



**HOCHSCHULE  
SCHMALKALDEN**

UNIVERSITY OF APPLIED SCIENCES

**Studying in Schmalkalden**

**Winter Term 2016/ 17**

**Summer Term 2017**

**Recommendations for International Students**



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# 1. Schmalkalden University of Applied Sciences

## 1.1. General Information

### Areas of Study

- Business and Economics
- Business Law
- Computer Science
- Electrical Engineering
- Mechanical Engineering



## 1.2. The International Office (IO)



**Ms. Cornelia Weisheit**  
Coordinator Incomings/Outgoings

Blechhammer  
Building A 0008  
98574 Schmalkalden  
Tel.: 0 3683 – 688 10 11  
E-Mail: c.weisheit@hs-sm.de

**Ms. Angela Ciudad Almodovar**  
Project Team Member

Blechhammer  
Building C 0005  
98574 Schmalkalden  
Tel.: 0 3683 – 688 10 14  
E-Mail: a.calmodovar@hs-sm.de



Student Assistants: [assist@hs-schmalkalden.de](mailto:assist@hs-schmalkalden.de)

Webside: <http://www.hs-schmalkalden.de/en/International-p-59.html>

## 1.3. The Faculties and their international Coordinators

### Faculty of Business and Economics

Prof. Dr. Richert



Email: r.richert@hs-sm.de  
Office: C 307  
Phone: 0 3683 – 688 3102

### Faculty of Business Law

Prof. Dr. Schackmar



Email: r.schackmar@hs-sm.de  
Office: D 0331  
Phone: 0 3683 – 688 6108

### Faculty of Computer Science

Prof. Dr. Englmeier



Email: k.englmeier@hs-sm.de  
Office: F 0102  
Phone: 0 3683 – 688 4105

### Faculty of Electrical Engineering

Prof. Dr. Fischer



Email: m.fischer@hs-sm.de  
Office: B 0409  
Phone: 0 3683 – 688 5116

### Faculty of Mechanical Engineering

Prof. Dr. Kolev

Email: e.kolev@hs-sm.de  
Office: D 0325  
Phone: 0 3683 – 688 2113



## 1.4. Do you want to learn German?

The International Office offers Intensive German Language Courses at different levels **free of charge** for exchange and full degree students during the semester.

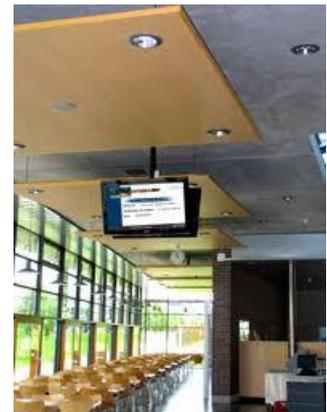
All guest students - regardless of their study program - are welcome to participate.

A placement test at the beginning of the semester - after the Welcome Meeting - is optional for all participants. Based on the test's results, the International Office assigns students to different course levels according to their specific knowledge of German. There is always a class for absolute beginners.

## 1.5. Canteen and Cafeteria

The main responsibility of the Studierendenwerk is to prepare and distribute food. For lunch the canteen (Mensa) offers at least 4 main dishes out of which one is vegetarian. They also offer a variety of beverages, snacks as well as salads.

Prices: 1,50 - 3,50 Euro per meal



### Canteen Hours

Monday - Friday: 7 am – 2 pm

Opening hours are different during the semester breaks

Download the App "[iMensa](#)" to check weekly meal!



### Cafeteria Hours:

Monday - Thursday: 10 am – 7 pm

Opening hours are different during the semester breaks



## 1.7. Residence Halls of the 'Studierendenwerk'

The residence halls in Schmalkalden offer accommodation for 540 students. There are two- and three-bedrooms-apartments available.

The residence hall **Wohnheim Blechhammer**, on campus, has one-bedroom-apartments in living quarters with a sanitary room and a kitchen area. The monthly rent is 155 or 230 Euro (including utilities).

The residence hall **Wohnheim Martin-Luther-Ring** is about 10 minutes by foot to the university. The rooms in this building are mainly single bedrooms in three- or four-bedrooms-apartments with kitchen and bathroom. One room costs between 155 and 230 Euro.

## 1.8. Most important information about living in the dorm

The content of the rental contract are the rental conditions, the house rules and the assignment order. If you break the rules there is dissuasion, a notice to the International Office and information to your university in your home country. That can also lead to dismissal without notice. You can find these documents here: [www.stw-thueringen.de](http://www.stw-thueringen.de)

(Housing → Application for accommodation → Regulations)

Every semester you have to deliver a study certificate!

You can do **laundry** in the residence hall Blechhammer and Martin Luther Ring on the first floor/basement. There are washing machines and a dryer which can be used with your Thoska Card.

The contact for all questions concerning your accommodation are the tutors firstly. They help you translating letters or messages in German language from the 'Studierendenwerk'. Their messages and information must be read and followed strictly. They often contain important dates or references for organization.

## **Our tutors**

Ivan Rodiontcev                      skaterates@mail.ru  
Rebeca Natale Wassink              rebecanatale@gmx.com  
Vadim Shchepin                      vadimshch21@gmail.com

Please mind the opening hours of the residential management. Please bring the Thoska Card with you every time you want to pay money. 30 minutes before the end of the opening hours the cash point is closed and money is no more accepted.

Outside the opening hours the residential management is not available!

## **Residential Management**

Ms. Höpfner

Room 2-108 (Blechhammer Dormitory, house 2, basement)

### **Opening hours**

Monday	1:00 pm to 3:00 pm		
Tuesday	9:30 am to 11:30 am	and	1:00 pm to 2:00 pm
Wednesday	CLOSED		
Thursday	9:30 am to 11:30 am	and	1:00 pm to 2:00 pm
Friday	9:30 am to 11:30 am		

Address: Ms. Höpfner  
Phone: 0 3683 – 469 110  
Blechhammer 9b/1 113  
98574 Schmalkalden  
Email: Gabriele.Hoepfner@stw-thueringen.de

If you want to get post, you have to specify the complete address from the rental contract (especially room number). The residential management will not take your letters or packages. Who orders the post service has to be accessible.

For parties there is the student club. In the dorm, parties are not allowed!

## Rent/Deposit

- ✓ The rent will be taken from your German bank account each 3<sup>rd</sup> working day of the month
- ✓ It's not possible to pay the rent in cash; except you didn't pay the last rent, then **the last rent has to be paid in cash!**
- ✓ Before you leave you have to close your bank account, otherwise you won't get back your deposit!
- ✓ Students with SEPA-account (European Union) will receive the deposit 8 weeks after the contract has been finished
- ✓ Students which are not from the European Union will get their money back in cash at the move out day, under the condition you already closed your German bank account

If you have repairs you can register them in the opening hours by the caretaker. Lamps/light bulbs you have to replace yourself. You can find it in the DIY Market, fluorescent tubes can be taken from the property management for a fee. You must pay for any damages to the flat. When you cause a fire brigade you must cover the highly costs for it.

## Opening Hours

Monday to Friday 12:30 pm to 1:30 pm

Address Co. Hofmann  
Blechhammer 9b/2 106  
98574 Schmalkalden  
Email: Cornelia.Hofmann.1@stw-thueringen.de  
Phone: 0 3683 – 469 111

Address: M. Fräbel  
Blechhammer 9b/2 106  
98574 Schmalkalden  
Email: Matthias.Fraebel@stw-thueringen.de  
Phone: 0 3683 – 469 112

- Food on the stove and flowing water are not to be left unattended
- Open fire is prohibited
- Smoking in your room is ok, but not in the corridor and house

Everyone has to clean the room themselves including kitchen, bathroom and hallway.

Request for a move is not allowed for rent contracts less than six months.

Extension of a contract must be registered not later than 8 weeks before your contract ends.

## **Moving out**

Everyone gets a date for the pre-inspection. On this date the room will be checked so it must be strictly adhered to. If you want to have another date please go to the caretaker to make a new date. If a schedule is not perceived, you have to pay 28 Euros. The same applies to the moving out date.

No personal matters should be inside the room, kitchen, hall and bathroom on the moving out date. When you return the key the flat must be clean. After moving out you have to go to the management to get your deposit back. You must collect your deposit personally.

Please observe the opening hours. For delays the residential management takes no liability. Everyone has to plan in enough time so that they can get their bus or train back home on time.

Before moving out you have to pay the last rent in cash. Offset the deposit against the rent is not allowed.

## **1.9. Social Care**

The advising center of the Studierendenwerk, short „TROLL“ (**T**reffpunkt **o**rientierungsloser **L**eute – Meeting point of disoriented people), is located in the lobby of the residence hall Blechhammer.

The advising center offers assistance to file applications as well as:

- ✓ Financing your education through employment (Social security, tax, labor law, internship, right to social benefits, etc.)
- ✓ Social benefits of the Studierendenwerk
- ✓ Benefits for pregnant women or students with children
- ✓ Employee benefits

- ✓ Cost-saving opportunities (GEZ - exemption, social tariffs of the Telekom, etc.)
- ✓ General conditions of studies (health and other insurances, student organizations, etc.)
- ✓ Specific questions regarding disabilities and chronic illnesses
- ✓ Specific questions from international students

Contact      Ms. Carola Oemus  
 Phone: 0 3683 – 469 117  
 Email: carola.oemus@stw-thueringen.de

## 1.10. Career Service

You are an International Student at Schmalkalden University of Applied Sciences and you have questions concerning your career or application? Just ask our Career Service! We support students and alumni regarding several topics such as internships and job entrance. International students get useful information how to apply successfully in Germany: from finding vacancies, writing a CV and cover letter to managing job interviews.

Contact      Mr. Alexander König  
 Career Service  
 Building C, Room 0007  
 Email: a.koenig@hs-sm.de

## 1.11. To-Do-Checklist after Arrival

- Dormitory: Sign the lease
- Bank: Open a German bank account  
(watch the schedule of the Welcome Days)
- Registration Office: Register at the city (part of the Welcome Meeting)
- Foreigners' Registration Office in Meiningen (Visa application will be filled out during the Welcome Meeting)
- Degree Course Scheme: Choose your courses in Stud.ip
- Get a health insurance (after Welcome Meeting)
- Buy a SIM Card for your mobile phone (suggestion: Aldi talk)



## Where to print?

Each faculty has there own printer (some faculties with some free printings)

- The University Library, Building I

You need to buy a printing card either in the Library or from the shop "Buch und Druck", near the University

Opening Hours:	Monday - Thursday	9.30 am - 8.00 pm
	Friday	9.30 am - 5.00 pm

- Copyshop "Bund und Druck"

Adress: Näherstiller Straße 27-29, 98574 Schmalkalden

Opening hours:	Monday - Thursday	1.00 pm – 6.00 pm
	Friday	10.00 am – 1.00 pm

## 1.12.Sport's facilities

The sport courses for the winter semester 2016/17 starting usually in the second week of lectures and end in the last week of lectures.

The registrations are possible on the first Wednesday at 10:00 clock in the hall of H building and later in the Sports Office (Building A , Room 0208) as long as capacity in the individual courses are available. The payment of the sports courses is due upon registration!

Registration is strongly recommended for insurance reasons!

[http://www.hs-schmalkalden.de/en/Sports\\_facilities-p-17158.html](http://www.hs-schmalkalden.de/en/Sports_facilities-p-17158.html)

## 1.13. Registration for Classes

### First Step: Register your *FHS-ID*

A requirement to register for a Stud.IP is to register the *FHS-ID*. Therefore you will need the *Servicekey* which you can find on your matriculation letter (You will get it with the student card).

You need to register here:

<https://rz.hs-schmalkalden.de/myidm/++lang++en/registration/index>

Once you have registered the *Servicekey* you can use Stud.IP with your *FHS-ID*

**Myidm** Registration for FHS-ID using Servicekey [Deutsch](#) | [English](#)

**Step 1** Authentication Step 2 Review status Step 3 automatic generation of e-mail address and FHS-ID Step 4 Setting a password Step 5 Creating the account, END

30.03.2015 15:08 Uhr

**Step 1 - Authentication**  
 Welcome! This registration has 5 steps!!  
 With this registration you receive

- Main user ID -- your FHS-ID
- a personal e-mail-address and a mailbox

Your FHS-ID enables you to use a lot of IT services provided by the Computing Center, e.g. WLAN or E-Mail.  
 First step: checking your authorisation by your ServiceKey. Please follow the further steps and take notice of the advices.  
 Advice for data protection: This registration and further services of the Rechenzentrum are particularly recorded for technical reasons!  
 Please enter your Matrikelnummer and your Servicekey and accept the [User Policy](#) of the FH Schmalkalden:

**Authentication**

\*Matrikelnummer   
 \*Servicekey   
 Did you read and accept the Policy?

[Continue to Step2](#)

Help! I have a question for the Servicekey, the Life, the Universe and for Everything!  
 42! And in addition, you can find a help for the Servicekey [here](#).

## Second Step: Register at *Stud.IP*

1. Go to <http://studip.hs-schmalkalden.de> and register with your FHS-ID and your password

FH Schmalkalden **STUD.IP**

Start Freie Hilfe Login

Aktuelle Seite: [Login](#)

**Stud.IP - Login**

**Herzlich willkommen!**

Bitte identifizieren Sie sich mit Benutzernamen und Passwort:

Benutzername: (FHS-ID)   
 Passwort:

[Passwort vergessen](#)

2. Read the „News“ on the homepage and go to „Profile“ → „User Details“

→ „Study Details“ and select your subjects, degree programmes, and institutes

### **Third Step: Choose your classes**

You can choose your classes from **date to date**

Click on „Courses“ → „Search Feature“ → „Search Institutes“ → „Your Institute“ → „Add Classes of your choice“

### **Immatriculation and Transcripts**

Franziska Weiß

House A 0010

Tel. + 49 3683 688 1206

Mail f.weiss@hs-sm.de

### **1.14. Information Services**

You can obtain information on Germany from countless internet sources: What do I need to enter Germany? Where can I learn German? How can I find somewhere to live and work? Who will look after my children? Which insurance policies are recommended or mandatory? You can find this and other information, along with links to more detailed information, at:

<http://www.thaff-thueringen.de/en/welcome-to-thuringia/welcome-center/information-services/>

#### **Service hours:**

Monday - Thursday: 9.00 - 5.00 pm

Friday: 9.00 - 3.00 am  
and by appointment

**Phone:** 0 361- 56 03 620

**Email:** welcome-center@leg-thueringen.de

## 2. Public Holidays in Germany

The following days are holidays in Germany  
offices and most stores are closed

New Year's Day	1 <sup>st</sup> January
Good Friday, Easter Sunday, and Easter Monday	varied
International Workers' Day	1 <sup>st</sup> May
Ascension Day	varied
Whit Monday	varied
German Unity Day	3 <sup>rd</sup> October
Reformation Day	31 <sup>st</sup> October
Christmas Day	25 <sup>th</sup> December
St Stephen's Day	26 <sup>th</sup> December

### Semester Dates

	Winter Term 2016/ 17	Summer Term 2017
Semester start	01.10.2016	01.04.2017
Lecture start	04.10.2016	03.04.2017
Lecture finish	27.01.2016	14.07.2017
Exam period	30.01 - 18.02.2017	17.07. – 05.08.2017
<b>Exam registration</b>	<b>09.01 – 22.01.2017</b>	<b>19.06 – 02.07.2017</b>
No lectures	03.10.2016 31.10.2016 26.12 – 08.01.2017	14.04 – 17.04.2017 25.05 – 28.05.2017 03.05 – 05.05.2017

There are also special holidays in Thuringia.

You can check the exact dates on the webpage of the university here:  
<http://www.hs-schmalkalden.de/en/Deadlines+and+Dates.html>

## 3. The City of Schmalkalden

International Office provides a booklet named “Cultural Towns of Thuringia”. This pocket guide may attractions you can visit. Also the tourist information center in the city may help you by planning your travelling: Auer Gasse 6-8, 98574 Schmalkalden.



## General Information

Population: 19,978  
Area: 98.35 sq. km (37.97 sq. mi)



## Citizens Advice Office Hours

Monday	8.30 am	-	4.00 pm
Tuesday	8.30 am	-	4.00 pm
Wednesday	8.30 am	-	1.00 pm
Thursday	8.30 am	-	6.00 pm
Friday	8.30 am	-	1.00 pm
Every first Saturday	9.00 am	-	12.00 pm



## 3.1. Infrastructure

### Banks

#### Deutsche Bank

Auer Gasse 20, Phone: 0 36 83 / 69 35-0

Accepted: Thomas Cook/ Travelex, Visa, Citi Corp, American Express

Monday	9.00 am - 1.00 pm and 2.00 pm - 4.00 pm
Tuesday	9.00 am - 1.00 pm and 2.00 pm - 6.00 pm
Wednesday	9.00 am - 2.00 pm
Friday	9.00 am - 2.00 pm

#### Rhön-Rennsteig-Sparkasse

Allende Straße 8, Phone: 03683 / 468-0

Accepted: Thomas Cook, Visa, American Express, Master Card

Mon + Tues	9.00 am - 12.30 pm and 2.00 pm - 5.00 pm
Wednesday	9.00 am - 12.30 pm
Thursday	9.00 am - 12.30 pm and 2.00 pm - 6.00 pm
Friday	9.00 am - 12.30 pm and 2.00 pm - 5.00 pm

#### Volksbank

Judengasse 9, Phone: 03695-678-311

Accepted: Thomas Cook / Travelex,  
Visa, American Express

Monday	8.30 am - 4.00 pm
Tuesday	8.30 am - 6.00 pm
Wednesday	8.30 am - 1.00 pm
Friday	8.30 am - 4.00 pm

#### Postbank

Altmarkt 10, Allende Straße 8,

Phone: 0180 3040500

Mon - Fri	9.00 am - 6.00 pm
Saturday	9.00 am - 12.00 pm

### 3.2. Libraries/Book Stores

Heinrich-Heine Bibliothek  
Am Kirchhof 4  
Book Rental:  
Phone: 0 3683 – 60 62 16  
Office: 0 3683 – 60 62 17

University - Library  
Blechhammer  
Phone: 0 3683 – 68 81 600

Buchhaus USLAR  
Stumpfelsgasse 10  
Phone: 0 3683 – 40 26 28

„Buch und Druck“  
Näherstiller Str. 29  
Phone: 0 3683 – 60 74 75

### 3.3. Post Office

#### Letters

Normal letter (up to 20 g, ca. 6 pages) / Postcards within Germany/ to member countries of the European Union are **€0.70 / € 0.45**.



The fastest way to send a letter overseas is to choose „Luttpost“. For more information about other letters (different sizes) and packets ask in the post office. You can also find price information brochures in post office (“Gebührenübersicht”) or online ([www.deutschepost.de](http://www.deutschepost.de)).

To mail a packet you need to go to the counter inside the post office. If you need to look up the postal code of a city or certain area, there is a postal code book (“Postleitzahlenbuch”) available. You can also use the internet to find out postal codes.

#### **Main Post Office**

Altmarkt 10, Phone: 0 1802 3333  
Mon - Thur 9.00 am - 6.00 pm  
Saturday 9.00 am - 12.00 am

#### **Post Office (near university)**

Inside of the grocery store “EDEKA-Market” across the street of the campus (next to ALDI).



International Telephone Code for Germany: 0049 / +49, followed by the area code without the ‘0’, e. g. Schmalkalden: +49 3683

### 3.4. Grocery Shops

**Rewe-Center**

Am Festplatz

98574 Schmalkalden

M – F: 07.00 am – 10.00 pm

S: 07.00 am – 8.00 pm



**Kaufland (Photobox)**

Steinerne Wiese 39

98574 Schmalkalden

M – F: 07.00 am – 10.00 pm

S: 07.00 am – 8.00 pm



**ALDI-Markt (across the campus)**

Allendestraße

98574 Schmalkalden

M – F: 8 am – 8.00 pm

S: 8 am – 8.00 pm



**EDEKA-Markt**

Allendestraße (next to ALDI)

98574 Schmalkalden

M – F: 07.00 am – 8.00 pm

S: 07.00 am – 6.00 pm



**NETTO**

Allendestraße 13 /

Am Alten Graben 18

98574 Schmalkalden

M – F: 07.00 am – 8.00 pm

S: 07.00 am - 8.00 pm



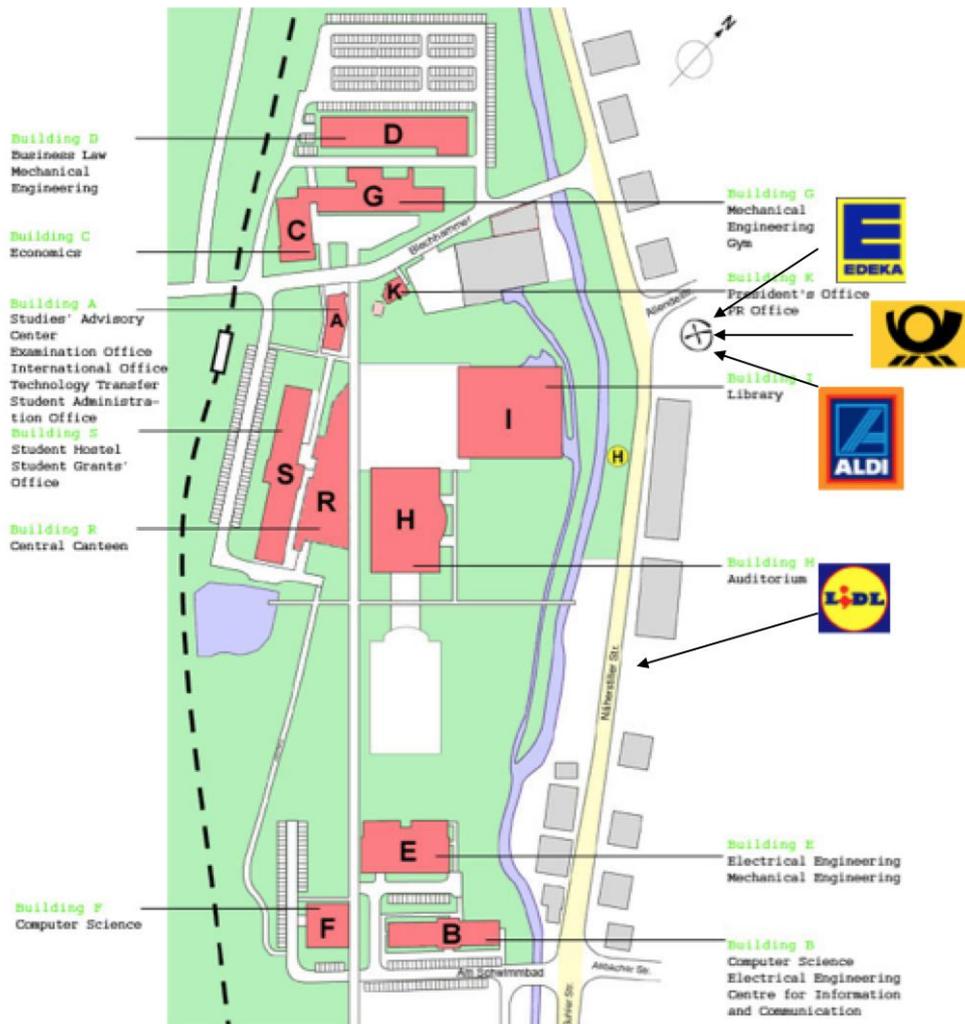
**LIDL-Markt**

Näherstiller Str. 41

98574 Schmalkalden

M – F: 08.00 am – 9.00 pm

S: 08.00 am – 8.00 pm



You can find more special groceries (e.g. Asian, Arabic) in big super markets such as Rewe or Kaufland.

On Wednesdays and Saturdays you can buy from a farmer's market in the city center (W: 08.00 am – 5.00 pm and S: 08.00 am – 12.00 am).

### 3.5. Public Transportation / Travelling

#### Bus

To travel within Schmalkalden and its districts there are busses available. The buses go different routes (routes A, B, C, D, E, and F). One ticket costs around €2 which you can buy when you enter the bus. To save some money you can purchase ten tickets for around €8 or a ticket that is valid for a whole month for around €26. For more information, please contact the bus company.

Kasseler Str.  
98574 Schmalkalden  
P: 0 3683 – 60 40 67  
Webpage: <http://www.mbb-mgn.de/>



#### Taxi

Taxi Heinz  
Bahnhofstrasse 79A  
98574 Schmalkalden  
P: 0 3683 – 60 30 60

Uwe Möller  
Johannesgasse 12  
98574 Schmalkalden  
P: 0 3683 – 78 07 80



#### Train

For a longer distance we recommend to travel by train (Deutsche Bahn). Tickets and other information are available at the train station or online <http://www.deutschebahn.com/en/start-en.html>



With your Thoska Card you can use the regional trains (StB and RE) within Thuringia for **free**.

### 3.6. Restaurants and Hotels

#### Pension Barbara

Auergasse 5 – 7  
98574 Schmalkalden  
<http://www.pensionbarbara.com/>

#### Zum gelben Dragoner

Gothaer Straße 24  
Phone: 0 3683 – 60 01 43

#### Pizzeria Trattoria Teggiano

Weidebrunner Gasse 7  
Phone: 0 3683 – 40 03 30

#### Schlosscafé Schmalkalden

next to the Castle Wilhelmsburg  
Phone: 0 3683 – 46 56 41

#### Jägerklause

Pfaffenbach 45  
Phone: 0 3683 – 60 01 20  
[www.hoteljaegerklause.de](http://www.hoteljaegerklause.de)

#### Queste

Questenweg 5  
Phone: 0 3683 – 40 24 43

#### City Hotel Patrizier

Weidebrunner Gasse 9  
Phone: 0 3683 – 60 45 14  
[www.stadthotel-patrizier.de](http://www.stadthotel-patrizier.de)

#### Ratskeller

Altmarkt 2  
Phone: 0 3683 – 40 27 42

#### Teichhotel

Teichstraße 21  
Phone: 0 3683 – 40 01 41  
[www.teichhotel.de](http://www.teichhotel.de)

#### Greek Restaurant “Metaxa”

Hauptstraße 10  
Phone: 0 3683 – 60 97 741

#### 4bowlers (Bowling)

Notstrasse 33  
Phone: 0 3683 – 46 65 70  
<http://4bowlers.de/>

Note: In German restaurants and hotels you usually give a tip if you think the service was good. Often you round up the price that you have to pay (0.50 – 1 Euro is an appropriate amount). Though, it is not an obligation to pay tip in Germany.

### 3.7. Churches

#### „St. Georg“

Kirchhof  
Sunday mass at 12 am

#### Lutheran-Methodist church

Geschwister-Scholl-Str. 24  
Email: [schmalkalden@-emk.de](mailto:schmalkalden@-emk.de)

Lutheran-free church Baptists  
Kanonenweg 14  
Sunday mass at 09.30 to 12 am  
Email: mail@efg-sm.de

Lutheran student community  
Gemeindehaus an der  
Bohrmühle 7  
Email: ChristinaAllert@gmx.de

Catholic ministry  
Waldhausstr. 8  
Email: st.helena@t-online.de

Erfurter Mosque  
Leipziger Straße 38, 99085 Erfur  
Email:erfurter.moschee@gmx.de

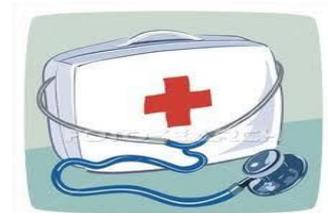
### 3.8. Doctors and Hospitals

Besides general practitioner there are specialists. With most doctors you need to make an appointment in advance. In case of severe pain or accidents you should see a doctor immediately or at least make an appointment for the same day.

In Germany there are governmental, charitable, and private hospitals. In case of an emergency on the weekend you can call the emergency doctor or the ambulance of the hospital.

#### Important Phone Numbers

<b>Police/Emergency</b>	<b>110</b>
<b>Fire Department</b>	<b>112</b>
<b>Hospital</b>	<b>0 36 83 6 45 0</b>



#### General Practitioner

Blaschke, F. (Waldhausstr. 2)	0 3683 - 40 86 00
Fritsch, K. Dr. (Renthofstr. 7)	0 3683 - 69 27 0
Heuer, T. Dipl.-Med. (Eichelbach 1)	0 3683 - 46 54 680
Kraul, U. (Neumarkt 9)	0 3683 - 40 26 22
Maurer, E. Dr. (Lutherplatz 13)	0 3683 - 60 46 17
Neukranz, C. Dipl.-Med. (Steinerne Wiese 4)	0 3683 - 40 86 86

#### Dentists

Beez, B. Dipl. stom. (Lutherplatz 2)	0 3683 - 60 38 97
Heinze, G. Dr. med. dent. (Renthofstr.59)	0 3683 - 60 78 60
Sauerbrei, C. Dipl.-Med. (Näherstiller Str.31)	0 3683 - 60 24 57
Blaschke, K. Dr. (Amelienufer 4)	0 3683 - 40 37 76

### Eye Doctors

Müller, J. Dr. med. (Bahnhofstr.2)	0 3683 - 40 30 45
Uhlemann, U. Dr. med. (Neumarkt 8)	0 3683 - 40 25 31

### Gynecologist

Bernasowski, A. Dr. med. AND	
Schneider, C. Dr. med. (Kanonenweg 34)	0 3683 - 40 30 26
Fleischmann, P. (Eichelbach 1)	0 3683 - 60 46 02

### Ear, Nose, and Throat Specialist

Buttker, T. Dr. med. (Neumarkt 6)	0 3683 - 40 28 88
Heuer, T. Dipl.-Med. (Eichelbach 1)	0 3683 - 46 54 680

### Dermatologist

Tauer, C. Dr. (Marcel-Callo-Platz 4, Zella-Mehlis)	0 3682 - 48 23 84
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## **3.9. Pharmacies**

In Germany you can buy your medicine only in pharmacy. Pharmacies only sell medicine unlike in lots of other countries where a pharmacy is a drug store at the same time. There are three kinds of medicines: (1) only available by prescription, (2) only available in pharmacies and (3) over-the-counter medicine.

Medicine only available by prescription you can only buy if you hand in a prescription at the pharmacy.

- Henneberg Apotheke, Renthofstraße 7, Phone: 0 3683 - 60 45 06
- Hirsch Apotheke, Neumarkt 9, Phone: 0 3683 - 69 41 0
- Rosen Apotheke, Steingasse 11, Phone: 0 3683 - 6 22 33
- Schloss Apotheke, Renthofstr. 29, Phone: 0 3683 - 62 95 0

## **3.10. Insurance**

Every student is insured (by law) during the time at the university for accidents that are directly associated with the studies, e. g. going to class. ALL students are obligated to have a health insurance!

For enrolling at the university you need to prove that you have an appropriate health insurance. Unless you submit a proof of proper health insurance you cannot enroll or register with the university. The insurance companies can provide more information.

For European citizens it's enough to have an European insurance card.

### **Insurance companies we recommend are:**

#### **AOK – PLUS**

Stiller Gasse 8  
98574 Schmalkalden  
Phone: 0800 - 247 10 01  
[www.aokplus-online.de](http://www.aokplus-online.de)

#### **Barmer GEK**

Salzbrücke 2  
98574 Schmalkalden  
Phone: 0800 - 33 20 600  
[www.barmer-gek.de](http://www.barmer-gek.de)

#### **Techniker Krankenkasse**

Sophienstraße 12  
99817 Eisenach  
Phone: 040 – 4606 5103 353  
[www.tk.de](http://www.tk.de)

## **3.11. Entertainment**

### **Cafés in Schmalkalden**

#### **Café König “Eiscafe”**

Altmarkt 10  
Phone: 0 36 83 / 60 66 15

#### **KAWAI café**

Auer Gasse 9  
98574 Schmalkalden

#### **Stadtcafé Endter**

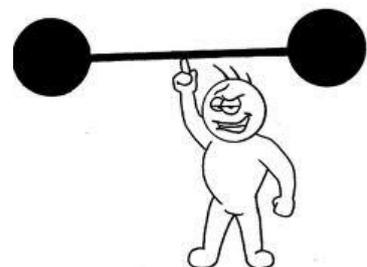
Steingasse 8  
Phone: 0 36 83 /60 74 11

#### **Shisha Studenten**

Näherstillerstr. 29  
On Facebook

### **Recreation**

- Joy Schmalkalden  
Asbacher Str. 17c, [www.joymed.de](http://www.joymed.de)
- Fitness Studio Relax Sport u. Wellnessclub  
Allende-Str. 76A, Phone: 0 3683 - 40 93 90



- Swimming pool Schmalkalden (right behind Mc Donalds)  
Am Schwimmbad 8
- EASYFITNESS  
Haindorfsgasse 15, [www.easyfitness.club/studio/schmalkalden](http://www.easyfitness.club/studio/schmalkalden)

### 3.12. Worth to see

#### Schmalympics

Schmalympics is an international sports' festival that takes places every year in June. During the Schmalympics week, there are various sport competitions throughout the day and entertaining shows (dance, bands, etc.) in the evenings. For more information or to participate in the competitions, please visit: [www.schmalympics.de](http://www.schmalympics.de)



#### Castle Wilhelmsburg



- Museum, exhibitions and collections
- Church inside the castle
- Ballrooms
- 1:1 copy of the Romanesque wall paintings
- Exhibition of modern art
- Concerts, played on the renaissance organ

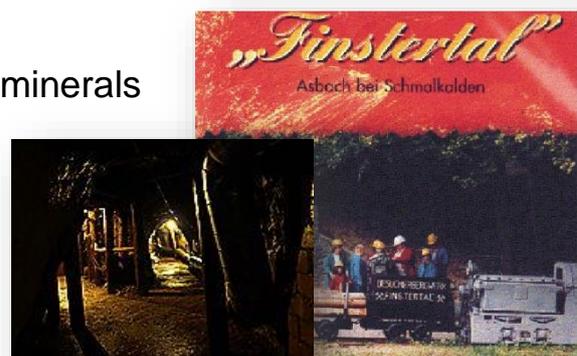
Schlossberg 9  
Phone: 0 3683 - 40 31 86

Apr. – Oct. 10.00 am – 6.00 pm  
Nov. – March 10.00 am – 4.00 pm

#### Tourist Mine „Finstertal“

- ✓ Geological discoveries, fluorescent minerals
- ✓ Entertaining especially for kids

Phone: 0 3683 - 48 80 37



## Technical Monument "New Foundry"

This technical museum in Schmalkalden is a late classical era iron smelting oven from 1835 in which local iron ore was smelted with wood charcoal. This smelting plant is one of the last of its kind in middle Europe and you can learn all about the development of and techniques used in this "Neue Hütte". There is also a wood drilling and nail making workshop still in operation.



April – October → Wed - Sun: 10.00 am – 5.00 pm

## Traditional Deer Eating and Bartholomäus Market (End of August)

One of the most traditional festivals in Schmalkalden is the Schmalkalder Hirschessen (Schmalkadian Deer Eating) which has its roots in 1379.

The landgraves of Henneberg gave a deer to the citizens every year which quickly became a tradition in the area. The landgraves from Hesse joined that tradition. The donation of the deer was supposed to show the support of the fathers of the country. Though, it probably was more to save the wealth of the citizens. The Schmalkalden citizens accepted the gift and cooked it with their own ingredients. Out of this deer eating tradition, a real public festival has been developed. They celebrated with lots of food, drinks, dances, jugglers, and entertainment.

The people in Schmalkalden live up this festival every year in a medieval atmosphere. They want to show and share their joy of living with guests from near and far. Highlights of the Festival

- Wednesday Big Bartholomäus Market
- Thursday Opening of the wine market
- Friday Historical-Downtown-Oldie-Night
- Saturday Big Deer Eating starting at 11 am
- Sunday Diverse Program



## Herrscheklasmarkt (Christmas Market)



Every year on the first Wednesday of December the Herrscheklasmarkt starts in Schmalkalden - a small, traditional Christmas market.

Since the 14<sup>th</sup> century, there is the chapel “Nicolai” in the city center of Schmalkalden. Nicolai was a patron saint of travelers and traders.

The name Nikolaus was spoken “Klaus” with the Schmalkaldan dialect (herrischer Klaus – „Herrscheklas“), who scared people with his whip and chain and gave presents to children. This was a tradition that had been developed from Germanic beliefs. Noise, masquerade, and fire were supposed to keep away ghosts and demons from the biggest festivals of that time (“The Julfest”).

Today the Herrscheklas comes in a carriage, wearing a red capuchin, which was inspired by a painting of Moritz von Schwindt (1844). He distributes the secret recipe of the Herrscheklas gingerbread to the local bakers.

The Herrscheklasmarkt lasts for about two weeks and you can enjoy a thoughtful and joyful atmosphere during the pre-Christmas time.

## Viba Nougat World

Viba sweets is a medium-sized Confectionery Company. Since 1893 the brand Viba stands for manufacturing unique Nougat Pralines, soft Marzipan, exquisitely coated nuts, delicious fruit bars and traditional sugar candy.



Slogan: “Close your eyes – let Viba surprise!”

## 4. Activities in Schmalkalden and its surroundings

### Entertainment

#### Movie Theaters

Movie Theater Meiningen  
"Casino Lichtspiele"  
Neu-Ulmerstr.4  
Phone: 0 3693 - 50 68 80

Movie Theater Bad Salzungen  
Platz an den Beeten 1  
Phone: 0 3695 - 62 88 58  
[www.pab-kino.de](http://www.pab-kino.de)

Capitol Eisenach  
Alexanderstr.12  
Phone: 0 3691 - 75 76 0

Cineplex Suhl  
Gutenbergstr. 2-4  
Phone: 0 3681 - 80 66 0  
[www.cineplex.de](http://www.cineplex.de)

#### Clubs

Cosmopolar  
Anger 66, 99084 Erfurt  
Phone: 0361 – 66 38 09 90  
[www.cosmopolar.com](http://www.cosmopolar.com)

Club Ega Box  
Auf der Cyriaksburg 3,  
99094 Erfurt  
Phone: 0361 – 43 05 65 57  
[www.egabox.de](http://www.egabox.de)

Club Cuba  
Steinweg 28  
98617 Meiningen  
[www.club-cuba-meiningen.de](http://www.club-cuba-meiningen.de)  
Phone: 0 3693 - 88 51 23

Presseklub Erfurt  
Dalbergsweg 1  
99084 Erfurt  
[www.presseklub.net](http://www.presseklub.net)  
Phone: 0 361 - 66 39 710

Musikpark  
(right next to the train station)  
Willy-Brandt-Platz 1  
99084 Erfurt, Germany  
Phone: 0361 – 26 23 751  
[www.musikparkerfurt.de](http://www.musikparkerfurt.de)

Club Eins  
Steigerstr. 18  
99096 Erfurt  
Phone: 0361 – 55 04 80 75  
[www.clubeins.de](http://www.clubeins.de)

The student club  
(In the student dorm on the campus)  
Every Tuesday (until 2 AM)  
<http://www.club-sm.de/>

## Pubs

### Castle

Schloßberg 1b  
98574 Schmalkalden

### Maykels (serves also food)

Lutherplatz 1  
98574 Schmalkalden

### Mojito Bar (latin music)

Hofstadt 1  
98574 Schmalkalden

### Monokel "Irish pub"

Obertor 11  
98574 Schmalkalden

### Grünes Tor (huge variety of beer)

Weidebrunner Gasse 14  
98574 Schmalkalden

### Volksgarten

Wolfsberg 9, 98574 Schmalkalden

### Rainman´s Inn

Asbacher Str. 16  
98574 Schmalkalden

### Studentclub SM

Blechhammer Dormitory  
2<sup>nd</sup> Building (ground floor)

## **Adventure Pools/Swimming Pools**

### Swimming Pools

- Schmalkalden  
Right next to campus/McDonald's
- Adventure Pool „Tabbs“  
Tabarz, Schwimmbadweg 10  
[www.tabbs.de](http://www.tabbs.de)  
Phone: 0 36259 – 67 30
- Meiningen  
Rohrer Stirn  
[www.stadtwerke-meiningen.de](http://www.stadtwerke-meiningen.de)
- Tabarz  
Schwimmbadweg 10  
[www.tabbs.de](http://www.tabbs.de)  
Phone: 0 36259 – 67 30

### Thermal Baths

- Rennsteig  
Oberhof, Im Gründle  
Phone: 0 36 84 2 / 2920
- Bad Salzungen  
(Right to the train station Bad Salzungen)  
[www.keltenbad.de](http://www.keltenbad.de)  
Phone: 0 3695 - 69 34 0
- Fulda  
[www.siebenwelten.de](http://www.siebenwelten.de)

## **Sledging and Ice Skating**

### Summer Sledging

Inselsberg, Brotterode  
[www.sommerrodelbahn-inselsberg.de](http://www.sommerrodelbahn-inselsberg.de)  
Phone: 0 36840 - 32 37 0

### Artificial Ice Rink

Oberhof, Crawinkler Str. 10  
<http://www.oberhof-skisporthalle.de/en/>  
Phone: 0 36842 - 21 20 8

## Points of Interest in Schmalkalden and its surroundings

Castle Elisabethenburg  
Meiningen, Schlossplatz 1  
Phone: 0 3693 - 50 36 41

Marienglashöhle  
Friedrichroda  
April – October 9 am – 5 pm  
November - March 9 am – 4 pm

Burg Maienluft  
Wasungen, Maienluft 1  
Phone: 0 36941 -78 40

Theater Meiningen  
Bernhardstraße 5  
Meiningen



Waterfall in Trusetal  
Eisensteinstraße 91  
Trusetal



Castle Altenstein and  
Castle Liebenstein  
Bad Liebenstein



4bowlers (Bowling)  
Notstrasse 33  
98574 Schmalkalden  
Phone: 0 3683 – 46 65 70

Tourist Mine Merkers  
Phone: 0 3695 - 61 41 01  
[www.erlebnisbergwerk.de](http://www.erlebnisbergwerk.de)  
T – SN: 9.15 am – 1.15 pm  
(register in advance)

Bowling in Waldhotel Ehrental  
Im Ehrental  
Phone: 0 3686 – 68 90

Ice Rink  
Karl-Liebknecht-Straße 34  
98693 Ilmenau  
Phone: 0 3677 – 46 30 77

Paintball  
Schleußingerstrasse 117  
98527 Suhl  
Phone: 01522 – 27 71 780

Rent a E Bike  
Costs per day 25 Euro (24 hrs.)  
Auer Gasse 6 – 8

## Excursion Destinations:

- ✓ The **Rennsteig**: a ridge walk and historical boundary path in the Thuringia Forest (Length: 168 km)
- ✓ **Brotterode**: Inselsberg, 'Inselberg' thermal bath, 'Sommerrodelbahn', 'Inselbergexpress'
- ✓ **Trusetal**: Waterfall, Garden Gnome Park and Tourist Mine 'Hühn'
- ✓ **Meiningen**: Theater, Castles Elisabethenburg and Landsberg

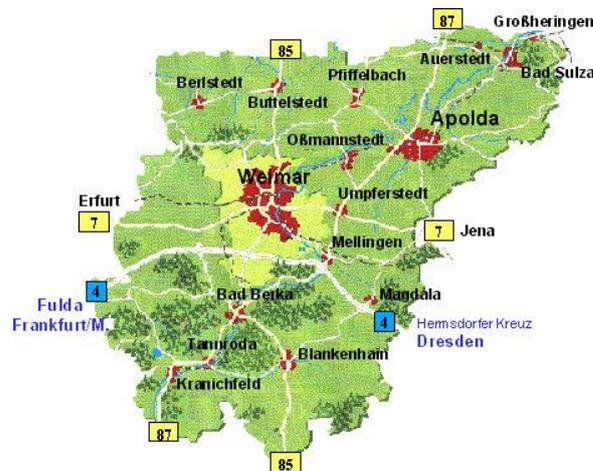


- ✓ **Zella-Mehlis:** Aquarium and Christmas Market (all year)
- ✓ **Breitungen:** Museum of Agrarian Traditions, Lake and Bird Reservoir
- ✓ **Oberhof:** Bobsleigh Run, Ski Jumping Hill, Winter Sports Museum, Botanical Garden
- ✓ **Eisenach:** Castle Wartburg, Bach House
- ✓ **Sonneberg:** Toy Museum



## 5. Excursion Destinations and Tourist Attractions in Thuringia

- ✓ **Erfurt**
- ✓ **Eisenach**
- ✓ **Weimar**
- ✓ **Jena**



### Erfurt



Erfurt is the capital city of Thuringia. It is also the biggest city in Thuringia. Erfurt lies in the southern part of the Thuringia Basin within the wide valley of Gera River, a tributary of the Unstrut. To the south, the city is surrounded by the Steigerwald forest. You can find many historical and unique sights.

Krämerbrücke: The Krämerbrücke is covered with inhabited, half-timbered buildings on both sides. It is unique in Europe north of the Alps. The footbridge spans the Breitstrom, a branch of Gera River, connecting Benediktsplatz and Wenigemarkt.



Erfurt Cathedral: The Catholic Erfurt Cathedral is a 1200 year old church located on Cathedral Hill of Erfurt. It is of an International Gothic style, and is also known as St Mary's Cathedral. It is located, uniquely, on a hillside.

Besides all the great things to see, Erfurt has many cafes, f. e. the San Remo (as mentioned earlier), night clubs, and there is the "Thüringenpark", a huge mall. For more information you should check out this website: <http://www.erfurt.de/ef/en/>

## **Eisenach**



Eisenach is located in the so called Green Heart of Germany (Thuringia) and is surrounded by its beautiful nature.

Eisenach is always associated with its famous Castle Wartburg (see picture). The Wartburg is a castle situated on a 410 meter precipice to the southwest of, and overlooking the town of Eisenach.

Lutherhaus: The Lutherhaus is one of the oldest and most picturesque half-timbered buildings remaining in Eisenach. Martin Luther is said to have lived here as a pupil during his school days in Eisenach from 1498-1501. Currently, this house is a museum featuring multimedia exhibits relating to the period.

Bachhaus: The Bach House is the oldest museum devoted to the composer Johann Sebastian Bach, who was born in the city.

Burschenschaftsdenkmal (Monument to the Student Fraternities): The monument stands on a hill opposite the Wartburg Castle in memory of the members of the student movement and others who were killed in the struggle for a united Germany between 1864 to 1871.

## Weimar

Weimar is a city with lots of arts and it is famous for its cultural heritage. It is most often recognized as the place where Germany's first democratic constitution was signed after the First World War, giving its name to the Weimar Republic period in German politics, of 1918–1933.

Many famous poets, painters, singers, composers, and scholars lived in Weimar during the last centuries. From 1775 to 1832 Johann Wolfgang von Goethe used to live in this city. In 1999 Weimar became “European Capital of Culture”.



### Worth to see

The Deutsche Nationaltheater and Staatskapelle Weimar is the most important musical and theatrical venue in Weimar in Germany. It is a twin institution, consisting of the theatrical Deutsches Nationaltheater (German National Theatre, now solely based in Weimar) and the symphony orchestra known as the Staatskapelle Weimar.



Fürstengruft: The Fürstengruft is the ducal burial chapel of Saxe-Weimar-Eisenach, located in the Historical Cemetery in Weimar. It also houses the tombs of Goethe and Schiller. It is part of the Klassik Stiftung Weimar and since 1998 it and the cemetery have also been part of the Classical Weimar World Heritage Site.



Goethe–Schiller Monument: It incorporates Ernst Rietschel's 1857 bronze double statue of Johann Wolfgang Goethe (1749–1832) and Friedrich Schiller (1759–1805).



Goethe House: The Goethe House is the main house lived in by the poet Goethe whilst in Weimar, though he did live in several others in the town.



Buchenwald concentration camp: Was a German Nazi concentration camp established on the Ettersberg near Weimar in July 1937, one of the first and the largest of the concentration camps in Germany.

November + March  
December – February  
April – October

Tues - Sun: 10.30 am and 1.30 pm  
Tues - Sun: 11.30 am  
Tues - Sun: 10.30 am, 11.30 am,  
1.30 pm, 2.30 pm

## Jena



Jena is a university city on the river Saale. It has a population of approximately 103,000 and is the second largest city in the federal state of Thuringia.

Jena has one of the biggest universities in Germany and its ratio of students to the total of inhabitants may belong to the greatest in Germany, as there are 20,000 students at the university.



Goethe and Schiller lived in Jena as well as the biologist Ernst Haeckel, the physicists Ernst Abbe and Erwin Schrödinger and the philosopher Karl Marx.

At the end of the 19th century, Jena became a center for precision machinery, optics and glass making, with the formation of the world famous companies Carl Zeiss Jena and Schott Jenaer Glaswerk, by Carl Zeiss, Ernst Abbe and Otto Schott.

The Botanischer Garten Jena (4.5 hectares) is the second oldest botanical garden in Germany, maintained by the University of Jena and located at Fürstengraben 26, Jena. It is open daily; an admission fee is charged.



Optical Museum: The Optical Museum shows optical instruments from eight centuries. It gives a technical and cultural-historical survey of the development of optical instruments. The development of the city Jena to the center of the optical industries since the mid-19th-century is integrated in the exhibition, connected with the lifeworks of Ernst Abbe, Carl Zeiss and Otto Schott.

Johannistor: The Johannistor is the only conserved town gate in Jena.

You can find more historical sights in Jena. For more information, please visit:  
<http://www.jena.de/de/startseite/210413>

## 6. Culture in Thuringia

Something very special in Thuringia is its nature. The beautiful wooded area offers miles of serene settings for unlimited recreational opportunities.

Thuringia offers a wide variety of landscapes, a remarkable number of castles and palaces, extraordinary architectural and cultural diversity and a great range of leisure activities. Visitors can enjoy an engaging mix of history and tradition, culture and leisure activities, the classical and the modern.

All of this together, a strong past and a constantly changing present, describes Thuringia best. No matter if you look at historical castles, classical buildings, or the beautiful landscape, you can always see the contrast of past and present.



Thuringia is famous for its villages and traditions, which revive on special occasions every year. Visitors can see how people in Thuringia lived during the last century: you can see people wearing their traditional clothes. You can also get to know they produced butter and other food items at home.

Thuringia is famous for its Thüringer Rostbratwurst (The Thuringian Bratwurst) and Thuringian potatoes and crouton dumplings. Locally these dumplings are known as “Hüts”. That is short for “Hüt es”, which means “to keep (the secret)”. That refers to keeping the secret of the recipe of the dumplings.

Due to the numerous historical events, culture is very important and one of the most popular activities for people living in Thuringia is to go to the theatre. In Meiningen and Weimar there are famous and beautiful theatres which are definitely worth to see.

In Steinbach/Langenbach and in Bauerbach by Meiningen there are open air theatres which are especially attractive for tourists that love nature.

In Thuringia many poets, painters, and composer used to meet, for example Johann Wolfgang Goethe and Friedrich Schiller.

## 7. Excursions organized by the International Office

### 7.1. Berlin (each summer semester)

Berlin is the capital city of Germany and is one of the 16 states of Germany. Berlin is a federal city state, just like Hamburg and Bremen.

Kurfürstendamm: It' one of the most famous avenues in Berlin. It is a very broad, long boulevard full of shops, houses, hotels and restaurants. Many fashion designers have their shops there.





Pergamon Altar: The Pergamon Altar of Zeus stands in the Pergamon Museum in Berlin. The elaborate frieze round about the altar depicts the "battle of the Titans", the "gods" against the giants.

KaDeWe (Kaufhaus des Westens – Department store of the West): The KaDeWe is the biggest warehouse in Europe. It is located on Tauentzienstraße, a major shopping street, between Wittenbergplatz and Breitscheidplatz, near the center of the former West Berlin.



Unter den Linden (Under the Linden Trees): Unter den Linden is a main east-west thoroughfare through the city of Berlin and earned its name from the rows of linden trees that were first planted there more than three-and-a-half centuries ago.

Fernsehturm (Television Tower): The television tower is in the city center of Berlin, close to Alexanderplatz. The tower was constructed between 1965 and 1969 by the former German Democratic Republic administration who intended it as a symbol of Berlin.



Pfaueninsel ("Peacock Island"): The Pfaueninsel is an island in the River Havel situated in southwestern Berlin and part of the Palaces and Parks of Potsdam and Berlin World Heritage Site and a popular destination.

Brandenburger Tor: The Brandenburger Tor is a former city gate, rebuilt in the late 18th century as a neoclassical triumphal arch, and now one of the most well-known landmarks of Berlin and Germany. It is located west of the city center at the junction of *Unter den Linden* and Ebertstraße, immediately west of the Pariser Platz. It is the only remaining gate of a series through which Berlin was once entered.



Berlin has many, many more sights worth to see. For more information, please visit the following website: <http://www.berlin.de/en/>

## 7.2. Dresden (each winter semester)

Dresden is the capital city of the State of Saxony. It is situated in a valley on the River Elbe, near the Czech border.

Semperoper: The Semperoper is the opera house of the Saxon State Opera in Dresden and the concert hall of the Saxon State Orchestra. The building is located near the Elbe River in the historic center of Dresden.



Zwinger: The Zwinger is built in Rococo style. It served as the orangery, exhibition gallery and festival arena of the Dresden Court.

Dresdner Frauenkirche: The Dresden Frauenkirche (Church of Our Lady) is a Lutheran church in Dresden.



Elbschlösser: Albrechtsberg Palace, Lingner Palace, and the Eckberg Palace.

The Albrechtsberg palace was built 1851-54 in Late Classicist style by Adolf Lohse for Prince Albrecht of Prussia. Its great hall and salons are available for congresses and cultural events. The Lingner palace was built at about the same time for Prince Albrecht's chamberlain. At the end of the 19th century the palace was bought by the industrialist Karl August Lingner, founder of the Hygiene-Museum. The Eckberg palace was built 1859-61 in the style of Gothic Revival. The palace (today a hotel) and its grounds are an example of Late Dresden Romanticism.

Das Blaue Wunder: Because of its scenic beauty and magnificent view of the Elbe valley, the Elbe slopes in Loschwitz have always been one of Dresden's most favorite residential areas. The steel-girder construction »Blaues Wunder«, which was built between 1891 and 1893 to connect the districts Loschwitz and Blasewitz, was considered a technical wonder at that time, too. The bridge owes its name »Blue Wonder« to its light blue paint.



Kreuzkirche: The present church was built in the late Baroque and early Classicistic style between 1764 and 1800. It is the home of the Kreuzchor boys' choir, whose tradition reaches back more than 700 years.



We recommend to buy a Dresden Card which will give you free rides with public transportation and free entrance to several museums. Please find more information about Dresden and the Dresden Card here: [http://www.dresden.de/index\\_en.php](http://www.dresden.de/index_en.php)

## 8. Little Dictionary

### German

Ja.  
Nein.  
Bitte.  
Danke.  
Bitte./Bitte schön.  
Entschuldigung!  
Wie bitte?  
Guten Morgen.  
Guten Tag.  
Guten Abend.  
Hallo / Grüß dich.  
Auf Wiedersehen.  
Tschüß.  
Wie geht's?

### English

Yes.  
No.  
Please.  
Thank you.  
You're welcome.  
I'm sorry.  
Pardon?  
Good morning.  
Good afternoon.  
Good evening.  
Hello /Hi.  
Goodbye.  
See you/Bye.  
How are you?

Ich verstehe nicht.	I don't understand.
Ich brauche einen Arzt.	I need to see a doctor.
Können Sie mir bitte helfen?	Could you help me, please?
Haben Sie...?	Do you have...?
Wie viel kostet es?	How much is it, please?
Wo finde ich...?	Where can I find...?

### Punctuality

Germans tend to be very punctual. If you make an appointment or you want to meet friends, Germans expect you to be on time. In case you are late you should apologize, otherwise they will think you are unreliable.

### Voice volume

In Germany it is not impolite to speak with each other louder than you might be used to. It simply means that they try to speak clearly with you. In contrast, people who speak more quietly often seem to be impolite.

### Eye contact

If people discuss an issue or a problem they look each other in the eyes. For German that means that you are actually interested in the conversation. If you do not look the other person in the eyes, they might think that you are insecure, impolite or not interested in the conversation.

### Ask question

In Germany it is normal to ask if you do not understand something. Someone who asks questions is seen as very interested. It is not impolite to ask a teacher a question in class. Students who ask questions will usually be evaluated better than students who do not ask. So, don't be shy and ask!

### "Yes" and "No"

If you do not understand a certain issue or you do *not want* something it is normal to say "no". You will not hurt the other party by saying "no". So, don't be shy to use the word "no".

### We love rules, organization and structure

This love of rules manifests itself in many ways. For example, crossing the street as a pedestrian at a red traffic light is frowned upon, even if no car is coming. Every house has at least four different garbage cans: plastic and metal, paper, organic waste, and general garbage. Plus, there is even a government office called *Ordnungsamt*, which literally translates to “office of order”.

### Germans love football (soccer)

By a wide margin, football is the number one, most attended and practiced sport in Germany. It is so popular that it could be considered a national pastime. The German Football Association consists of more than 26,000 clubs and 178,000 teams. There are more football fan clubs in Germany than any other country.

### Germans are distant

You may have heard that Germans are often described as being a little standoffish and cold. That might be because people’s personal space bubbles are larger here than in other countries. Therefore, Germans have a tendency to treat strangers rather formally, especially at first encounters and – as mentioned earlier – are not always big on small talk. They take a little longer to warm up to others. As a consequence, close friendships with Germans don’t necessarily happen overnight, but when they do form they are generally very genuine.

### Germans love to drink beer

Germany has over 1,300 breweries and more than 5,000 different brands of beer. The country even has a law about which ingredients may be used in the production of the beverage. The beginning of the so-called *Deutsches Reinheitsgebot* dates back to 1516. Talk about taking brewing seriously.

Germans like beer so much that one of the first things they did after establishing colonies in China was build a brewery. To this day, Tsingtao is China’s second largest beer producer.

## 10. What to do before you leave?

### **Dormitory**

- ✓ You will get a letter from the dormitory before your rental contract expire (approx. 6 weeks before). They ask you if you want to prolong your stay or not.
- ✓ They will give you a pre-appointment to check your apartment and then you need to start thinking about your move out day (only during the week).
- ✓ If you know your exact leaving day, please contact the dormitory administration (Ms. Hofmann or Mr. Fräbel).
- ✓ Please be punctual on your move out day. The dormitory take it seriously and will charge you extra in case you are late or your room is not ready. You will get the exact introductions about the move out appointment on your pre-check (in which they tell you what you have to clean).
- ✓ After your move out there are two possibilities. In case you are an European citizen you will get your deposit 6 weeks after the end of your contract. In case you are not from the European Union, you have to go immediately to Ms. Höpfner's office and take your deposit. It's not allowed for other people to take your deposit. And in case you will be too late, the office can be closed and you can get the money only on the next working day!

### **Blocked Bank account**

- ✓ In case the foreign office required a blocked bank account and you leave before it's unlocked, you need to contact Mr. Lischke (the immigration office). You need to send him your flight ticket and exmatriculation but not earlier than 2 weeks before you leave. Then, he will send you a letter which allows you to close your bank account. Please don't use your bank card or do a transaction 3 days before you want to close your bank account.

### **Finish your health insurance**

- ✓ Get in contact with your health insurance. They will send you a letter with which you have to deregister at the town hall and exmatriculate yourself from the University. After collecting the signatures, please go to the health insurance office and they will inform you how much you have to pay for the insurance until your flight back home.

### **Town hall**

- ✓ You have to go to the town hall and deregister yourself (max. 2 weeks before you leave).

### **Students' office**

- ✓ You have to exmatriculate yourself from University. Therefore please go to the Students' Office. Do also ask for your transcript with all grades and ECTS you got from SUAS.

### **Erasmus Students**

- ✓ Please contact Ms. Weisheit in the International Office about signatures for the Erasmus documents. The confirmations of your study period will be sent directly to your coordinator at the home university.

## **Enjoy your stay at the Schmalkalden University of Applied Sciences!**

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**DAAD**

