

**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>HEAD OF INTERNATIONAL OFFICE</p> <p>Erasmus+ Code: D OFFENBA01 Erasmus+ PIC: 946324629 OID: E10099156</p>	<p>Olivia Klimm Visiting Adress: Schloßgrabengasse 1, ground floor, 63065 Offenbach am Main, Germany klimm@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 School of Design: Prof. Lisa Borgenheimer borgenheimer@hfg-offenbach.de</p>
<p>EXAMINATION COORDINATORS</p>	<p>School of Art Christina Wittich wittich@hfg-offenbach.de Main building, room 115b 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 mid-October till mid-February Summer semester April 1st – September 30th, Lectures mid-April till mid-July</p>

<p>offenbach.de/en/pages/university-calendar#key-dates</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 to klimm@hfg-offenbach.de. 3. Students receive an e-mail 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 the basis of the submitted portfolio. There is no automatic acceptance of nominated students. Admission notice will be issued by 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 strongly recommend acquiring a basic knowledge of German 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 Examination Coordinators on 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
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																																

<p>HEALTH INSURANCE</p>	<p>For students to be enrolled at HfG, they must provide proof of sufficient health insurance cover for the duration of their stay at HfG. Whether their existing health insurance meets the requirements is assessed by a German statutory health insurance - and not by HfG nor by the existing health care provider! Students are then either provided with an exemption or they have to take out a German statutory student health care insurance (at a rate of around 120 euros per month). The latter automatically applies to all students resident in non-EU countries. More information is provided after admission.</p>
<p>ACCOMMODATION AND HOUSING</p>	<p>Housing in Offenbach/Frankfurt is costly. Rooms in a shared private flat start from 350 and go up to 600 euros and a deposit fee (at 1 to 3 times the monthly rent) has to be paid in advance. HfG has reserved a limited number of rooms in the student residences of Frankfurt. Students can apply by contacting klimm@hfg-offenbach.de.</p>
<p>FEES</p>	<p>Semester fees are no tuition fees, but a contribution to facilities the student will be using, e.g. canteen, student representative body, sports programme and public transport.</p>

<p>OPENING A BANK ACCOUNT IN GERMANY</p>	<p>Having a bank account in Germany is important especially <u>for 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 debit orders for regular payments – like rent, health insurance or telephone bills. If you get a scholarship from HfG, you will usually need a German account to receive your stipends. There are numerous commercial and savings banks which operate branches in cities throughout Germany. There are also a number of banks which offer the most common services online only. 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 assist you.</p>
<p>EXTENSION</p>	<p>A student who would like to extend their stay at HfG will need a confirmation issued by their home institution. Also, the International Office at HfG needs confirmation by the supervising professor at HfG that they will mentor the student for one more semester. Please send these two letters of confirmation by e-mail to klimm@hfg-offenbach.de AND 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>