg-offenbach.de.</p>
<p>LINKS</p>	<p>Important Information for incoming students: http://www.hfg-offenbach.de/en/pages/international-exchange#incoming-students</p> <p>Facebook: https://www.facebook.com/groups/513111718783274/</p> <p>Newsletter: http://www.hfg-offenbach.de/de/pages/newsletter#ueber</p> <p>Instagram (#hfginternational): https://www.instagram.com/hfg_offenbach/</p> <p>vimeo: https://vimeo.com/hfg</p>