



Hochschule
Zittau/Görlitz
UNIVERSITY OF APPLIED SCIENCES

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



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1. Preface

WELCOME

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

Zittau and Görlitz are located 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.

Zittau looks back on 750 years, and Görlitz on 920 years of history. Architects, conservationists and art and architecture buffs alike to 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. This offers a great study break!

Today about 30 major degree courses are offered at Zittau and Görlitz. Approximately 2,200 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 brandnew library facilities, the student restaurants and recently renovated halls of residence.

2. 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 (Master)

Faculty of Mechanical Engineering

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

Faculty of Natural and Environmental Sciences

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

Faculty of Business Administration and Engineering

- Business Administration (Bachelor)
- Business Administration and Engineering (Diplom)
- Housing and Real Estate Management (Diplom)
- International Management (Master in co-operation with the IHI at the TU Dresden)

3. 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)
- Health Care Management (Bachelor and Master)
- International Business Communication (Bachelor)
- International Tourism Management (Master)
- Tourism Management (Bachelor)

Faculty of Social Sciences

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

4. Application process – How to apply

In order to apply for a course of study at Zittau/Görlitz University, you have to be selected by your home university. In addition, you need **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?identifier=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 e-mails 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 a confirmation of admission/letter of acceptance and a covering letter with all further information via MO. 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 PDF documents by email to the following address:

s.kunze@hszg.de

Please adhere to the following **deadlines**:

For admission in the **Winter Semester**:

application by **15th June**

For admission in the **Summer Semester**:

application by **15th December**

5. Annual academic calendar

The academic year is subdivided into two semesters:

	WINTER SEMESTER	SUMMER SEMESTER
Courses begin on	07.10.2024	second or third Monday in March
Duration of the semester	15 weeks	15 weeks
Examination period	3 weeks	3 weeks

It is necessary to arrive one week before the official start of classes, and to plan for an ERASMUS period of 18 weeks. In the time before your enrolment there are a lot of organizational things to do. You can find our academic calendar here:

<https://www.hszg.de/hochschule/aktuelles/studienjahresablaufplan>

There can also take place other important introduction courses organized by the faculty in this week. In any case, the preparation of the matriculation by the International office will take place. Your presence is absolutely necessary for this reason.

6. Travel preparations

Visa requirements

EU-citizens need a valid passport or identity card and an EU-health insurance card to entry to Germany and the university.

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 934 €/month)
-
- a proof of health insurance or remission of it (view info box on page 6)

Health insurance

We recommend you to take out a statutory health insurance for your stay in Germany (e. g. AOK, Barmer, DAK, TK etc.).

If you receive a scholarship from our University, you need to take out a statutory health insurance whilst your study stay. You need to show a proof of it to be enrolled.

Language of instruction

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

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

7. 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 (Ms Lydia Glienke):

lydia.glienke@studentenwerk-dresden.de

Contact for the Zittau student halls of residence (Mr Ralph Böhm):

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

Every German household (also a room or shared flat in the dorm) has to pay a broadcasting fee of € 18.36 per month to the Fee Collection Center (Gebühreneinzugszentrale, GEZ) to use the radio, tv and internet. If you live together with other people, you can of course share the amount.

A meal in the canteen costs between € 3.00 and € 5.00 for students.

8. Semester fee and matriculation

After your arrival in Zittau or Görlitz, a number of things need taking care of, before you can be matriculated:

- ❖ Opening a bank account. Rent payment is cashless only. Bank accounts are mostly free of charge for students until the age of 23.
- ❖ Semester contribution payment: **€ 284,50; Student ID Card: € 10.00 – total: € 294,50.**

This fee is not a tuition fee. However, it is mandatory for every student and includes many social benefits and the semester ticket.

Please transfer the money prior to arrival from your home country. Non-EU-citizens would have to pay a considerable bank fee. Please ask for the fee in advance and add it to the semester contribution. You will receive the necessary information about the recipient, IBAN, SWIFT/BIC and your personal booking reference number from the International Office, Mrs Simone Kunze.

Semester ticket

The student council at Zittau/Görlitz University of Applied Sciences is introducing the Germany semester ticket for the 2024/25 winter semester. This will allow students at the university to use local public transport nationwide as a flat rate.

The price corresponds to exactly 60% of the Deutschlandticket per month and is therefore 29.40 euros per month and 176.40 euros per semester. If you have any questions, please click here:

<https://stura.hszg.de/service/semesterticket/deutschland-semesterticket>

- ❖ You need to submit a proof of statutory health insurance (view page 5 and 6). 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.) or to submit a remission of it (view page 5 and 6). Students from Turkey need to present proof of their statutory Turkish health insurance (AT11).

- ❖ Registering at the residents' registration office

You are required to register with the local (Zittau or Görlitz) registration office by presenting your passport and the certificate of residence

NON-EU incomers also receive the TAX NUMBER from there, which they urgently need to open a bank account.

<p>Registration Office Zittau Franz-Könitzer-Str. 7 Room 216 02763 Zittau</p> <p>Opening hours: Mon. 09:00 - 12:00 a.m. Tue. 09:00 - 12:00 a.m. and 1:30 - 6:00 p.m. Wed. 09:00 - 12:00 a.m. Thr. 09:00 - 12:00 a.m. and 1:30 - 3:00 p.m. Fri. 09:00 - 12:00 a.m.</p>	<p>Registration Office Görlitz Hugo-Keller-Straße 14 02826 Görlitz</p> <p>Opening hours: Mon. 08:00 - 12:00 a.m. Tue. 09:00 - 12:00 a.m. and 1:30 - 6:00 p.m. Wed. closed Thr. 08:00 - 12:00 p.m. and 1:30 - 5:00 p.m. Fri. 08:00 - 12:00 a.m.</p>
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- ❖ Registering at the immigration office – A registration is compulsory for **every foreign student who is planning to stay in Germany for more than 90 days.**

9. 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 educational performance completed abroad. It includes a method by which the academic work can be measured, compared and transferred from one institution to another. 1 ECTS credit 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:

Faculty of Electrical Engineering & Computational Science – department Electrical Engineering	Prof. Dr.-Ing Frank Worlitz	f.worlitz@hszg.de
Faculty of Electrical Engineering & Computational Science – department Informatics	Prof. Dr. phil. Matthias Längrich	m.laengrich@hszg.de
Faculty of Mechanical Engineering	Prof. Dr.-Ing. Frank Hentschel	f.hentschel@hszg.de
Faculty of Natural & Environmental Sciences	Prof. Dr. rer. pol. Jana Brauweiler	j.brauweiler@hszg.de
Faculty of Business Administration & Engineering	Prof. Dr. phil. Sebastian Zips	Sebastian.Zips@hszg.de
Faculty of Managerial & Cultural Studies	Dr. phil. Ewa Wieszczyńska	e.wieszczyńska@hszg.de
Faculty of Social Sciences	Prof. Dr. 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.

10. 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.

11. 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 € 15.00 to € 50.00 per semester. The sports courses are offered on this website:

<https://www.hszg.de/studium/campusleben/hochschulsport/angebot>

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. These not only familiarise the visitor with the variety of historical facts, but can also take a look at the clubs, bars, discotheques, 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. Next to it you can find the tree top adventure park. You can also visit the historic swimming pool in Zittau.

The Zittau Mountains offer varied opportunities for sporting activities such as cross-country skiing and downhill skiing in winter. There are several ski lifts in Waltersdorf and Lückendorf. You can also visit the alpine ski area Jeschken (1.000 m) in Liberec/Czech Republic. It is situated about 45 minutes from Zittau. The cross-country ski runs are prepared in the Zittau Mountains respectively in the near Jizera Mountains. And in Jonsdorf you can also enjoy a ride on the ice in the ice rink.

Our proposals for trips in the Zittau/Görlitz region (You can reach most destinations in Saxony with the semester ticket)

- Hochwald in Oybin/Hain – the second highest mountain in the Zittau Mountains (height 749 m): You can find two restaurants and a viewing tower on top of the Hochwald. The other mountains are also recommended. The difficulty levels of the hiking tours vary and at some of the mountains you can also climb.
- A ride with the Zittau Narrow-Gauge Railway to Oybin or Jonsdorf – the “Bimmelbahn” starts directly at the Central Station in Zittau
- Lake Olbersdorf and Lake Berzdorf – recreation areas near Zittau and Görlitz: lakes with beaches, lawns, volleyball courts, hotels/restaurants, bars, marina, boat rentals and a huge bucket wheel excavator as museum
- Dresden – visit the capital of Saxony with a lot of baroque buildings such as Zwinger Palace, Frauenkirche, Semper Opera House, Brühl’s Terrace, Green Vault, Procession of Princes and Blue Wonder
- Liberec (Czech Republic) – Major city with a historical old town (e. g. town hall, theatre, castle), Jested, Zoo, Botanical garden, Science center IQ Landia, Aquapark Babylon, Jump house Hop Arena and a lot of other leisure opportunities
- Świeradów-Zdrój (Poland) – Spa in the Jizera Mountains with spa house, park, walking hall, amphitheatre and the mountain Stóg Izerski with a gondola, restaurant and a lot of ski runs and hiking trails
- Border triangle of Germany, Poland and the Czech Republic – you can reach it on foot or by bike from Zittau

The International Office of Zittau/Görlitz University also organizes some trips for the international students. We will send you the invitations by e-mail. Let yourself be surprised!

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

12. Contact

Administrative questions, processing of your application and local support by

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 G II (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

Email: s.kunze@hszg.de

Office hours (Zittau)

Monday: by arrangement by e-mail

Tuesday: 09:30 – 11:30, 13:00 – 15:30

Wednesday: closed

Thursday: 09:30 – 11:30

Friday: by arrangement by e-mail

Office hours (Görlitz)

Thursday: 13:00 – 16:00