

# Information Sheet

Exchange Program for the Winter Semester 2016/17 and Summer Semester 2017  
Technische Universität Darmstadt  
International Relations & Mobility



TECHNISCHE  
UNIVERSITÄT  
DARMSTADT

Contact person	Ms. Pia Schmitt, M.A. Email: <a href="mailto:schmitt.pi@pvw.tu-darmstadt.de">schmitt.pi@pvw.tu-darmstadt.de</a> Tel.: +49-6151-16-24058 Fax: +49-6151-16-24052
Postal address	Ms. Pia Schmitt M.A. Technische Universität Darmstadt International Relations & Mobility Karolinenplatz 5 64289 Darmstadt, Germany
Homepage	<a href="http://www.tu-darmstadt.de/international/index.en.jsp">http://www.tu-darmstadt.de/international/index.en.jsp</a>

## Application Information

Exchange Information	<a href="http://www.tu-darmstadt.de/international/exchangestudents/inbound/africaasiacentralsouthamerica/index.en.jsp">http://www.tu-darmstadt.de/international/exchangestudents/inbound/africaasiacentralsouthamerica/index.en.jsp</a>
Application Deadline	30 <sup>th</sup> May for winter semester 30 <sup>th</sup> November for summer semester
Online application	<a href="https://tuda.moveon4.de/locallogin/55b8849b84fb96032c000000/eng">https://tuda.moveon4.de/locallogin/55b8849b84fb96032c000000/eng</a> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"><p>Please indicate "Exchange" as type of framework in the section "Current studies and requested stay". Only Double Degree students from Tongji University have to indicate "DD-Tongji" as type of framework.</p></div>
Application steps & Documents	<ul style="list-style-type: none"><li>▪ We require a list of nomination from our partner university prior to their sending of the application documents.</li><li>▪ The exchange students should complete the online application possibly soon after the internal nomination at our partner university.</li><li>▪ Printed online application together with following documents are to be submitted to our office via our partner university:<ul style="list-style-type: none"><li>- Learning Agreement (to be downloaded at the online application)</li><li>- Original of the most recent transcript of records</li></ul></li></ul>
Language Requirements	Strongly recommended: <ul style="list-style-type: none"><li>- Intermediate German language skills (2 semesters of German) and participation in the 4-week German Language Course prior to the start of classes at TUD (02. – 30. September 2016)</li><li>- Recommended English Proficiency</li></ul>

Student eligibility for exchange program	<ul style="list-style-type: none"> <li>▪ Student status at our partner university maintained throughout the exchange period at TU Darmstadt</li> <li>▪ Bachelor students must have a completion of 2 years</li> <li>▪ Our partner university takes the responsibility for guaranteeing the student's good course credit and language proficiency meeting up to the standard of an exchange based on their internal nomination.</li> </ul>
--	---

## Semester, Lecture and Exam

Semester Date	<p><b><u>Winter semester 2016/2017</u></b>      <b><u>01. October 2016 – 31. March 2017</u></b></p> <p>Kick Off Meeting:                      1st September</p> <p>Language Course:                        2. -31. September</p> <p>Begin of classes:                         17<sup>th</sup> of October 2016</p> <p>End of classes:                            10<sup>th</sup> of February 2017</p> <p>Exam Period:                              January – March 2017</p> <p><b><u>Summer semester 2017</u></b>            <b><u>01. April 2017 – 31. September 2017</u></b></p> <p>Kick Off Meeting:                        Beginning of March</p> <p>Language Course:                        Beginning of March</p> <p>Begin of classes:                         18<sup>th</sup> of April 2017</p> <p>End of classes:                            21<sup>th</sup> of July 2017</p> <p>Exam Period:                              July – September 2017</p>
Learning Agreement (Course load)	<ul style="list-style-type: none"> <li>▪ We strongly advise new exchange students to participate in the German Intensive Course in September/March.</li> <li>▪ During the semester, the students are recommended to take at least one language course at the Language Resource Centre of TU Darmstadt.</li> <li>▪ Depending on the study level, the students are recommended to take at least 3 lectures.</li> <li>▪ Bachelor exchange students with sufficient language proficiency are allowed to attend master courses.</li> </ul>
Common concerns about the exam	<p>In case an exchange student will leave before an exam date, they may have two options:</p> <ul style="list-style-type: none"> <li>▪ Arrange an earlier exam individually with the professor at TU Darmstadt.</li> <li>▪ Arrange a proctored exam at the home university with the professor at TU Darmstadt.</li> </ul>
Grading System	<p>1 = very good (a particularly outstanding achievement)</p> <p>2 = good (a considerably better than average achievement)</p> <p>3 = satisfactory (an achievement which fully meets the required standards)</p> <p>4 = sufficient (an achievement which meets the required standards)</p> <p>5 = fail (significant deficiencies)</p>
Course restrictions	None.
English taught courses	<a href="http://www.tu-darmstadt.de/international/exchangestudents/inbound/sheduled_courses_iro/kursuebersicht_iro.en.jsp">http://www.tu-darmstadt.de/international/exchangestudents/inbound/sheduled_courses_iro/kursuebersicht_iro.en.jsp</a>

## Dates and Orientation

Arrival Date	We provide a welcoming event “Kick-Off Meeting” on the first weekday of September in winter semester and on the first weekday of March in summer semester. If available, we strongly request the exchange students to arrival latest one day in advance of the Kick-Off
--------------	---

	Meeting, where they will meet their tutors and other group members of the Experience Week(s). Other important concerns such as organized moving into student residence, signing a statutory health insurance, registration at TU Darmstadt and the Darmstadt's Foreigners Administration Office will follow up the Kick-Off Meeting.
Orientation Week(s)	Winter Semester: 4-Week orientation program starting from Kick-Off Meeting Summer Semester: 1-Week orientation program starting from Kick-Off Meeting

## Obligatory Expenses

Semester Contribution	All enrolled students at TU Darmstadt are required to pay a semester contribution of approx. 200 € per semester that includes a ticket for the public transportation within the wider area of Rhein-Main Region.
Health Insurance	<p>For an enrollment at TU Darmstadt all exchange students are required to purchase a German statutory health insurance to avoid complication in case of injuries or sickness. German statutory health insurance offers 100 % coverage for doctor-visits, basic dental repair and hospital treatment. The cost is currently approx. 80 € per month for students under the age of 30.</p> <p>The validity of the insurance starts always from beginning of a semester, namely, from 1<sup>st</sup> October in winter semester, or 1<sup>st</sup> April in summer semester. Hence, the students are only required to buy a travel insurance merely covering from their arrival to the beginning of a semester for visa application.</p> <p>A statutory health insurance can be purchased in Darmstadt. Every statutory health insurance institution charges the same student rate.</p> <p><b><u><a href="#">A German statutory health insurance is an absolute requirement to register at TU Darmstadt!</a></u></b></p>

## Accommodation

On- and Off-Campus Rooms	<p>On-Campus rooms are available but not guaranteed due to the limited amount. The allocation of on-campus rooms usually take place approx. 1-1,5 months prior to the Kick-Off Meeting. The department in charge of room allocation is "Housing and Guest House Service" <a href="http://www.intern.tu-darmstadt.de/wohnengaestehaeuser/index.en.jsp">http://www.intern.tu-darmstadt.de/wohnengaestehaeuser/index.en.jsp</a></p> <p>In case on-campus rooms are not available, the department will assist the students in finding off-campus rooms in sending them a detailed guidebook per mail.</p> <p>Please kindly advise your students to make an online application for a room in the student residence in Darmstadt. <a href="https://www.studentenwerkdarmstadt.de/index.php/de/wohnen">https://www.studentenwerkdarmstadt.de/index.php/de/wohnen</a>. This individual application is independent from the department "Housing and Guest House Service" and may ensure the students an on-campus room if they apply early enough.</p>
--------------------------	---

