



**HOCHSCHULE
SCHMALKALDEN**
UNIVERSITY OF APPLIED SCIENCES

GENERAL INFORMATION FOR EXCHANGE STUDENTS: A GUIDE FOR THE DORMITORY AND THE CAMPUS



1. DORMITORY FOR STUDENTS



- Two different housing areas provided by the “Studierendenwerk Thüringen”: Dormitory in Blechhammer 9b and Martin-Luther-Ring 38
- All rooms are completely furnished (bed, desk, cupboard, shelf, nightstand)
- There is a possibility to buy linen package (pillow, blanket and bed clothes and sheet for 35€).
- The rent includes all additional costs (energy, heating, water)
- Different rents depend on: contract time & size of the room
- There is no free WIFI in the dormitory, but there is a possibility to get Internet connection in the room via the company Telesystems Thorwarth
- There is a deposit of 300 Euro
 - More Information

<http://www.stwthueringen.de/english/housing/residentialhomes/schmalkalden/wohnanlagen-schmalkalden.html>

1.1. DORMITORY : BLECHHAMMER 9B



- Dormitory on the campus area
- House 1 & House 2
- Mostly single rooms with a shared kitchen and bathroom (3-room-flats)
- Kitchen-equipment: stove, sink and refrigerator but no tableware etc.
- Rent: 155 - 206 Euro
- Important office in the building:
Dormitory and Caretaker - Blechhammer 9b #2.106

- More Information:

<https://www.stw-thueringen.de/english/housing/residential-homes/schmalkalden/index.html>

1.2. DORMITORY : MARTIN-LUTHER-RING 38



- Dormitory in walking distance to the campus (10 minutes)
- Mostly single rooms with a shared kitchen and bathroom (3 room-flats)
- Kitchen-equipment: stove, sink and refrigerator BUT no tableware etc.
- Rent: 171 – 218 Euro
- Important offices:

Dormitory: Blechhammer 9b #2.106

Caretaker office: Martin Luther Ring 38 #30

- More Information:

<https://www.stw-thueringen.de/english/housing/residential-homes/schmalkalden/martin-luther-ring-38.html>

1.3 INFORMATION ABOUT THE DORMITORY ORGANIZATION

Dormitory Office

- Eileen Schatt Eileen.Schatt@stw-thueringen.de
- Place:
Blechhammer 9b House 2 Room #2.106
- Office Hours:
Mon + Thu 9-11 am & 1-3 pm Tue 2-4 pm (in holidays: 1-3 pm) Fri 9-11 am
- Function: Dormitory administration (e.g. contracts, cancellations, payments)

We have Tutors for general questions
about the dormitory, the university and living in Schmalkalden.

It is very important you contact your Tutor before your arrival. Let him or her know the date and time you plan to come.

The tutors are responsible for your arrival.

More information:

<https://www.stw-thueringen.de/deutsch/ap-studentisches-wohnen/jelsch-annika.html>

1.4 IMPORTANT FORMS FOR LIVING IN THE DORMITORIES

Link to apply for a dormitory: <https://tl1host.eu/SWJ/#admission>

Recommend to do when you apply for University

Application process for the winter semester: starts on April 1 of the same year in which you begin your studies.

Application process for the summer semester: the process begins on October 1 of the previous year.

- Tenancy Agreement Sample:

http://www.stwthueringen.de/cms/upload/downloads/wohnen/Tenancy_Agreement_Sample.pdf

- General terms and conditions:

http://www.stwthueringen.de/cms/upload/downloads/wohnen/General_Terms_and_Conditions.pdf

- General house rules:

http://www.stwthueringen.de/cms/upload/downloads/wohnen/House_Rules_general.pdf

- Occupancy guidelines:

http://www.stwthueringen.de/cms/upload/downloads/wohnen/Occupancy_Guidelines.pdf

- General website with important forms for the dormitory:

<http://www.stwthueringen.de/english/downloads/downloads.htm>

- Application Procedure: <https://www.stw-thueringen.de/english/housing/application-for-accomodation/index.html>

1.4.1 APPLICATION PROCEDURE

1. All information concerning the dormitory buildings can be found on our homepage under the link - Housing.
2. Please completely fill out the Online-Application while taking the Tips into consideration. You will not yet need a certificate of enrollment in order to apply. Submission of this certificate does not become absolutely necessary until the rental agreement is to be finalized.
3. Shortly after your application has been submitted, you will receive a confirmation mail stating that your application has been received by the Studierendenwerk.
4. Please review your information again and confirm the data over the external link. **Only after you have confirmed your data will your application be registered at the Studierendenwerk.**
5. After registering, you will receive a new e-mail “within one week” with further important information concerning your application.
6. Before the beginning of the room allocation, you will be asked per e-mail if you are still interested in occupying a room. You will have to confirm your application for a room over a link within the given deadline. If you do not respond to this confirmation request, your application will be crossed off the applicant list without replacement.
7. The allocation of the rooms will take place no earlier than 6 weeks before the semester starts.
8. As soon as a room is made available to you, you will receive a room offer per e-mail. **If the acceptance deadline is neglected, then the offer will expire and your application will be deleted!**
9. If, due to a lack of available rooms, you do not receive a room offer, your application will be deleted automatically. If you have further interest in a dormitory place, a new online application for the next semester is necessary. Please note the start of application for the respective semester!

1.5 LAUNDRY ROOMS




- Every dormitory has their own laundry room and you can only pay with your THOSKA-card
- Procedure:
 1. Put the clothes and washing pulver into the machine
 2. For paying put your Thoska card into the machine on the wall and press the button ‚Wahl‘ until the number of the machine matches the one on the screen
 3. 3. Press Start

1.6 GARBAGE SYSTEM IN GERMANY

Paper

- All packaging made of paper and cardboard
- Newspaper/magazines
- Paper bags

Plastic



- Cans
- Composite material (plastic, aluminium, tinplate etc.)

Residual waste

- Biological waste
- Other waste

You can find the 3 different garbage cans outside:

- In Blechhammer: Outside of House 1 close to the parking spaces
- In MLR: in front of the Main Entrance





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CAMPUS & GENERAL STUDY INFORMATION



2.4 GRADING SYSTEM IN GERMANY

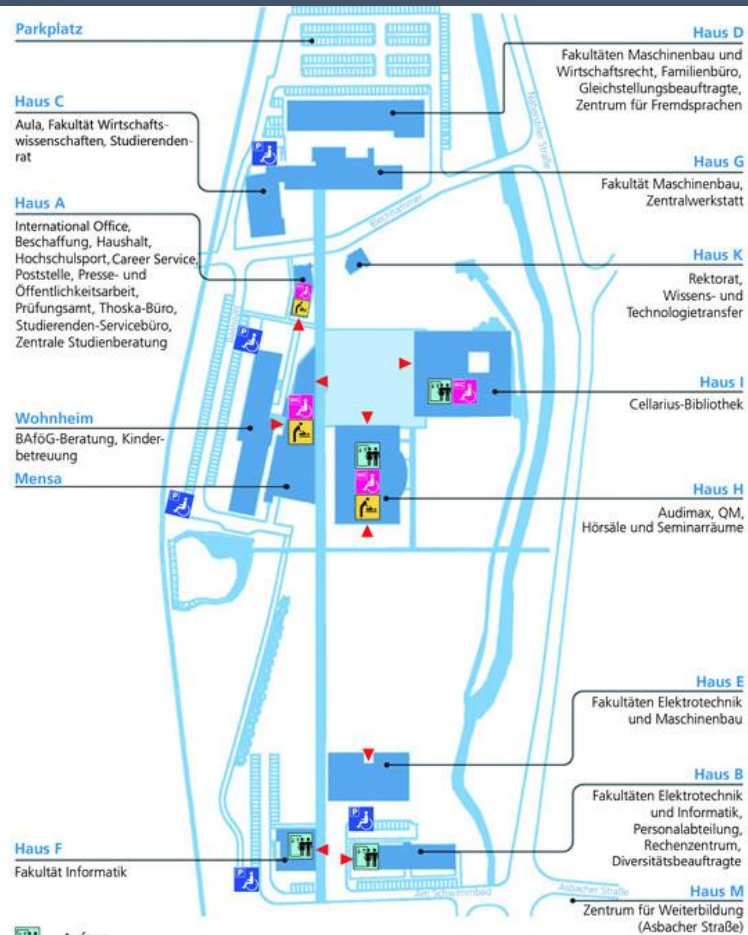
GRADING SYSTEM IN GERMANY

Description	Grade
Sehr Gut (Very Good)	1,00 – 1,50
Gut (Good)	1,51 – 2,50
Befriedigend (Satisfied)	2,51 – 3,50
Aussreichend (Sufficient)	3,51 – 4,00
Nicht Ausreichend (Not Sufficient)	4,01 – 5,00





2.1 CAMPUS MAP



• For a bigger version of the map:

<https://www.hs-schmalkalden.de/hochschule/campus.html>

2.2 CENTRAL INSTITUTIONS ON CAMPUS



- International Office: <http://www.hs-schmalkalden.de/en/International+Office-p-280.html>
- Center for Information and Communication (available only in German): <http://www.hs-schmalkalden.de/rz.html>
- Student administration office: <http://www.hsschmalkalden.de/en/Student+Service+Office.html>
- Examination office: <http://www.hs-schmalkalden.de/en/ZentralesPruefungsamt.html>
- Studies' advisory center: <http://www.hs-schmalkalden.de/en/Central+Student+Advisory+Office+.html>
- Language center (House D): <http://www.hs-schmalkalden.de/Sprachenzentrum.html>
- Library: <http://www.hs-schmalkalden.de/en/Cellarius+Library+.html>

2.3 TIMEFRAME FOR THE SEMESTER

Summer semester 2019		Winter semester 2019/20		Summer semester 2020	
Start of the semester:	01.04.2019	Start of the semester:	01.10.2019	Start of the semester:	01.04.2020
End of the semester:	30.09.2019	End of the Semester:	31.03.2020	End of the semester:	30.09.2020
Lectures start:	01.04.2019	Lectures start:	01.10.2019	Lectures start:	01.04.2020
Lectures finish:	12.07.2019	Lectures finish:	24.01.2020	Lectures finish:	10.07.2020
No lectures		No lectures		No lectures	
Easter:	19.04. - 22.04.2019	Christmas / New Year:	23.12.2019 - 05.01.2020	Easter:	10.04. - 13.04.2020
Ascension Day:	30.05. - 02.06.2019	Statutory holidays in Thuringia:	03.10. and 31.10.2019	Ascension Day:	21.05. - 24.05.2020
Pentecost:	08.06. - 10.06.2019			Pentecost:	30.05. - 01.06.2020
Examination period:	15.07. - 03.08.2019	Examination period:	27.01. - 15.02.2020	Examination period:	13.07. - 01.08.2020
Re-application (winter semester 2018/19):	10.06. - 21.06.2019	Re-application (summer semester 2019):	06.01. - 17.01.2020	Re-application (winter semester 2017/18):	08.06. - 19.06.2020
Extension of the application deadline:	15.01.2019	Extension of the application deadline:	15.07.2019	Extension of the application deadline:	15.01.2020
		Extension of the application deadline - International Business and Economics (M.A.):	15.06.2019		

2.4 STUD.IP PLATFORM



HS Schmalkalden

Login
for registered users

Open access
without registration

Help
to use and range of features

STUD.IP

Active courses	3949
Registered users	3904
Users online	6
 	more...

Platform for:

- Uploaded documents of the professor for their lectures
- Overview about the classes and an individual timetable
- You can log in with your personal username and password
- It is available in English
- Link: <https://studip.fh-schmalkalden.de>

2.5 QIS SYSTEM



The screenshot shows the online portal for Hochschule Schmalkalden. At the top, there is a navigation bar with the university's logo and name. Below this, a sidebar on the left lists various services under the heading "Studentisches Leben". The main content area features a welcome message, a login form with fields for "Benutzerkennung" (username) and "Passwort" (password), and a button labeled "Anmelden". A small image of the university building is also visible. At the bottom, there is a notice about exam registration for the winter semester 18/19, with the dates 31.12.2018 - 13.01.2019.

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Studentisches Leben

Sie sind hier: [Startseite](#)

- [Studentenwerk](#)
- [Schmalkalden & Umgebung](#)
- [Hochschule Schmalkalden](#)
- [Verifikation von Studienbescheinigungen](#)
- [Online Bewerbungen \(Abschluss Bachelor\)](#)
- [Stud.IP](#)

Herzlich willkommen beim Online-Hochschulportal für Studierende, Studieninteressierte, Lehrende und Mitarbeiter

Benutzerkennung

Passwort

Anmeldungen zu den Prüfungen ist in folgendem Zeitraum möglich:

- Wintersemester 18/19
- 31.12.2018 - 13.01.2019

Sehr geehrte Nutzer,

bitte beachten Sie auch das [Hilfe-Center](#) unseres Online-Portals.

System for:

- General administration
- Administration of study
- Studienbescheinigung (study certificate)
- Administration of exams
- Apply for exams
- Notenspiegel (transcript of records)
- It is available in English

You can log in with your personal username and password

- Link <https://qis.fh-schmalkalden.de>



2.6 THOSKA CARD

- Student ID card with registration number
- Used as payment card for the Mensa, Library, Thuringia Train (no ICE) and the Laundry
- Is valid as a ticket to travel by train (no ICE) through the whole Thuringian area: [http://www.nvsthueringen.de/t3/fileadmin/PDF/Downloads/15-10-01 NVS Linienkarte Thueringen Stand 16 1 A3.pdf](http://www.nvsthueringen.de/t3/fileadmin/PDF/Downloads/15-10-01_NVS_Linienkarte_Thueringen_Stand_16_1_A3.pdf)
- Can be charged via the vending machines in the Mensa

