

DEAR INTERNATIONAL STUDENT

Welcome to our university! We hope that you will enjoy your stay with us and have an exciting time in Germany. With this handbook we hope to guide you through your first weeks and months in Frankfurt (Oder).

If you still have any questions or problems, do not hesitate to contact me or one of my colleagues. We are looking forward to meeting you.

Petra Weber

Head of the
Department of International Affairs





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FRANKFURT (ODER)

Frankfurt (Oder) lies in the heart of Europe on the river Oder and directly on the border with Poland, about 1 hour away of the German capital Berlin. Frankfurt (Oder) has approximately 64,500 residents.

The famous poet Heinrich von Kleist was born in Frankfurt (Oder) in 1777 and was a student of the town's university. The town is very proud of its famous son and has dedicated numerous buildings and parks to him (e.g. Kleist Museum, Kleist Forum and Kleistpark).

Take a walk along the river Oder and enjoy the view across the river to Germany's neighbour, Poland. Just behind the university facilities lies the island Ziegenwerder with its lovely path-

ways. Leave the island and walk towards the city bridge which connects the two countries and which is an important point of the border. If you wish, you can cross the bridge and visit the Polish town of Ślubice. Next to the border is the Collegium Polonicum, a joint study and research centre of the Adam Mickiewicz University of Poznan (Poland) and the European University Viadrina.

The surrounding area of Frankfurt (Oder) is also worth a visit. Most popular amongst locals and students is the near-by lake Helenesee. Other interesting destinations are: the Lebus region and the river Oder's »marsh« to the North, the well known spa of Bad Saarow and the lake Scharmützel to the West, and the former monastery Neuzelle to the South.





EUROPEAN UNIVERSITY VIADRINA

The European University Viadrina Frankfurt (Oder) was founded in 1991 and began its first academic year in 1992. The Viadrina continues the fine tradition of the first Federal State University of Brandenburg (Alma Mater Viadrina 1506 – 1811) and today endeavours to face the challenges of a new Europe.

In cooperation with affiliated universities throughout Europe and the world, the Viadrina, due to its geography and history, plays a special role as a bridge between Eastern and Western Europe. The University's departments do not limit themselves to the confines of their own disciplines but work together with others to answer questions and solve problems involved in building a common »European House«.

The Collegium Polonicum, an institution run by both the Viadrina and the Adam Mickiewicz University in Poznan/Poland, is an outstanding example of cross-border and interdisciplinary cooperation.

An important element in the concept of the Viadrina is the German-Polish cooperation: One-third of the students are from Poland. Moreover, the large number of international students from numerous countries all over the world helps to create an atmosphere of increased communication and understanding among different cultures, which truly is an European experience.

The Viadrina consists of three faculties – the Faculty of Law, the Faculty of Business Administration and Economics, and the Faculty of Social and Cultural Sciences. European aspects play an important role in all faculties. Since the borders of Europe have opened, the importance of learning foreign languages has dramatically increased. The Viadrina encourages its students to not only learn other foreign languages, but also to be sensitive to other cultures and their different ways of thinking.



THE UNIVERSITY 2

PROGRAMS OFFERED AT THE VIADRINA

Undergraduate programs:

Business Administration and Economics	
Economics	Bachelor of Science (B.Sc.)
Business Administration	Bachelor of Science (B.Sc.)
International Business Administration (in German language)	Bachelor of Science (B.Sc.)
International Business Administration (in English language)	Bachelor of Science (B.Sc.)
Cultural and Social Sciences	
Cultural and Social Studies	Bachelor of Arts (B.A.)
Intercultural German Philology	Bachelor of Arts (B.A.)
Law	
Law	First State Examination
German and Polish Law	Bachelor of German and Polish Law

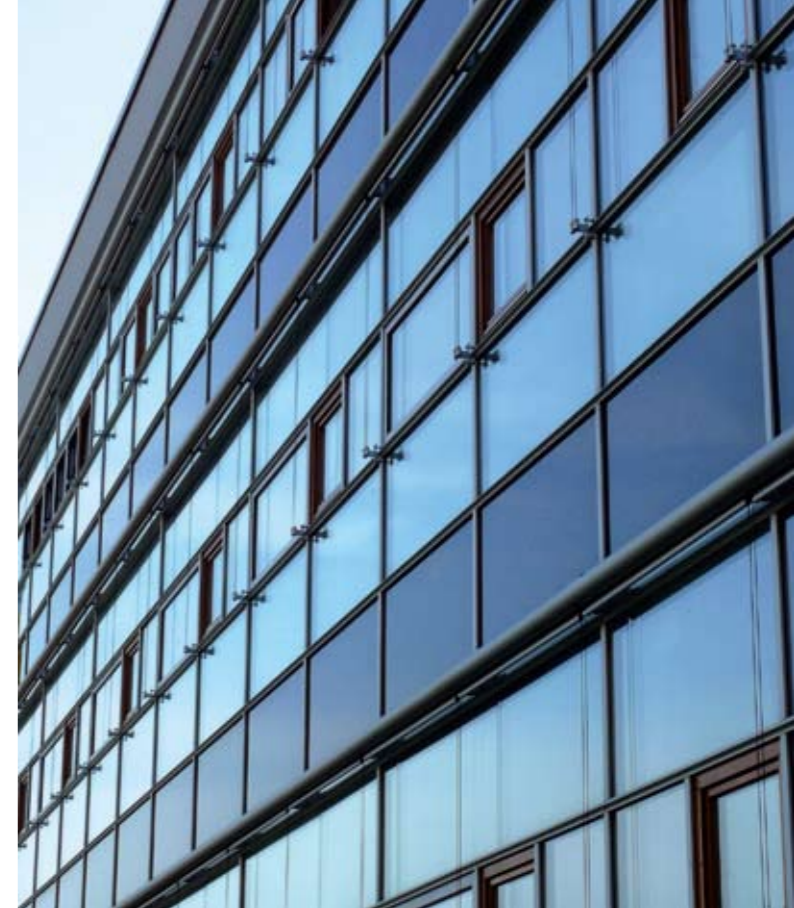
Graduate programs:

Business Administration and Economics	
International Business Administration (IBA)	Master of Science (M.Sc.)
Management for Eastern and Central Europe (MBA)	Master of Business Adm.
Cultural and Social Sciences	
Cultural History of Europe	Master of Arts (M.A.)
Cultural Management and Cultural Tourism	Master of Arts (M.A.)
Culture and History of Central and Eastern Europe	Master of Arts (M.A.)
European Cultural Heritage	Master of Arts (M.A.)
International Communication Studies (MICS)	Master of Arts (M.A.)
Literature – Aesthetics – Philosophy	Master of Arts (M.A.)
Media – Communication – Culture	Master of Arts (M.A.)
Socio-Cultural Studies	Master of Arts (M.A.)

Law	
European Economic Law	Master of European Economic Law
German and Polish Law	Master of German and Polish Law
German Law for Foreign Lawyers	Magister legum
Human Rights and Genocide Studies	Master of Human Rights and Genocide Studies
International Human Rights and Humanitarian Law	Master of International Human Rights and Humanitarian Law
Interdisciplinary programs	
European Studies	Master of European Studies
Mediation	Master of Arts (M.A.)
Public Policy	Master of Public Policy

Magister programs:

Magister des Rechts/ magister prawa	Magister / mgr
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DEPARTMENT OF INTERNATIONAL AFFAIRS

The Department of International Affairs (Abteilung für Internationale Angelegenheiten) takes care of all international students, international guests and delegations from our partner universities.

We organize and coordinate exchange programs for Viadrina students and are responsible for the respective cooperation agreements. In general we see our main responsibility in supporting the internationalization of our university.

The Department of International Affairs is situated in the Audimax Building (AM) just across the road of the Main Building (HG) of the Viadrina.



PETRA WEBER
Head of International Affairs

Petra Weber is the ECTS and Erasmus Coordinator of the university. She is responsible for agreements and cooperations with our partner universities and coordinates all international affairs. In addition, she receives our international visitors, guests and delegations.

Phone: +49-3 35-55 34 24 86
Fax: +49-3 35-55 34 25 35
Mail: head-office@europa-uni.de

Office Hours: Room AM 212
on appointment



TORSTEN GLASE
Deputy Head of International Affairs
Coordinator EU & Non-EU Programs (Outgoing Students)
ECTS and Erasmus Faculty Coordinator Business Administration and Economics, Advising of Viadrina Students and Double Degrees

Torsten Glase is the ECTS and Erasmus coordinator of the Faculty of Business Administration and Economics. He also deals with the recognition of study achievements abroad.

Phone: +49-3 35-55 34 25 95
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Mail: outgoing-wiwi@europa-uni.de

Office Hours: Room AM 214
Tuesday 2 pm – 5 pm
Wednesday 10 am – 12 noon



NICOLE KLÜCK
Coordinator EU & Non-EU Programs (Outgoing Students)
ECTS and Erasmus Faculty Coordinator, Advising of Viadrina Students (Faculty of Law, Social and Cultural Sciences), Double Degrees

Nicole Klück is the ECTS and Erasmus coordinator of the Faculty of Social and Cultural Sciences. She also deals with the recognition of study achievements abroad.

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Office Hours: Room AM 209
Tuesday 10 am – 12 noon
Wednesday 10 am – 12 noon



CHRISTIN REISE
Coordinator EU Programs (Outgoing Students)
Advising of Viadrina Students (Faculty of Law, Social and Cultural Sciences)

Christin Reise and Nicole Klück are the contact persons for all outgoing Viadrina students of the Faculty of Law as well as the Faculty of Social and Cultural Sciences.

Phone: +49-3 35-55 34 28 05
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Tuesday 10 am – 12 noon
Wednesday 10 am – 12 noon



ALEKSANDRA KLECHA
Coordinator EU Programs (Outgoing Students)
Advising of Viadrina Students, Erasmus-Students (Faculty of Business Administration and Economics)

Aleksandra Klecha and Torsten Glase are the contact persons for all outgoing Viadrina students of the Faculty of Business Administration and Economics.

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Mail: outgoing-wiwi@europa-uni.de

Office Hours: Room AM 214
Tuesday 2 pm – 5 pm
Wednesday 10 am – 12 noon



BERND SCHÜNOW
Coordinator Incoming Students
Advising of Incoming Students

Bernd Schünow is the contact person for all incoming international students who have questions regarding the »exchange programs« and the administration procedures at our university.

Phone: +49-3 35-55 34 23 65
Fax: +49-3 35-55 34 25 98
Mail: students-in@europa-uni.de

Office Hours: Room AM 208
Wednesday 10 am – 12 noon
Thursday 10 am – 12 noon



ANNA BARKHAUSEN
Coordinator
International Partner Schools Project and Master Program Media, Communication and Culture; Mobility of Outgoing Lecturers, Viadrina Ambassador Project

Anna Barkhausen is responsible for the International Partner Schools Project. She is the administrative coordinator of the Master Program Media, Communication and Culture and the contact person for all outgoing lecturers.

Phone: +49-3 35-55 34 24 62
Fax: +49-3 35-55 34 25 35
Mail: barkhausen@europa-uni.de

Office Hours: Room AM 107
on appointment



BERND KLUGERT
DAAD-Coordinator
Visas, Scholarships, General Questions, Foreign Applicants, Advising of Viadrina Students

Bernd Klugert mainly is responsible for foreign applicants. He will answer all your questions regarding visa and scholarships as well as general questions.

Phone: +49-3 35-55 34 23 28
Mail: international@europa-uni.de

Office Hours: Room AM 207
Tuesday 1 pm – 3 pm
Thursday 9 am – 11 am



MARTINA HEINLE
Coordinator
Viadrina Ambassador Project and Welcome Center, Mobility of Incoming Lecturers

Martina Heinle is the coordinator of the Viadrina Ambassador Program. Additionally, she coordinates the Welcome Center. She is the contact person for all incoming international researchers and lecturers.

Phone: +49-3 35-55 34 26 01
Fax: +49-3 35-55 34 25 35
Mail: heinle@europa-uni.de

Office Hours: Room AM 107
on appointment



AGNIESZKA SCHMID
Coordinator Polish Students and Marketing
Advising of Polish Degree Seeking Students

Agnieszka Schmid coordinates all marketing activities in Poland and organizes information events. She is responsible for Polish degree seeking students and will answer all questions concerning studying at the Viadrina.

Phone: +49-3 35-55 34 43 06
Fax: +49-3 35-55 34 28 52
Mail: aschmid@europa-uni.de

Office Hours: Room AM 210
Wednesday 10 am – 12 noon
and on appointment



STUDENT ASSISTANTS
General Questions, Forms, Recognition of study achievements abroad

The student assistants of the Department of International Affairs are looking forward to answer your general questions in relation to international affairs. They are familiar with the main administrative procedures, have experience in studying abroad and speak several foreign languages.

Phone: +49-3 35-55 34 24 85

Instructions for Outgoing and Incoming Students (all faculties)
Room AM 213

ACADEMIC YEAR

The academic year at the European University Viadrina is divided into two semesters, winter and summer. The winter semester begins in October and lasts until the end of February. There is a two week break over Christmas and the New Year's Holidays. The summer semester begins in early April and goes until the end of July.

Please be aware that the Faculty of Business Administration and Economics divides the semester into two periods of scheduled classes including examinations at the end of each period. Detailed schedules you will find under: <http://www.wiwi.europa-uni.de/en/studium/index.html>

	Winter semester	Summer semester
Duration of the semester	01.10. – 31.03.	01.04. – 30.09.
Lectures	Typical duration: mid-October until mid-February	Typical duration: early April until end of July
Orientation week	One week before start of semester	One week before start of semester
Christmas holiday	The week before Christmas – the week after New Years Eve	See list of holidays below
Application Deadline for Foreign Applicants not aiming for a degree (exchange students) EU citizens	15.07.	15.01.
Enrollment for foreign students	http://www.europa-uni.de/en/studium/termine/index.html	http://www.europa-uni.de/en/studium/termine/index.html

NATIONAL HOLIDAYS (NO CLASSES)

Faculties:
Wirtschaftswissenschaften (Business and Economics):
<http://www.wiwi.europa-uni.de>
Rechtswissenschaften (Law):
<http://www.rewi.europa-uni.de>
Kulturwissenschaften (Social and Cultural Sciences):
<http://www.kuwi.europa-uni.de>

New Year	January 1st
Good Friday	usually in April, Friday before Easter
Easter Sunday	usually in April
Easter Monday	usually in April, Monday after Easter
Bank Holiday	May 1st
Whit Sunday	usually end of May
Whit Monday	usually end of May
Unity Day	October 3rd
Reformation Day (Brandenburg)	October 31rd
Christmas Day	December 25th
Boxing Day	December 26th



TEACHING SYSTEM

Lecture (Vorlesung)

A two to three hour lecture where the professor or one of his assistants presents the topic in front of the students. Students can ask questions, but generally just listen and take notes.

Exercise (Übung)

In general, homework is published on the department's web site in advance. Students are expected to prepare these tasks at home. In class the solutions are discussed between teacher and student.

Seminar

Generally it is necessary to sign up for the seminars in advance. Your attendance is compulsory. Intensive courses (*Blockseminare*) usually take place over a short period of time, e.g. 2 weeks and can be over the weekend. Students are required to prepare a paper on a certain topic and present it during class. Sometimes additional papers or exams are required.

FORM OF EXAMINATIONS

Business and Economics

For business classes taught on the basic level you will have to pass a written exam at the end of the semester. Examinations are held at the end of the scheduled lecture sessions in each semester and re-examinations are held at the beginning of the following semester. You might have to prepare a presentation, as well as write an assignment and an exam in certain business classes of the advanced level. These classes are marked as *Eigenleistungsscheine*, all others are known as *Prüfungsscheine*.

For course information about all faculties:
<http://www.europa-uni.de/en/studium/pvv/index.html>

Law

Amongst our students, the ones studying law are those who are known to spend the most time in the library. At the end of each semester you will write several exams and during the period at the end of a semester with no scheduled lectures expect having to submit assignments.

Social and Cultural Sciences

If you intend to study at the Faculty of Social and Cultural Sciences you most probably will have to write assignments instead of exams. The deadlines vary from department to department, but be prepared having to submit assignments during the holidays.



UNIVERSITY FACILITIES

University Library

The library is situated in the main building of the university. It has approximately 580.000 volumes as well as some 1.200 current journals; 23.000 electronic journals; an extensive microfiche collection and a CD-ROM database. The library offers 410 personal study stations. In addition, 70 computer workstations are available providing access to the internet as well as the capability to search internal and external databases.

Opening Hours: Monday–Friday: 9 am–9 pm | Saturday 9 am–6 pm

Language Centre

Learning a foreign language is an integral component of studies at the Viadrina because of its international orientation. The courses lead to the award of a certificate (Unicert II or III) with a specialization in Law, Economics or Cultural Sciences. Students have to register in advance for the language courses. Be aware that all students need to take a placement test before they can register for a course.

For further information see the web sites of the individual language departments (<http://www.sz.europa-uni.de>).

Multimedia Self-Access Study Centre

The Multimedia Self-Access Study Centre is located in room 016, August-Bebel-Straße 12. By using learning material such as books, magazines, DVDs, multimedia software etc., students have the opportunity to get directly in touch with the culture of the language they are learning.

Opening Hours: Monday–Thursday 9 am–8 pm | Friday 9 am–4 pm

Internet Access

We have several locations on campus with free access to the internet. Provided that you bring your own notebook, wireless LAN can be used in most parts of the university facilities. Furthermore, there are numerous computers with access to the internet located in the library and the Language Center.



DINING ON CAMPUS

Mensa / Bistro Europaplatz
Europaplatz 1
15230 Frankfurt (Oder)

Mensa

Opening hours:
Monday–Thursday 11.30 am – 3 pm
Friday 8.30 am – 3 pm

Bistro

Opening hours:
Monday–Thursday 8.30 am – 4.30 pm

The Mensa and Cafeteria are situated in the Gräfin-Dönhoff building. You can choose between at least five different dishes as well as a large selection of salads, drinks and snacks.

Bistro Logenstraße
Logenstraße 2 | 15230 Frankfurt (Oder)

Opening hours:
Monday–Thursday 8.30 am – 11.30 pm
Lunch time 12.00 noon – 3 pm

The Mensa is situated in the Auditorium Maximum building of the university. You can choose between at least three different dishes as well as a large selection of salads, drinks and snacks.

Coffeebar Uni-Hauptgebäude
Große Scharrnstraße 59 | 15230 Frankfurt (Oder)

Opening hours:
Monday–Thursday 8.30 am – 6.30 pm
Friday 8.30 am – 3 pm

Be aware of different opening hours during semester holidays. <http://www.studentenwerkfrankfurt.de/2011/index.php?lg=en&rt=Frankfurt&ct=Gastronomie&sct=Home&city=Frankfurt&style=&rt=Alle&ct=Gastronomie&sct=Home>

There is also a small Cafeteria August-Bebel-Straße. Generally snacks are offered, as well as a small selection of warm dishes.

Cafeteria August-Bebel-Straße
August-Bebel-Straße 12 | 15234 Frankfurt (Oder)

Opening hours:
Monday–Thursday 8.30 am – 2.30 pm
3.30 pm – 4.30 pm



APPLICATION PROCEDURE

The application procedure for international students is depending on the fact if you intend to spend a complete study period at the European University Viadrina, seeking for a degree (Bachelor or Master), or if you want to spend just one or two semesters here as a visiting or exchange student (e.g. within the Erasmus program).

Degree seeking students:

Prerequisite for the admission to any course of studies is the High School Diploma. Differentiations are being made between Diplomas from different countries, however. This means that in certain cases, one or two years of educational experience at a university in your home country, a one-year term at a German »Studienkolleg« or the fulfilment of other prerequisites are mandatory prior to the admission. Information on which prerequisites you have to comply with

can be found on the web site of the Deutsche Akademischer Austauschdienst (DAAD, www.daad.de). In addition to that applicants need to prove their sufficient knowledge of the German language (in the case of International Business sufficient knowledge of the English language).

Forms to be submitted:

1. application form, completely filled in and signed
2. certified photocopy of the secondary school leaving certificate
- Please be aware that the definition of a secondary school leaving certificate can vary from country to country. If applicable, please enquire about the necessary requirements.
3. official translation of the secondary school leaving certificate
4. if applicable, proof of prior course of studies
5. official translation of the proof of prior course of studies
6. proof of sufficient language knowledge
- of the German language (or English for International Business Administration)
7. a (not certified) copy of your passport which clearly shows your name, date and place of birth
8. when applying with UNI-ASSIST
- proof of having paid the fee for examination of your application



PRIOR TO YOUR ARRIVAL **3**

Exchange and Erasmus students:

In order to spend one semester or one academic year as an exchange or Erasmus student at the European University Viadrina, please contact your home university first. Your home university nominates you for a stay to the Viadrina. When we receive the information on your nomination, we will send you a link to a website where you can fill in the application for your stay online. On this website you will find additional information to the online application process.

Next steps:

1. Fill in and send the application form online.
2. Print out the form that was generated as a PDF file by Step 1 and sign it.

3. Get this printed form signed and stamped by your home university.
4. Send you application with a photo and the ECTS form (Learning Agreement) to the following address:

Application deadlines are:

- 15th January for the summer semester
- 15th July for the winter semester

For Master programs refer to the respective websites.

*Please send these forms to:
European University Viadrina
Department of International Affairs
P.O. Box 1786
D-15207 Frankfurt (Oder)*

VISA

Unless you are a student from the European Union or from a country with differing regulations concerning visas (e.g. Honduras, Iceland, Monaco, Norway, San Marino, Switzerland, Liechtenstein and U.S.) you will need a visa in order to live and study in Germany. Please apply for a visa at a German embassy in your home country well ahead of your planned arrival. Make sure the visa is a multiple entry visa for Schengen Countries. Do not arrive in Germany on a tourist visa since it is not possible to convert this into a residence permit. Please note that further documents might be necessary for the residence permit. Further information can be found under the following website: www.europa-uni.de/de/internationales/internationales/praktinfos/index.html



ACCOMMODATION

Most of the students live in modern student residence halls that can be found on both sides of the Oder river. Like the university facilities, the student residence halls are located throughout the town. Many of the residence halls are equipped with access to the internet. All have either modern one-room apartments or single rooms in two to five-room apartments.

Rooms in the residence halls are fully furnished (desk, chair, bed, shelf, wardrobe, lamps). Dishes, bedding and bedclothes are not included; however, you can rent dishes from the *Interstudis* (please let them know in advance!) and bedding from the *Studentenwerk* (Student Welfare Service) or buy it on-site. The kitchens and kitchenettes are equipped with hot-plates, a sink, a refrigerator and cupboards. Washing machines and dryers are available for common use in the basement of all residences.

To apply for a room in one of our student residences please fill in the housing application form of the *Studentenwerk*.

You will find information under <http://www.studentenwerk-frankfurt.de> and the online housing application under http://www.studentenwerk-frankfurt.de/stuweantraege/ffo_bewerbung/.

Please apply for only one place in the student residences in Frankfurt (Oder) or Stubice. We have limited student housing facilities and try to accommodate as many students as possible with the housing available.

When you sign your student housing agreement, you are committing to a minimum of three months residence in the room assigned to you. Please note that you are expected to pay the rent as well as a deposit of 200 € before moving into your new apartment. When you wish to move out of your student housing apartment, you will be required to hand in your written notice before the end of the month previous to the one in which you intend to move out.

The following student residence halls are available in Frankfurt (Oder):
Birkenallee 43–49 | 15232 Frankfurt (Oder)

- 1 building with 196 places
- rent: 145,00 € – 239,00 € (at present)

The typical accommodations in this residence are a private bedroom in a two to five apartment. Each apartment contains rooms from 15 m² – 40 m² with a balcony, a shared kitchen and a bathroom.

Mühlenweg 34a–36a | 15232 Frankfurt (Oder)

- 5 buildings with 351 places
- rent: 204,00 € – 219,00 € (at present)



The typical accommodation in this hall of residence is a single student studio apartment (26 m²–28 m²). University administration and classroom buildings are accessible via city tram.

Große Oderstraße 50 | 15230 Frankfurt (Oder)

- 1 building with 108 places
- rent: 208,00 € – 275,00 € (at present)

The typical accommodation in the Große Oderstraße is a shared apartment with two equally mid-sized private bedrooms (23 m² – 28 m²), a shared kitchen and a bathroom. However, there are also single student studio apartments (23 to 36 m²) located in this residence. The main university buildings are a short walk away from this residence. This residence is right next to the bridge crossing over to Poland.

August-Bebel-Straße 36 – 53 | 15234 Frankfurt (Oder)

- 6 buildings with 446 places
- rent: 165,00 € – 233,00 € (at present)

The typical accommodation in this residence is a two, three or five person shared apartment with small to medium sized rooms (16 m²–30 m²),

a shared kitchen and a bathroom. The five person apartments contain two shared bathrooms and a large kitchen. The apartments include free internet access (provided that you have your own computer with network card).

Logenstraße 2 | 15230 Frankfurt (Oder)

- 1 building with 166 places
- rent: 211,00 € – 264,00 € (at present)

The Logenstraße student hall was once a hotel. In this hall of residence, each student is assigned a small room (22 m² – 25 m²) and a private bathroom. Each floor of the building has a large, shared kitchen. The main university buildings are virtually next door to this hall of residence with the city tram providing transportation to one additional lecture building. The apartments include free internet access (provided that you have your own computer with network card).

Ślubice

There are four residence halls (»Amicus« in the ul. Szamarzewskiego 6 and the residences »Juventa«, »Gaudium« and »Arcadia« in the ul. Piłsudskiego 13, 14 and 15, forming a campus) in the Polish neighbour

town Ślubice, administrated by the Adam Mickiewicz University Poznan, but also available for students of the Viadrina. If you would like to live in one of these residences, send your application form to the *Studentenwerk* which will forward your documents to the Adam Mickiewicz University.

Please send your housing application form to:
Studentenwerk Frankfurt (Oder) | Studentisches Wohnen
Paul-Feldner-Straße 8 | 15230 Frankfurt (Oder)

Mail: wohnen@studentenwerk-frankfurt.de

Phone: +49-3 35-5 65 09 52 | +49-3 35-5 65 09 53

Fax: +49-3 35-5 65 09 99

Opening hours:

Tuesday & Thursday 8 am – 12 noon, 1 pm – 4 pm

HEALTH INSURANCE

In order to enroll at Viadrina, most students need a German health insurance policy with the exception of those from countries with agreements on social and health insurance. There are several insurance agencies which you can contact directly. If you have questions, please contact the Department of International Affairs.

We recommend taking out the combined sickness, personal accident, and private liability insurance package of the DAAD (German Academic Exchange Service); with this package you are sure to have the necessary coverage.

For more information consult the DAAD insurance office:

Mail: versicherungsstelle@daad.de

Phone: Monday–Friday mornings +49-2 28-8 82-400 | -505

Monday–Thursday afternoons +49-2 28-8 82-630

Application forms:

<http://www.daad.de/deutschland/service/versicherungen/04703.en.html>

ARRIVAL

Please announce your arrival to the Department of International Affairs (students-in@europa-uni.de, Bernd Schünow) at least one week before you arrive in Frankfurt (Oder). You should also give this information to the Interstudis. The Interstudis are a student organization which works with international students in practical matters and organizes several social events during the year. During the first couple of weeks, a tutor will guide you through the necessary administrative procedures and, if needed, will translate for those having problems understanding. If you wish to be picked up at the Frankfurt (Oder) train station, please get in touch with the Interstudis in advance of your arrival.

In order to travel to Frankfurt (Oder) you will most probably have to go via Berlin. If you are coming via Poland you can reach the town directly by train. Berlin has two airports: Tegel and Schönefeld. Most international flights arrive in Berlin-Tegel. After the arrival in Berlin-Tegel you can either take a taxi (about 12 Euro) or the bus (TXL) to reach the station Hauptbahnhof. Tickets are available at the ticket-booth or directly from the driver (ca. 2 Euro). If you should arrive in Berlin-Schönefeld you can either take the subway (S-Bahn) or the train (Regional-express, RE, also called Airport-Express) to the station Ostbahnhof. There

are direct trains to Frankfurt (Oder) from both stations. Timetables are available from the web site of the Deutsche Bahn. <http://www.deutschebahn.com/site/bahn/en/start.html> Usually the Regionalexpress (RE1) leaves every 30 minutes. Depending on the time the final destination of the train is either Frankfurt (Oder) or Eisenhüttenstadt or Cottbus. Please make sure that the train really stops in Frankfurt (Oder) and do not get off the train in Frankfurt (Oder) Rosengarten, but in Frankfurt (Oder), which is the next stop!

<http://www.interstudis.de>
Mail: interstudis@europa-uni.de

Please do not arrive in Frankfurt (Oder) on the weekends, there will be no one there to attend you. For those intending to live in one of our residence halls, we recommend that you arrive during the opening hours of the Studentenwerk. Currently these are Tuesday & Thursday 8 am – 12 noon, 1 pm – 4 pm.



ARRIVAL 4

TO-DO LIST FOR YOUR ARRIVAL

There are a few things you must take care of after arriving in Frankfurt (Oder):

Studentenwerk

First of all, you need to sign the rental contract and get the key to your bedroom. Please remember that you will have to pay a deposit of 200 € before moving into your new apartment.

Registration office of Frankfurt (Oder)

Every person living in Germany has to register at the municipal registration office (Meldestelle). In addition, every foreigner has to register at the authority for foreigners. In order to register you will need your passport as well as your rental agreement. You will need a proof of residence in several situations, e.g. if you intend to open a bank account.

Bank

If you have not done so from your home country, you will need to transfer money for the enrollment fee through one of the local banks. If you wish to open a bank account go to the Chapter »Practical information« – »How to open a bank account in Germany«.

Enrollment

After your arrival you need to register at the Viadrina's matriculation office (Immatrikulationsamt). If you are not comfortable speaking German, we would be happy to provide a student advisor to assist you with this process.

Documents you will need for enrollment:

- letter from your university confirming that you are enrolled with them

- certified photocopy of your High School Certificate (A-levels, baccalaureate etc.)
- proof of medical insurance
 - E111 or E128 sufficient for EU students
 - All other students we advise to obtain a German insurance
- One color passport-sized picture
- Proof of administrative fees payment
- passport

You will find further information in the letter of admission, which the matriculation office will send to you after receiving your completed student application.

The obligatory enrollment fee for your first semester at the Viadrina is currently 167,40 €. It changes slightly every semester. The fee covers:

- Social contribution: 61,70 €
- Semesterticket: 99,70 €
- Student card (one-time payment): 6,00 €

The Semesterticket is a special benefit for all students of the Viadrina. We are the only university that offers our students a nearly unlimited pass for public transport throughout the entire state of Brandenburg and the Berlin area. Your transportation pass is part of your Viadrina student ID card and is valid for one semester. If you stay at Viadrina for a second semester, you will need to register and pay the fees for your second semester at the end of your first semester.

In addition to being your transportation pass, your student ID card is also required for the library and other administrative services.

Since international bank transactions frequently involve additional costs, it is advisable to pay the enrollment fee to a bank here shortly after your arrival. Please bring the receipt from the bank with you when you come to the matriculation office.



LANGUAGE COURSES

Within its exchange programs the European University Viadrina offers every guest student the opportunity to take part in one German language course per semester for free (This does not include the intensive German courses!). For all of the other language courses, guest students have the same financial obligations as regular Viadrina students.

For detailed information please refer to:
Sprachenzentrum der EUV
August-Bebel-Straße 12 | 15234 Frankfurt (Oder)
Phone: +49-3 35-55 34 37 11
Mail: szs@europa-uni.de
<http://www.sz.europa-uni.de>

Before the beginning of the semester, viadrina sprachen gmbh offers you the chance to improve your German language proficiency or to introduce you to the German language. For degree seeking students the Viadrina sprachen gmbh provides preparatory language courses as well as subject based preparation courses.

preparatory language courses:
www.viadrina-sprachen.com/sprkrse.html
Subject based preparation courses:
www.europa-uni.de/de/studium/studien-vorbereitung/studienvorkurs/index.html

Contact:
viadrina sprachen gmbh
Spiekerstraße 10a | 15230 Frankfurt (Oder)
Phone: +49-3 35-4 01 63 25
Mail: info@viadrina-sprachen.com
<http://www.viadrina-sprachen.com>



Public Transport

Your Semesterticket is valid for public transport in the states of Berlin and Brandenburg. This also includes all trams and busses in Frankfurt (Oder). During the day these run between the university facilities, the halls of residences and the city centre every 15–20 minutes. From 10.30 pm – 4 am there is a night bus which runs every half hour. There still is no bus or tram crossing the border from Germany to Poland, but you can easily walk there.

Opening Hours

From Monday to Friday shops open between 8 am – 10 am and close at 8 pm. On Saturdays most shops close at 4 pm and at the latest at 8 pm. On Sundays and holidays all shops in Germany are closed, except from kiosks, petrol stations, some pharmacies and the stores in train stations. If you need to buy something on Sunday, simply cross the border to Poland.

Post and Telephone

The central Post Office is near the university on the main street Karl-Marx-Straße. You can easily buy stamps at the machine in front of the post office. A standard letter within Europe costs 0,55 €; a postcard costs 0,44 €.

Nowadays, most phone booths take phone cards instead of coins. You can purchase these phone cards in the post office. However, most international students buy a German prepaid card for their mobile. If you bring your mobile phone, make sure it is compatible with the system in Germany. Be careful when making international phone calls from your mobile, because these are still very expensive. Buy international phone cards instead, these are cheaper most of the time.

Cost of Living

Depending on the accommodation you choose, you will have to reckon with 200,00 € – 250,00 € a month for rent. Additionally, an average student spends around 200 € for food. In total you will need approximately 600 € a month.

Going out in Frankfurt (Oder):

- Drinks:**
- Cocktails: 3,50 € – 6,00 €
 - Beer 2,00 € – 3,00 €
 - Juice 1,50 € – 3,00 €
- Cinema ticket:**
- 4,50 € – 7,00 €

Because of the Semesterticket you won't need any extra money for transportation.



Sports

With 19 different sports, the Athletic Union offers you a wide range of activities and a good way to meet new people. During the academic year, various tournaments are organized, e.g. volleyball, handball or football, ping pong.

For more information:
Universitätsportclub Viadrina
<http://www.usc-viadrina.de>
Phone: +49-3 35-53 44-367

Opening hours
Monday – Friday 9 am – 10.30 pm
Saturday – Sunday 1 pm – 6 pm

You can choose from:	
Aerobics	Handball
Aikido	Power Dumbell
Badminton	Rehabilitation sport
Ballroom	Rowing
Basketball	Show Dancing
Chess	Swimming
Fencing	Tae Kwon Do
Football	Volleyball
Fitness	Weight Lifting

Laundry

Each residence hall in Frankfurt (Oder) is equipped with a couple of washing machines and tumble-dryers. You have to buy tokens from your building manager in order to use the machines. A sign-up sheet is posted in each laundry room. Be sure to sign-up in advance in order to reserve a machine.

International Press and Books

You can buy international newspapers and magazines at the news stand in the train station. For a broader selection, you might have to travel to Berlin.

Student Life

Although Frankfurt (Oder) is not as well-known as Frankfurt (Main), it has much to offer ranging from theatre, concerts, cabaret, museums, bars, restaurants to cinema in the city centre. There

is also bowling, dancing in one of four different clubs, or billiards in one of the many pubs in Slubice (other side of the border in Poland). The student club Grotte frequently organizes parties and other social events such as video evenings or card and dart tournaments. In warmer months go to Helenesee (Lake Helene – 10 km from Frankfurt) and lie on the beach, or go rollerblading along the river.

FF – Fremde werden Freunde

The Faculty of Business Administration and Economics offers a »host family program« for foreign students of all faculties. You may find it useful to have friends from outside the university, especially at the beginning of your stay. Host families help you get settled, offer you practical advice, and introduce you to German culture. <http://paten.europa-uni.de/>

Emergency

The emergency numbers in Germany are:

- 110 (police)
- 112 (ambulance and fire brigade)

If you are in need of medical assistance, please go to the emergency room of the hospital closest to your home or to the doctor on call. If you need pharmaceuticals after standard opening hours go to the pharmacy on duty.

Klinikum Frankfurt (Oder) GmbH
Müllroser Chaussee 7 | 15236 Frankfurt (Oder)
Phone: +49-3 35-5 48-0

Bus 982/Tram No. 4
Direction Markendorf »Klinikum«

Money Matters and Currency

Since the 1st of January, 2002, the European currency Euro replaced the German Mark (DM) and the national currencies of 12 other participating European countries.

Given the proximity of Frankfurt (Oder) to the German-Polish border, we would like to mention the Polish currency – Złoty – as well. Most shops in Slubice accept both currencies. However, you might have some problems in restaurants, pubs, and copy shops etc., which often only accept payments made in Złoty. Euro for Złoty can easily be exchanged at one of the many bureaux de change offices just across the border in Slubice.

Withdrawing money at cash machines: If you have a German account, withdrawing money in Germany is very easy and free at all partner banks. If you wish to withdraw money from an account outside of Germany, you will be charged a certain percentage of the total amount. Most of the frequently used credit/debit cards (Amex, Master, Visa, EC, Maestro, Cirrus) are accepted at virtually all cash machines.

You will need about 500,00 € for the first week, so please make sure you have the money available in cash or in other accounts!!! You might have difficulties using credit cards and traveller checks.

How to open an account in Germany

Most major German banks have branches in Frankfurt (Oder). Generally, all German banks offer accounts to students free of charge, except charges for overdrawing. At cash machines of your own German bank, you can withdraw money free of charge. However, there are some differences in availability of cash machines; so please check with people who have lived here for a while, which bank they would recommend. The Interstudis will be pleased to help you in this matter should you need it.

When you open an account with any bank, you will have to bring a valid passport, proof of enrollment and finally proof of residence in Frankfurt (Oder).





Climate / Weather

The climate in Frankfurt (Oder) is intercontinental, so it can be very warm in the summer (around 30 Celsius /86 Fahrenheit) and cold in winter (-15 Celsius/5 Fahrenheit)! If you are not familiar with snow and ice, you will get used to it quickly here! Therefore, make sure you bring some warm and rain-proof clothing for the winter but do not forget some light clothing for the summer.

Hours of daylight can vary from 8 am–4 pm in midwinter; and 4.30 am–9.30 pm in midsummer.

Electricity

In Germany as well as in most European countries, the electrical system works on 230 Volts and uses type C and F plugs. If you are from a country with a different system, make sure to use your electrical equipment with the necessary adapter (either bring one or buy one here, most department stores or travel shops offer a broad selection).





Abbreviations used on campus

- HG** Main Building of the University, Große Scharnstraße 59
- GD** Gräfin Dönhoff Building, Europaplatz 1
- AM** Audimax Building, Logenstraße 2
- CP** Collegium Polonicum, Ulica Kosciuszki 1, PL 69-100 Slubice
- PF** Paul-Feldner-Straße 8, 9 Studentenwerk, Asta
- NG** Adjoining building, Logenstraße 12
- IA** Department of International Affairs Registration and Examination Office

- Department of International Affairs
- Student Welfare Service
- Interstudis Office



UNIVERSITY CAMPUS 6

GLOSSARY OF USEFUL TERMS GERMAN-ENGLISH

This glossary contains terms from the brochure that you may need to know in German, terms that may be useful at the university or when you deal with other authorities in Germany. It is not a list of phrases designed to cover life in Germany, but merely a list of terms that may help you get started at the university.

The list is divided into various sections. The words are given in German first and then English, and explanations are given where necessary.



GLOSSARY OF USEFUL TERMS GERMAN-ENGLISH 7

