

Last update: March 2021

WELCOME TO ZITTAU/GÖRLITZ
UNIVERSITY OF APPLIED SCIENCES
SAXONY, GERMANY



WELCOME

All the staff of Zittau/Görlitz University would like to extend a warm welcome to you as prospective students.

Zittau and Görlitz are in the south-eastern corner of Germany, in the Free State of Saxony. In short, you will be studying at Germany's easternmost university.

Zittau and Görlitz are only 35 km apart. They are located in the *Euroregion Neisse-Nisa-Nysa*, the international region encompassing the south-eastern corner of Germany and the neighbouring parts of Poland and the Czech Republic.

With approximately 25,000 and 55,000 inhabitants respectively, both Zittau and Görlitz offer a pleasant, welcoming atmosphere just right for studying.

Zittau looks back on 750 years, and Görlitz on 920 years of history. Architects, conservationists and art and architecture buffs alike find the richly decorated historic buildings an unusually exciting discovery.

A growing number of historic restaurants, cafés, beer gardens and cosy bars make the town centres an exciting place to be. Both Zittau and Görlitz have their own theatres, which are an active part of the region's diverse cultural life. Zittau is a gateway to the beautiful Zittau Mountains, only 10 km away. You can take an old-fashioned steam train up to the gently rolling hills through beautiful forests. A great study break!

Today about 30 major degree courses are offered at Zittau and Görlitz. Approximately 3,000 students are currently taking advantage of this range of courses, among them about 500 come from other countries.

Both Zittau and Görlitz offer excellent facilities, which are constantly being improved. Students benefit from well-equipped modern laboratories for teaching and research, and can take advantage of the brand new library facilities, the student restaurants and recently renovated halls of residence.

WHAT CAN YOU STUDY IN ZITTAU?



Zittau Campus

Faculty of Electrical Engineering and Computer Science

Department of Electrical Engineering

- Automation and Mechatronics (Bachelor, Diplom)
- Electrical Power Systems (Bachelor, Diplom)
- Mechatronics (Bachelor, Master)

Faculty of Mechanical Engineering

- Energy- and Environmental Engineering (Bachelor, Diplom and Master)
- Mechanical Engineering (Bachelor, Diplom and Master)

Faculty of Natural and Environmental Sciences

- Molecular Biotechnology (Bachelor)
- Applied Natural Sciences (Bachelor)
- Ecology and Environmental Protection (Bachelor)
- Biotechnology and Applied Ecology (Master)
- Integrated Management Systems/Integrated Management (Master)

Faculty of Business Administration and Engineering

- Business Administration (Diplom, Bachelor)
- Business Administration and Engineering (Diplom)
- Housing and Real Estate Management (Diplom)
- International Management (Master) IHI

➤ WHAT CAN YOU STUDY IN GÖRLITZ?



Görlitz Campus

Faculty of Electrical Engineering and Computer Science

Department of Computer Science

- Computer Science (Bachelor and Master)
- Economics and Computer Science (Bachelor)

Faculty of Managerial and Cultural Studies

- Culture and Management (Bachelor and Master)
- Health Care Management (Bachelor and Master)
- Tourism Management (Bachelor)
- International Tourism Management (Master)
- Economics and Languages (Bachelor) – expiring!
- International Business Communication (Bachelor)

Faculty of Social Sciences

- Inclusion Studies (Bachelor)
- Childhood Education (Bachelor)
- Communication Psychology (Bachelor)
- Social Work (Bachelor)
- Management of Social Change (Master)

APPLICATION PROCESS – How to apply

In order to apply for admission to a course of study at Zittau/Görlitz University, you have to be selected by your home university. In addition, please give proof of your language skills in German equivalent to at least Level B1 according to the Common European Framework of Reference for Languages (EFR).

1. Please complete the online application for admission on our Mobility Online Platform (MO):

https://www.service4mobility.com/europe/BewerbungServlet?identifizier=ZITTAU01&kz_bew_pers=S&kz_bew_art=IN&aust_prog=SMS_WW&sprache=en

After registration, choose your own password and do not forget it. *During the ongoing admissions process, please read all incoming emails carefully.*

2. We require you to upload a recent passport photo to our MO platform.
3. Complete the *Learning Agreement for Studies*, based on subjects chosen from the module catalogue <https://web1.hszg.de/modulkatalog/index.php> and have it signed by the ERASMUS representative from your University. Do not forget your own signature. Then upload it to MO. If you have any questions regarding our modules, please contact the respective faculty coordinator (see page 9).
4. Once all is done, you will receive confirmation of admission/letter of acceptance and a covering letter with all further information through MO. The letter of acceptance will also be sent to you by regular mail. You will find your Learning Agreement in MO too once we have received the signature of your ERASMUS representative.
5. Please print out your completed ERASMUS application form – **including your signature and the signature of your ERASMUS representative** – and the letter of acceptance, and send both as paper copies by regular mail to

Hochschule Zittau/Görlitz
Dezernat Studium und Internationales
Frau Simone Kunze
Theodor-Körner-Allee 16
02763 Zittau
Germany

6. Please find the information about the semester fee payment in Mobility Online and transfer the fee. EU-Citizens can pay without bank fees. Non-EU-Citizens can transfer the fee after their arrival.

Please adhere to following **deadlines**:

For admission in the **Winter Semester**:
For admission in the **Summer Semester**:

application by **15 June**
application by **15 December**

ANNUAL ACADEMIC CALENDAR

The academic year is subdivided into two semesters:

	Winter Semester	Summer Semester
Courses always begin on	first weekday after 3 October	second or third Monday in March
Duration of the semester	15 weeks	15 weeks
Examination period	3 weeks	3 weeks

The German language course (20 hours / week), which is compulsory for all ERASMUS students, begins two weeks prior to the start of classes.

It will therefore be necessary to arrive two weeks before the official start of classes, and to plan for an ERASMUS period of 20 weeks. You can find our academic calendar here:

<https://www.hszg.de/studienjahresablaufplan.html>

A few weeks before the beginning of the German course, we will inform you by email on time and place, including the learning materials necessary.

TRAVEL PREPARATIONS

Visa requirements

A “visa for study purposes” is crucial for non-EU citizens. Please apply for this visa at a German consular post in your country. Applications must be supported by the following documents:

- a valid passport
- the Zittau/Görlitz University’s admission letter
- proof of financial resources (confirmation of scholarship/grant or frozen account – the reference value is 860 € / month)
- a proof of health insurance (please take out a very limited insurance only, the German enrolment regulations require you to take out statutory health insurance in Germany)

Language of instruction

Almost all lectures and seminars are held in **German**. Therefore, we strongly recommend you proving a German language level of at least B1.

At our university, pre-semester intensive language courses and courses accompanying your field of study are offered free of charge.

ACCOMMODATION - ARRIVAL



View of Görlitz



View of Zittau

Detailed information about student halls of residence (dorms) can be found here:

<https://www.studentenwerk-dresden.de> - choose location (Zittau or Görlitz)

Please complete the application form for a room in the student halls. You can find it along with additional information here:

<http://www.studentenwerk-dresden.de/wohnen/antrag.html>

Contact for the Görlitz student halls of residence:

lydia.glienke@studentenwerk-dresden.de

Contact for the Zittau student halls of residence:

ralph.boehm@studentenwerk-dresden.de

The *Studentenwerk* (Student Services) will provide you with a room in the halls of residence. However, it is important to send the application as soon as possible for you to be allocated the room of your choice.

On your arrival in Zittau or Görlitz, you will be asked to sign a rental contract. Rates vary between €220 and €320 per month, depending on standard and facilities. In addition, a

deposit of €300 is required which – provided the room is in satisfactory condition when you move out – will be fully refunded.

Please note: If you move into your room after the 15th of the month, you will only need to pay half of the rent for that month. On the contrary, however, you will need to pay the full rent for every month commenced.

Should you need sheets, bedding, and the like, you can buy a “Starter kit” for about €45. It includes pillow, cover, bedclothes and several cleaning aids.

A meal in the student restaurant costs about €2-€4.

SEMESTER FEE AND ENROLMENT

After your arrival in Zittau or Görlitz, a number of things need taking care of:

- ❖ *Opening a bank account.* Rent payment is cashless only. Bank accounts are free of charge for students until the age of 23.
- ❖ *Payments.* Semester fee: €94,10; Student ID Card: €10.00 – total: €104,10. This fee is not a tuition fee. However, it is mandatory for every student and includes many social benefits.
EU-citizens are asked to transfer the money prior to arrival from their home country. Non-EU-citizens would have to pay a considerable bank fee, we recommend to pay the fee upon arrival.
- ❖ *Submission of proof of statutory health insurance.* Students from EU countries only need to present their health insurance card, whereas students from non-EU countries are required to take out health insurance in Germany (AOK, Barmer, DAK, TK etc). Please understand that we do not accept private health insurance! Students from Turkey need to present proof of their statutory Turkish health insurance.
- ❖ *Registering at the residents’ registration office.* You are required to register with the local (Zittau or Görlitz) registration office by presenting your passport, rental agreement and enrolment letter.
- ❖ *Registering at the immigration office.* Registration is compulsory for **every foreign student who is planning to stay in Germany for more than 90 days.**

EUROPEAN CREDIT TRANSFER SYSTEM (ECTS)

ECTS – short for European Credit Transfer System – has been developed by the European Commission to provide a unified approach for the reliable academic recognition of work completed abroad. It employs a method by which the academic work can be measured, compared and transferred from one institution to another. 1 ECTS point is the equivalent of 30 hours' workload. Usually 30 ECTS points are required per semester.

Each Faculty has its own designated ECTS Faculty Coordinator for all academic and administrative questions:

Electrical Engineering & Comput. Science: Mr Prof. Jörg Schulze: joerg.schulze@hszg.de

Mechanical Engineering: Mrs Dipl.-Ing. Maria Urban: m.urban@hszg.de

Natural & Environmental Sciences: Mrs Prof. Christa Heidger: c.heidger@hszg.de

Business Administration & Engineering: Mr Prof. Erik Hahn: Erik.Hahn@hszg.de

Managerial & Cultural Studies: Mrs Dr. phil. Ewa Wieszczyńska:
E.Wieszczyńska@hszg.de

Social Sciences: Mrs Prof. Annette Dassi: a.drews@hszg.de

The Faculty Coordinator is your first contact person who will assist you in choosing the right courses and preparing your Learning Agreement. He/she will provide you with all the required information on courses and ECTS credits. Prior to your departure, both partner institutions and you will sign your Learning Agreement.

EXTENDING YOUR STAY AND RE-ENROLMENT

We require a written approval of your home university if you wish to stay for a second semester. You also need to observe our re-enrolment deadlines by making sure to pay the additional semester fee in due time. Our International Office will be glad to assist you in the process.

BEFORE YOUR DEPARTURE

Please note that not all the results of your exams may be made available before your departure. Please inform the International Office on the address where you wish to have your Transcript of Record mailed to. It is mandatory to de-register at the International Office through a form you receive there – otherwise we cannot issue and mail your Transcript of Records.

MORE THAN STUDYING...



After their day's work, our students and staff also take an active part in social, cultural and sporting activities. Student clubs in Zittau and Görlitz offer recreational facilities.

The university offers a great variety of cultural opportunities, e.g. singing in a choir or becoming a member of one of the numerous clubs.

The sports centre invites students to participate in a wide variety of sporting activities. Whether it is aqua jogging, archery or football – there is something for everyone. Expenses for sports amount to €10 to €30 per semester.

The sports courses offered on this website:

<https://www.hszg.de/hochschule/campusleben/hochschulsport.html>

Please use our online registration to make sure there is still a place for you in your desired sports course. You can then use one of our terminals to pay the respective fee with your Student ID Card.

The sports centre regularly organizes interesting sporting events involving the whole of Germany.

OUT AND ABOUT



Görlitz and Zittau have more to offer than the historic buildings they are famous for.

There are, for example, the medieval guided tours. They are offered in both towns and are especially recommended to newcomers. Thus you not only find out more about the history of the place where you are studying, but can also take a look at the clubs, bars, discos, theatres and restaurants in both towns.

You can enjoy many places, not only in Zittau and Görlitz, but also in the surroundings. Go walking in the hills, ride your bikes there or on the Neisse cycle path.

When the weather is fine, there are numerous lakes for swimming in the vicinity.

The “TRIXI-Park” with its sauna and wellness areas is open all year round and makes you forget that summer ends too soon.

The Zittau Mountains also offer varied opportunities for sporting activities such as cross-country skiing and downhill skiing in winter.

A GOOD CHOICE!

We wish you a pleasant stay at our university. Expand your knowledge and broaden your horizon.

Any further information can be found on our website:

www.hszg.de

Coordinator for Incoming Students

Ms Simone Kunze

Zittau/Görlitz University of Applied Sciences

Student Services & International Relations

Building Z I (Zittau) – room 0.06 or Building GII (Görlitz) – room 253

Street address (Zittau)

Theodor-Körner-Allee 16

02763 Zittau

Phone: +49-3583-612-4263

Street address (Görlitz)

Brückenstr. 1

02826 Görlitz

Phone: +49-3583-612-4263

Consultation hours* (Zittau)

Monday: 13:00 – 15:30

Tuesday: 09:30 – 11:30, 13:00 – 15:30

Friday: 09:30 – 11:30

Consultation hours* (Görlitz)

Thursday: 13:00 – 17:00

Email: s.kunze@hszg.de