



Welcome!

Handbook for international  
Students



**Dear students from our partner schools and nations,**

Welcome to the city of Reutlingen and to Reutlingen University! We are glad that you have chosen to join us, and we hope that you will enjoy your studies, meet new friends, feel at home, and enjoy the wide variety of cultural events in our state of Baden-Württemberg.

We hope that the information in this International Student Handbook will help you settle into your new surroundings and begin to understand some aspects of the quintessential German way of life. Read through this guide to find the answers to questions such as: *Why is there a castle tower on a hill outside town? What sort of trash goes in the yellow sack? How do I check out novels from the public library?* and *Why isn't a Girokonto some sort of Greek food and why should I get one anyway?* Then talk with your neighbours—your most valuable cultural resource - about Germany, your home country, and life as a student. Finally, feel free to come to the International Office for help with internships, visas, University registration and many other formalities.

Your time abroad will certainly be one of the most memorable parts of your entire degree programme, and should bring you enormous personal benefits now, in your later studies, and in your professional life. At the same time, it will require from you a great deal of patience, flexibility, and adaptability. The first few weeks of living abroad in what is inevitably a totally different linguistic, social, educational and cultural environment can be extremely stressful. Most likely everything - from the most banal to the more substantial - will be different from your home. Learning to cope with these differences successfully is both a challenge and one of the rewards of studying abroad. We also hope you will take back home a sense of community among peoples and a sense of academic worth and success from our classes.

Ich wünsche Ihnen ein schönes Semester! I wish you a wonderful semester!

Mit freundlichen Grüßen; Best wishes

Professor Baldur H. Veit  
Director, International Office  
Hochschule Reutlingen – Reutlingen University



## CONTENT

EUROPE, GERMANY AND BADEN-WÜRTTEMBERG .....	3
REUTLINGEN AND ITS HISTORY .....	4
REUTLINGEN UNIVERSITY .....	6
Schools and Degree Programmes .....	7
International Relations / Reutlingen International Office (RIO) .....	8
LIFE ON CAMPUS.....	10
LIVING .....	10
Accommodation .....	10
Cost of Living.....	11
Social life, RIC (Reutlingen International Club) .....	12
Sport, AStA .....	13
Nightlife .....	14
Culture.....	14
Religion on campus .....	15
Mail.....	15
LEARNING.....	15
Semester dates and academic calendar .....	16
Lectures .....	16
Grades .....	17
ECTS credits.....	17
Language.....	17
Internships .....	17
ADMINISTRATION.....	17
Registration / <i>Einschreibung</i> at the University .....	17
Fees .....	18
Health insurance .....	18
THE CAMPUS.....	19
Library .....	19
Mensa / Refectory / Cafeteria .....	20
Computers, email, internet.....	20
Photocopying.....	21
LIVING IN REUTLINGEN .....	22
ADMINISTRATION.....	22
Registration / <i>Anmeldung</i> with the civic authorities.....	22
Visas .....	22
Work and work permits .....	22
SHOPPING .....	23
BANKS.....	26
DOCTORS AND MEDICAL NEEDS .....	26
TOURIST INFORMATION .....	27
TRAVEL AND TRANSPORT .....	28
TRAVELLING TO REUTLINGEN .....	28
PUBLIC TRANSPORT .....	28
YOUTH HOSTELS .....	30
MAPS AND GUIDES.....	31
HOW TO REACH REUTLINGEN BY CAR .....	31
REUTLINGEN CITY CENTRE .....	32
LOCATION OF STUDENT RESIDENCES IN REUTLINGEN .....	33
REUTLINGEN UNIVERSITY CAMPUS .....	34
EMERGENCY PHONE NUMBERS .....	35
A-Z INDEX .....	36
FOR YOUR NOTES: .....	37

## EUROPE, GERMANY AND BADEN-WÜRTTEMBERG

The Federal Republic of Germany lies in the heart of Europe. Its position as a geographical link between Eastern and Western Europe as well as between Scandinavia and the Mediterranean has become even more clearly defined since reunification in 1989. The old (West German) Federal Republic was a founding member of the European Communities in the mid-20<sup>th</sup> century, and reunified Germany now plays a leading role in the European Union and hosts the European Central Bank in Frankfurt.

Founded by treaty in 1993, the European Union is a supranational and intergovernmental economic and political community encompassing the majority of countries in Europe. The European single market created a zone of free trade, travel, and work within its member nations, and has used the Euro (€) as a common currency since 1999. German is the most-spoken mother tongue in the European Union and the second-most-spoken language overall (first-place English as a first or second language is spoken by over half of EU residents).



Germany consists of 16 federal states, known as *Länder*, each with its own capital. The nation covers an area of about 357,000 km<sup>2</sup>; it is the 63<sup>rd</sup> largest country in the world, the 7<sup>th</sup> largest in Europe, and the 4<sup>th</sup> largest in the European Union. Germany has a population of about 82.4 million. While this figure is declining, Germany is still the 14<sup>th</sup> most populous country in the world, the second-most-populous in Europe (after Russia), and the most populous in the European Union. Its economy is very strong, with the world's third-largest nominal GDP bolstering the world's best export total and second-best import total. Engineering prowess remains the chief strength of German exports, including automobiles and auto parts, machines, metals, chemical goods and pharmaceuticals.

Reutlingen lies in the state of Baden-Württemberg, which generates a large part of Germany's powerful economy. Third-largest of the German *Länder* in terms of population and area, Baden-



Württemberg has one of the lowest unemployment rates in the nation and is a leader in Germany's exports and research and development. Whilst Baden-Württemberg is home to several large international firms like Daimler, Porsche and Bosch, most of the state's firms are small- to medium-size businesses (*Mittelstand*) producing highly innovative, world-leading niche products. In the areas of biotechnology and genetic engineering, the state's research infrastructure ranks as the best, in quality and quantity, in Germany and in Europe. The Reutlingen-Tübingen Science and Technology Park lies south of Stuttgart, uniting an industrial city and a university city, and providing thousands of jobs for the region. The state also prides itself on

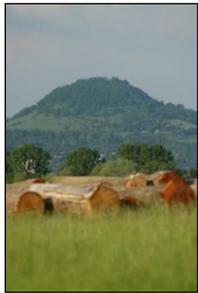
its culture and hospitality, as home to over 25% of the Michelin star-rated restaurants and 5 of the 10 best hotels in Germany. Tübingen and Heidelberg are home to two of the oldest universities in the country, and the Stuttgart Ballet and State Opera are among the best German-language theatres in the world. The Black Forest in the west, with ancient Freiburg and Baden-Baden's warm springs, the Swabian Alb hills in the east, Lake Constance (*Bodensee*) in the south, and wonderful wine and food throughout the region all combine to draw millions of visitors every year.

Germany is situated in the moderately cool west wind zone between the Atlantic Ocean and the continental climate in the East. The weather is typical of a continental climate: expect periods of cold (down to  $-20^{\circ}\text{C}/-4^{\circ}\text{F}$ ) in winter, whereas in summer temperatures of  $30^{\circ}\text{C}/86^{\circ}\text{F}$  and above are quite common.

For further information go to: [www.schwaebischealb.de/](http://www.schwaebischealb.de/); [www.tuebingen.de/](http://www.tuebingen.de/); [www.stuttgart.de/](http://www.stuttgart.de/); [www.baden-wuerttemberg.de/](http://www.baden-wuerttemberg.de/).

## REUTLINGEN AND ITS HISTORY

Although the area was inhabited for hundreds, if not thousands, of years before its first recorded history, the documented history of Reutlingen as a town stretches back to the 5th century during



the fading of the Roman Empire's power in this area. Celts and, later, Alamanni lived in a small settlement between the Georgenberg (an extinct volcano) and the Achalm (a table mountain). In 1030 Count Egino of Urach, a Celtic settlement, started to build a castle on the top of the Achalm, close to the Alamannic settlement. One of its towers was rebuilt in the 19<sup>th</sup> century and is a popular destination for hikers. Of linguistic note are the suffixes of town names throughout Swabia (a geographically and linguistically distinct area of Baden-Württemberg and Bavaria). Towns with names ending in "-ingen," such as

Reutlingen, Tübingen, Plochingen, Esslingen, and so on, derive from Alemannic tribal settlements, while towns ending in "-ach," such as Bad Urach, Neubulach, and Grömbach are originally Celtic. The Reutlingen area today evidences several varieties of Swabian dialect (not just accents), and many people you will have to deal with will speak Swabian to a greater or lesser degree, so be prepared for a period of linguistic acclimatization!

The fortress on the Achalm stood as a guard for the County (later Duchy) of Württemberg, which had conquered Urach and made it into a royal residential town with the castle of Hohenurach only a few kilometres away from Reutlingen. By the beginning of the 13<sup>th</sup> century, Reutlingen had received both market rights and the status of free imperial city from German Emperor Friedrich II, and the town began fortifying itself with walls, moats and towers against threats from neighbouring Württemberg. In the 14<sup>th</sup> century, citizens created a democratic constitution based on the guilds, consolidating their independence from the Duchy.



Between about 1374 and 1862, Reutlingen was governed by twelve guilds, each holding significant political and economic power. Each guild owned a guild house, where master craftsmen worked and conducted business. The houses were also stations where travellers in need could spend the night. You can see the town's guilds depicted in sculpture on the Guild Fountain near St. Mary's Church: butcher, cooper, tanner, Chandler/trader, tailor, blacksmith, baker, vintner, wagon-maker, cobbler, spinner and furrier.

Of the original four city gates, the Gartentor and Tübinger Tor remain standing today. The Gartentor faces the

Achalm and was always kept closed because of threats and attacks from local Counts of Württemberg. Though often assaulted throughout the Middle Ages, Reutlingen never capitulated. Of particular importance is a 13<sup>th</sup> century battle against Württemberg, in which the citizens of Reutlingen prayed to St. Mary to deliver them from defeat. Almost immediately, a heavy rainstorm began, and the resulting muddy battlefield created favourable conditions in which the citizens of Reutlingen were able to defeat the opposing knights and capture their battering ram. As the populace had promised to erect a church to the Virgin Mary if she saved them, they began work on the Marienkirche (St. Mary's Church), finishing it in 1343. Though it originally housed the battering ram, part of the church was burned in 1726 together with much of the rest of Reutlingen.



During the Reformation, Reutlingen was one of a small number of cities in southern Germany to sign the Augsburg Confession and Formula of Concord, breaking away from the Roman Catholic Church. As testament to this fact, Reutlingen's city seal appears on the largest Martin Luther monument in the world in the city of Worms, and the Marienkirche holds Protestant services in an originally Catholic church. Until the 19<sup>th</sup> century, adherence to the Augsburg Confession was obligatory if one wished to become a full citizen of Reutlingen (a "Bürger").

Along with troubles of battle with the Duchy of Württemberg, Reutlingen suffered the loss of a third of its population to disease during the Middle Ages and the 30 Years' War. The latter lasted from 1618 to 1648, and started as a conflict between Protestants and Catholics, later becoming a war between European dynasties. In 1726 a tremendous fire destroyed four-fifths of Reutlingen's



homes and most of its public buildings, making 1,200 families homeless. Though rebuilt, the city fell increasingly under the sway of powerful Württemberg, and in 1802 ended its imperial self-administration to join Württemberg both commercially and politically. Only 4 years later, the Napoleonic Wars swept through Europe and the French army quickly conquered the German states, including Reutlingen and its ruling Duchy.

Napoleon created the Confederation of the Rhine to rule much of Germany, and from 1806 to 1813 Württemberg (now declared a Kingdom) and Reutlingen were governed by France. After Napoleon's defeat, the Kingdom of Württemberg became part of the German Empire, and in 1818, Reutlingen became a district seat.

With the completion of a railway line in the mid-19<sup>th</sup> century, Reutlingen's economy grew quickly, and added a plethora of light industries and thousands of workers. In the 20<sup>th</sup> century the city passed from the German Empire to the Weimar Republic after World War I, and then into National Socialist Germany before World War II. Because of its extensive industry (especially textiles) Reutlingen was badly damaged by air attacks during the war and lost a quarter of its homes. After the war, the area was occupied by French troops and rebuilt under local commanders of the wartime resistance, one of whom, Oskar Kalbfell, was town mayor from 1945 to 1973.

A number of administrative reforms during the twentieth century led to the gradual incorporation of eleven smaller towns and villages, known as Stadtteile, i.e. "town parts" or suburbs. These include Altenburg, Betzingen, Bronnweiler, Degerschlacht, Gönningen, Mittelstadt, Oferdingen, Ohmenhausen, Reicheneck, Rommelsbach and Sickenhausen. Each small community retains its own administrative and commercial centre and, to an extent, its village atmosphere. In 1988, Reutlingen became a city of over 100,000 inhabitants and is still growing. Nowadays it is the ninth largest city in Baden-Württemberg, and is well-known as a prosperous and attractive place to live, study and work. Modern architecture, the public library and museums, busy shopping districts and arcades, the weekly market, cafés, restaurants to suit all tastes, and bistros are just a few of the places where you can relax and meet people.

Visit online: [www.reutlingen.de/](http://www.reutlingen.de/) , [www.wuerttembergische-philharmonie.de/](http://www.wuerttembergische-philharmonie.de/),

[www.theater-die-tonne.de/](http://www.theater-die-tonne.de/) , [www.stuttgart-tourist.de/ENG/city/reutlingen/](http://www.stuttgart-tourist.de/ENG/city/reutlingen/)

*'I schwätz schwäbisch – ond Du?'*



## REUTLINGEN UNIVERSITY

Originally founded as a weaving school in 1855, the institution underwent a number of changes in name and status before becoming a University of Applied Sciences (Fachhochschule) in 1971, and since 2006 it has been known as Reutlingen University (Hochschule). Germany's Hochschulen are smaller than some other institutions at the tertiary level. This results primarily from their statutory narrow range of academic specialization. Currently, about 5,800 students are enrolled on a full-time basis in Reutlingen. The University has 5 Schools (Fakultäten), each offering a number of degree programmes at Bachelor's and Master's level. Reutlingen University has an international reputation for academic excellence, and is consistently rated among top Schools in several fields of study.

Applied Research, with its many facets, is a further integral part of the structure of the University. The Reutlingen Research Institute (RRI) coordinates research activities in the areas of science and technology, and of business and economics. Research is focused on six main interdisciplinary fields, with the aim of developing further cooperation and collaboration with universities, businesses and research institutes both in Germany and abroad.

The University occupies spacious modern buildings on a "green" campus on the south-western edge of town. The dormitories are situated just a few minutes away from the classrooms. The sports park lies within walking distance, as does the city centre with its good shopping and leisure facilities, including many pubs and clubs. On campus you will find a refectory and

cafeteria, and in the same building the bookshop and - once a week - the information desk of the local health insurance providers AOK and TKK.

### Schools and Degree Programmes

The University has five Schools (*Fakultäten*):

- AC Angewandte Chemie [www.ac.reutlingen-university.de/](http://www.ac.reutlingen-university.de/)
- ESB ESB Business School [www.esb.reutlingen-university.de/](http://www.esb.reutlingen-university.de/)
- INF Informatik [www.inf.reutlingen-university.de/](http://www.inf.reutlingen-university.de/)
- TD Textil & Design [www.td.reutlingen-university.de/](http://www.td.reutlingen-university.de/)
- TEC Technik [www.tec.reutlingen-university.de/](http://www.tec.reutlingen-university.de/)

Most international students come to Reutlingen as an exchange student on one of the University's **Bachelor's programmes**, which include:

- AC B.Sc. Applied Chemistry
- AC B.Sc. Biomedical Sciences
- ESB B.Sc. International Business (IB)
- ESB B.Sc. International Operations and Logistics Management
- ESB B.Sc. International Management
- ESB B.Sc. Production management
- INF B.Sc. Media and Communication Informatics
- INF B.Sc. Business Informatics
- INF B.Sc. Medical Technical Informatics
- TD B.A. Textile Design – Fashion Design
- TD B.Eng. Textile Technology – Textile Management
- TD B.A. Transportation Interior Design
- TD B.Sc. International Fashion Retail
- TEC B.Eng. Mechanical Engineering
- TEC B.Eng. Mechatronics
- TEC B.Eng. International Project Engineering

Reutlingen University also offers a number of **Master's Degrees**, including:

- AC M.Sc. Applied Chemistry
- AC M.Eng. Environmental Protection (in cooperation with other universities)
- AC M.Sc. Process Analysis & Technology Management
- AC M.Sc. Biomedical Sciences
- ESB M.A. European Management Studies
- ESB M.A. International Accounting and Taxation
- ESB M.A. International Business Development
- ESB MBA International Management (full time or part time)
- ESB M.Sc. Operations Management
- INF M.Sc. Business Informatics
- INF M.Sc. Services Computing
- INF M.Sc. Human-Centered Computing
- TD M.A. Design
- TD M.Sc. Textile Chain Research



TD M.Sc. Interdisciplinary Material Sciences  
 TEC M.Sc. Mechanical Engineering  
 TEC M.Sc. Mechatronics  
 TEC M.Sc. Power Electronics and Micro-Electronics  
 TEC M. Sc. Distributed Energy Systems and Energy Efficiency

The general **start of the semesters** is as follows:

Winter Semester: Beginning of October  
 Summer Semester: Beginning of March

For precise details of when your specific programme starts, and for all other important deadlines, you should contact the relevant School—for example, some programmes in ESB Business School start and finish earlier.

### International Relations / Reutlingen International Office (RIO)

International relationships are a vital and active part of Reutlingen University. The institution has signed cooperation agreements with many universities in Europe and elsewhere around the world, and new international projects are constantly being developed.

The **International Office** (RIO) is the major link for domestic and international students and staff in all matters regarding exchange programmes and cooperation agreements with foreign universities and institutions. In addition to its core activities, such as creating and maintaining new study-abroad opportunities for students, the International Office coordinates events such as study-related excursions and company visits, field trips, cinema and international evenings, and receptions.

Reutlingen International Office provides information and advice on a wide range of topics, including the following:

- ◇ European and international study programmes for incoming and outgoing students
- ◇ Degree programmes at Reutlingen University, admission requirements, application and registration procedures
- ◇ Admission requirements, deadlines and application procedures for periods abroad including study semesters, internship semesters, language courses and degree theses
- ◇ Scholarships and other types of funding for study periods and internships abroad (DAAD, Fulbright, Landesstiftung Baden-Württemberg and others)
- ◇ Health insurance, visa and residence permit requirements



The International Office also provides:

- ◇ Support for outgoing Reutlingen students, as well as incoming international students, lecturers and guests on campus
- ◇ Coordination of the awarding of LIFELONG LEARNING and ERASMUS scholarships
- ◇ Assistance with accommodation for international students from partner universities.

### Institute for Foreign Languages

The **Institute for Foreign Languages (IfF)** of the International Office offers **language courses** for all students at the University. These include courses in **German as a Foreign Language** for international students, as well as courses in a range of **other languages**.

The semester-long courses in German are offered at all levels from Beginners to Advanced. Business German, a preparatory course for the TestDaF exam and online courses are also available. These courses are free of charge, and ECTS credits are awarded for most of them.

The Language Centre's intensive pre-semester German language courses include a three-week Summer Course "German Language and Culture" in September, and a shorter course in March.

The IfF also offers a number of **workshops in both German and English**, which are open to all German and international students. Topics covered include:

- ◇ Writing applications and CVs, Interview techniques
- ◇ Study techniques (e.g. academic writing, presentations)
- ◇ Intercultural issues

The IfF offers courses in **Chinese, French, Italian, Malay, (Brazilian) Portuguese, Russian and Spanish**, mainly at beginner's and post-beginner's level (A1–A2 as defined by the Common European Framework of Reference for Languages CEFR). Courses in **English** are available at levels B1–C1.

International students are welcome to join a language course organised by the IfF. However, if you have no knowledge of German, you may find the beginners' classes difficult to follow, as explanations of grammar are usually given in German. You should talk to your programme coordinator before signing up. ECTS credits are awarded in most cases.

For students who are keen to improve their foreign language skills on a more informal level, the IfF offers a system of **Tandem Partnerships**, whereby students work together with a learning partner from another country. Each partner teaches the other his / her native language.

**Individual guidance on writing in German** is also available in the International Office.

More details are available on the website of the International Office:

<http://www.reutlingen-university.de/de/institut-fuer-fremdsprachen.html> (in German)

<http://www.reutlingen-university.de/en/international/foreign-languages.html> (in English)

The International Office is open on Tuesday to Friday mornings from 9 am to 12 noon, and Monday, Tuesday, and Thursday afternoons from 2 pm to 4 pm.

## LIFE ON CAMPUS

### LIVING

#### Accommodation

Exchange students are normally granted a certain preferential treatment in the allocation of rooms in the halls of residence / dorms. There are several different dorms for which you can apply, and some rooms can be provided through RIO. Most dorms are located close to campus on Pestalozzistrasse, others are located in town. Exchange students will normally receive application forms for the dorms from the exchange coordinator in their School. Read and complete these carefully and send them back by the deadline to the address given in the document. Otherwise you may lose your chance of a room.



For short-term students, the dorms usually provide double rooms, with a communal kitchen and a shared bathroom with shower. Prices generally range between about €175 per month for a place in a double room and roughly €230 per month for a single room.

Rooms in the halls of residence of *Studierendenwerk Tübingen/Hohenheim* are a little more expensive. Prices are between €285 and €320 per month.

Remember that your rental contract is legally binding. You are responsible for paying the rent for the whole of the stipulated time period—normally 6 months / one semester. You may not simply give up tenancy on your room whenever it suits you. When you leave, you must officially clear your room with the Building Manager.

For private rentals or rooms in shared flats or houses, contact the Student Office:

<http://www.reutlingen-university.de/im-studium/angebote-service/studienservicecenter.html>

Email: [Info.Studium@Reutlingen-University.DE](mailto:Info.Studium@Reutlingen-University.DE)

#### Moving into Your Dorm Room

Contact your School Coordinator or the International Office first and ask for help with your keys (*Schlüssel*) and contract (*Vertrag*). It is sometimes quite difficult to arrange an appointment with the Building Managers.

The keys for the dorms **Adolf-Reichwein-Haus (Pestalozzistrasse 39)** and **Theodor-Litt-Haus (29)** are available from the office of the Building Manager, Mr. Zorn. His office is on the ground floor of the Reichwein-Haus and is open from 11:00 to 11:30am Monday to Friday, and not at all at weekends. Please provide €30 deposit for the key, which you will get back upon departure.

◇ Herr Zorn telephone: +49 (0)7121 29613 (speaks almost exclusively German)

The keys for **Theophil-Wurm-Haus (Pestalozzistrasse 35)** are available from the office of the Building Manager, Mr. Pehlke, on the ground floor of the Wurm-Haus. This office has no exact opening times, but Mr. Pehlke is normally around in the mornings. He will charge €50 for a key deposit, which will be returned to you on departure.

◇ Herr Pehlke telephone: +49 (0)7121 230515 (speaks German and a little English)

The keys for the **Frauenwohnheim** (for women only), located at Albstrasse 93, are available from Mr. Piazza. This building is **NOT** close to campus; it is in the centre of Reutlingen, but easily

reachable directly from campus on bus line 11. The best way to reach the Frauenwohnheim upon arrival at the railway station is to take a taxi.

◇ Herr Piazza telephone: +49 (0) 7121 492915

The keys for rooms in the “Fishbowl” or “Aquarium” dorm (**Pestalozzistrasse 41**) and also the new dorms at **Pestalozzistrasse 63** and **Pestalozzistrasse 65** are available from the Building Manager, Mr. Waller, whose office is in Pestalozzistrasse 65. Mr. Waller can be reached by phone between 9:00 am and 4:00 pm Mondays to Fridays.

You must show proof that you have paid your first month’s rent and security deposit before the keys will be released to you. You will find more information about this in your housing contract from the *Studentenwerk Tübingen*.

◇ Herr Waller telephone: +49 (0) 162 2643397

### Dorm life and equipment in the dorms



Except for the Frauenwohnheim, which is for women only, all the dorms accommodate both men and women. The dorms are self-catering, and you will need to provide your own bed linen (including pillows and blankets). This and other equipment (such as cutlery, cups, saucepans etc.) is probably best bought locally. An information sheet on the facilities offered by the dorms, and on the regulations, is sent to all students applying for a room.

There is a large furnishing store in Reutlingen called ROLLER, where you can buy all kinds of low-price kitchen equipment and furniture. You should take bus number 4 as far as the bus stop ROMMELSBACHERSTRASSE. ROLLER is on the right-hand side of the road near the bus stop. This is not the only furniture store in town, but it has the most student-friendly prices.

Living in a dorm will mean that you will be forced to take on certain responsibilities, and to respect other people’s privacy, including religious, linguistic and cultural differences. You will be expected to adapt to the rules and regulations, and you will have to get used to the special atmosphere and the other people living in your dorm. Don’t underestimate the importance of the communal kitchen (as the social centre), and make the most of any social activities offered. Much of the day-to-day running of the dorms, as well as the maintenance of good order and discipline, and certain cleaning duties, are the responsibility of the dorm residents. This “self-administration”, as it is called, is carried out through dorm residents’ committees and representatives. All residents are obliged to participate and co-operate in the smooth and consensual running of the dorms.

Please try your best to respect your fellow students. Studying abroad could change the way you look at the world.

### Cost of Living

Your cost of living will depend on your personal lifestyle, and living abroad in an unfamiliar environment always stretches one’s budget. However, the overall cost of living in Germany is fairly affordable for students. Accommodation costs are one of the major expenses. (Remember that on arrival you will have to provide a damage deposit of two months’ rent. This will be

returned to you when you leave, providing that your room is left in good order.) Students generally need about €800 per month to cover accommodation, food, transport, leisure and other personal costs.

The subsidized meals in the *Mensa* (refectory / cafeteria) are a very good value, though you may wish to bring your own beverages, which are sometimes cheaper if bought at a grocery store. Day-to-day groceries are cheap if you use the supermarkets, clothes range from cheap to breathtakingly expensive, and books are quite expensive. Currency fluctuations can play havoc with your financial planning. If you are on a student grant or a scholarship, make sure that the awarding body is aware of the full length of your studies in Reutlingen.

### Financial assistance

Financial aid is generally not available through Reutlingen University. All financial matters have to be organized by students themselves. If you are looking for financial aid in the form of grants or scholarships, you should contact the International Office of your home University. Some help may be available from the DAAD (German Academic Exchange Service) but this is not automatic. For further information go to the scholarship database of the DAAD:

<https://www.daad.de/deutschland/stipendium/datenbank/en/21148-finding-scholarships/>

### Waste System

Germany's system of waste disposal is one of the most progressive in the world and may be very different to what you are used to in your home country. It can be quite complicated at first, so ask a friend or neighbour to help with your first time separating trash!

Garbage is separated into five categories. Bins are provided in your dormitory for four of these:

- ◇ *Altpapier*: (blue lid): a box for old paper and cardboard for recycling. NOT for soiled pizza boxes etc.
- ◇ *Biomüll* (brown lid, for bio-degradable materials): all food leftovers (remove packaging!), including food that is spoiled or rotten; coffee filters, tea bags, egg shells, paper towels, flowers and potted plants. DO NOT line the *Biomüll* waste bin with plastic bags. Instead, place old newspaper in the *Biomüll* bin and use this also when you put old *Biomüll* into containers on the street.
- ◇ *Gelber Sack* (plastic and similar recyclables): a yellow garbage bag for disposing of food packaging, plastic and aluminium items.
- ◇ *Restmüll* (grey lid, for non-biodegradable materials): everything else, except glass.
- ◇ The fifth category of waste is *Glas* (glass): large recycling containers for various colours of glass can be found in the car park behind the Penny Markt supermarket, but not in the dormitories.

Please do not throw your glass or other recyclable items into the *Restmüll*.

### Social life, RIC (Reutlingen International Club)

No German academic institution has anything remotely approaching a British Students' Union or the system of clubs and societies and fraternities / sororities that you may be used to at your home institution, so the campus of Reutlingen University may initially strike you as rather quiet. Social life in the evenings and at the weekends has to be arranged on a more personal level. Parties are often organized by the students in a particular semester, dorm, or dorm floor.



The AStA (see below) organises and publicises student activities, sports and special events, and the International Office has a regular programme of social evenings for the University's international students, as well as a number of special excursions (e.g. Hanover Industrial Fair, Munich Christmas Market) at very low prices. The *Ca\*Re* pub under the cafeteria is open twice a week as a general meeting place: [www.care-reutlingen.de/](http://www.care-reutlingen.de/).

A lot of the German students at the University come from close by and hence often go home at the weekends. However, there are many others who have spent a semester abroad during their internship or at a partner institution. These students will be very interested in getting to know you, so accept any invitations to go out with them.

The **RIC (Reutlingen International Club)** at Reutlingen University consists of local students who are interested in promoting good international relations, and also of European students who are currently studying here. RIC activities mainly concentrate on the organisation of events and the support of incoming international students. The RIC at Reutlingen University organises a series of social events and excursions each semester. During the semester students meet for excursions or sports, they cook together or they meet for parties and international get-togethers. For further details contact the International Office or the Coordinator in your School.

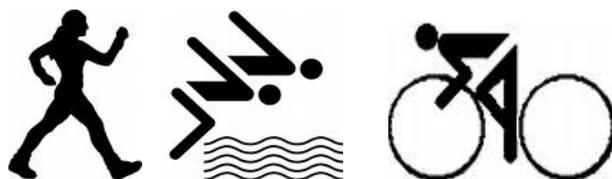
### Sport, AStA

The AStA (*Allgemeiner Studierendenausschuss* – General Student Committee) is an organisation which represents students' interests at a number of levels. Eight students are elected each year, and four of them have seats on the University Senate, where they have a voice on a wide range of policy issues. The AStA also plays a role in promoting cultural, artistic and sporting activities at the University; a sports programme is organised each semester for students and staff.

If you have individual questions, contact the *Studienservicecenter* (Student Office) in Building 3. The staff there will answer any questions you may have concerning accommodation, International Student ID Cards (ISIC), Youth Hostel ID, sport on campus, lift-sharing (car-pooling) for longer trips, reduced charges for cultural events, local swimming pools etc.

Reutlingen has a professional Oberliga football (soccer) team that plays near the campus (bus stop "Kreuzzeuge"). Student prices for seats are around €12 per game, and only €6.50 per game for standing room.

Reutlingen and the surrounding areas offer a wide range of leisure activities. Here are a few suggestions:



- ◇ Reutlingen indoor swimming centre (city centre, Albstrasse 19)
- ◇ Reutlingen outdoor swimming centre (Markwasen, 5 minutes' walk from campus)
- ◇ Outdoor running tracks and soccer fields are situated close to campus in beautiful surroundings (also excellent for walks and biking tours).

If you join a local sports club or gym, make sure you read the terms and conditions very carefully before signing up, or you may find it difficult to cancel your membership at short notice when you leave Reutlingen.

The area around Reutlingen is very attractive and offers the visitor numerous castles, baroque abbeys, rivers and waterfalls as well as excellent opportunities for walking, biking, hiking and winter sports. Reutlingen has an ice rink in winter.

### Nightlife

There are quite a number of pubs in Reutlingen town centre. One of the most popular pubs among English-speaking students is the Irish pub, close to the Marktplatz in front of Café Alexandre. On Wilhelmstrasse you will find cafés like Vis-à-Vis, and small restaurants with food for every wallet and taste (Greek, Italian etc.). For dancing, head to P&K Tanzbar on the street called Echazufer, close to the popular Oskar's pub on Burgstrasse.

Some cafés, bars and discos in Reutlingen:

- ◇ Café Alexandre, Marktplatz (great breakfast!)
- ◇ Café Nepomuk, Unter den Linden, close to MediaMarkt (food, live music, beer garden). Next door is the cultural centre Franz K., where lots of events take place.
- ◇ Café Vis-à-Vis, upper Wilhelmstrasse (main shopping street)
- ◇ Oscar's, Burgstrasse
- ◇ Irish Pub, Marktplatz / Rathausstrasse
- ◇ Kaiserhalle (Kohla) on Kaiserstrasse, a very popular pub
- ◇ Zentrale: a small pub at the central bus station ZOB, close to the Tübinger Tor; they have Premiere TV, so this is a good place to watch international soccer games.
- ◇ Mexican Bar Mescalitos, Obere Wässere
- ◇ Karz, Hepenstrasse: Reutlingen's best beer garden. Within walking distance of E-Center, Bosch and Bauhaus.

Stuttgart and Tübingen have many more clubs and bars to offer. For a listing of regular and special events in and around Stuttgart (including Reutlingen), look up the Stuttgart city guide on their website ([www.stuttgart-tourist.de/](http://www.stuttgart-tourist.de/)) or consult the city magazine MORITZ ([www.moritz.de/](http://www.moritz.de/)).

In addition to the various events on offer in town during the semester, we also have a lot to offer on campus: the Ca\*Re parties, Mensa parties, and other parties in the dorms are always well advertised and a big hit.

### Culture

Reutlingen has a large multi-screen cinema, several small theatres, culture clubs and a range of art galleries and museums. Attend a concert by the Württemberg Philharmonic Orchestra, follow the Reutlingen Chamber Music Cycle, and the Musica Antiqua and Musica Nova concert series, or catch a performance at the theatre "Die Tonne" (all year round) or the Reutlingen Nature Theatre (open air, so summer only!). Cheap last-minute tickets are often available at student prices. Reutlingen has an ice rink in winter and an outdoor swimming pool in summer (indoor swimming in winter).

More information is available from:

- ◇ Student Office in Building 3

- ◇ Reutlingen Tourist Information, Marktplatz 2, Tel. (07121) 93 93 53 00 <http://www.tourismus-reutlingen.de/> (in German)
- ◇ RT TIPPS (this publication offers monthly overviews of all upcoming events)
- ◇ Movie schedules are available on [www.tagblatt.de](http://www.tagblatt.de) > kino
- ◇ [www.wuerttembergische-philharmonie.de/](http://www.wuerttembergische-philharmonie.de/) for classical music concerts
- ◇ <http://www.stadthallereutlingen.de/> for events in the new concert and exhibition hall
- ◇ For more events in English you also can contact the D.A.I, the German American Institute in Tübingen: [www.dai-tuebingen.de/](http://www.dai-tuebingen.de/)

### Religion on campus

The Protestant and Catholic Student Ministry (ekhg) attempts to find and live by modern forms of Christian faith, and offers help and advice to students on both academic and personal matters. The ekhg offers workshops about how to develop and improve the important soft skills one needs when studying, in one's career and in one's private life. The group supports student matters and initiatives; it offers help, advice and companionship in emergencies and personal crises; and, on request, will arrange contact with German families for foreign students and faculty members. The ekhg is facilitated by the Protestant and Catholic Churches.

For more information go to: <http://www.reutlingen-university.de/en/while-studying/life-on-campus/the-university-ministry.html>

From the winter semester 2016/17 on there is a Meditation and Prayer Room (Raum der Stille) for members of all denominations in Building 20.

### Mail

Reutlingen's main Post Office is located close to the railway station, and there are stamp machines located outside this building, as well as on the *Marktplatz*. The main Post Office is open 9:00 am–6:30 pm Monday–Friday, and 9:00 am–1:00 pm on Saturdays. Alternatively, the AGIP gas station close to campus includes a small Post Office offering a narrower range of services than the main branch (8:00 am–6:00 pm Monday–Friday, 9:00 am–12 noon on Saturdays). There is a post box (yellow) next to the Pestalozzistrasse bus stop heading downtown; this is emptied at 5:00 pm on weekdays, and at 12:30 pm on Saturdays.



You can pick up packages from your *Hausmeister* (Building Manager) during normal office hours, or you may have to go to the AGIP petrol station (A card will be left in your post-box informing you that there is something to be collected.)

### LEARNING

The University has about 1000 international students each year from over 80 countries, so you will find students here from Great Britain, France, Brazil, Mexico, Poland, China, Russia and the USA, to name just a few.



If you are from the UK or the USA, you may find that most students at Reutlingen University are quite a bit older than yourselves, as very few people in Germany start their degree programme before the age of 21 or even later. Many Reutlingen students will have previously done a two- or three-year apprenticeship (*Lehre*) in commerce or industry, and/or worked full time for a few years. A large number of them will therefore fall into the age range of 23–28.

### Semester dates and academic calendar

The University operates on a semester basis, i.e. two semesters in each twelve-month period, and does not offer summer sessions. The semesters consist of 15 lecturing weeks (not counting vacation periods at Christmas and Easter) followed by an exam period, and begin around the first week in March and the first week in October. Some programmes in the ESB Business School generally start and finish earlier than all other programmes.

Most degree programmes admit undergraduate and graduate students in both semesters, and hence all courses and examinations are offered every semester. Some programmes, on the other hand, admit students only in the winter semester, and so the courses and examinations are offered either in the winter or in the summer semester.

The academic calendar is available online at

<https://www.reutlingen-university.de/im-studium/studium-organisieren/semestertermine/>

You must make sure you keep to all deadlines (such as for exam registration, which is not automatic in Germany) which are shown on the academic calendar. Failure to do so may mean you have to pay a late fee or, in the case of exam registration, that you are not allowed to take the exam or your grade is not accepted.

### Lectures

All lectures at the University last 90 minutes (in the German system, this counts as two “hours”) with a 15-minute break between the lectures. Classes start at 8 am and go on into the evening. Most of the courses will be held by full-time staff (*Professoren*), but we also have a large number of part-time staff (*Lehrbeauftragte*), who come in from commerce and industry.

As a rule, courses are structured in the form of seminars in which student participation is encouraged and even expected. Days, times, and rooms for courses are all available online at <http://www.reutlingen-university.de/en/while-studying/organising-your-studies/lectures-rooms.html>

Timetable and lecture information is subject to change, and you should always check for new information.

It is not uncommon for courses to be given in blocks; for example, instead of two hours per week you may have four hours per fortnight, or even blocks of two or three days.

All German *Hochschulen* require a high number of contact hours for domestic students, normally in the range of 24–30 hours of lectures per week in any one semester. If you are an exchange student, you will need to talk to your tutor to see how many classes and hours you will have to take in order to fulfil the requirements set out in your Learning Agreement.

### Grades

Grades are awarded on a scale from 1 to 5, with 1 being the best, and anything below 4 constituting a fail: very good (1.0 – 1.5); good (1.6 – 2.5); satisfactory (3.5); sufficient (4.0) = passed; insufficient (5.0) = failed.

### ECTS credits

Before coming to Reutlingen, you should consult your tutor at home about the courses you are required to attend, and ascertain how many marks, grades or credit points you need to take back at the end of your stay here. Upon your arrival, you will be given plenty of help in finalizing your timetable.

Depending on the course you are taking, marks/grades/credit points are obtained by either a seminar paper (*Referat*) delivered in class, an individual project (*Hausarbeit*), or a formal oral or written exam (*Klausur*). All papers and projects submitted must conform to the usual requirements regarding footnotes, source references, bibliography, etc. and will probably be in the range of 10–20 pages.

### Language

The language of instruction at Reutlingen University is, in general, German. However, some Schools have introduced courses conducted in English. Foreign language courses, including those run by the Institute for Foreign Languages in the International Office, are taught almost exclusively by native speakers; advanced courses are taught entirely in the relevant language, whilst for beginners' courses some knowledge of German is needed. Language courses are generally taught in groups of 5 to 15 students, while other class sizes vary from around 10 to 40.

### Internships

German commerce and industry have an enviable system of internships (industrial placements) of which we at Reutlingen University take full advantage. Almost all our own students have to complete one or two six-month internships during the course of their degree programme. We have excellent relationships with a large number of German and international companies that regularly take our students as interns. The individual Schools will be able to assist you as an international student in obtaining an internship, if required. However, we do not arrange these internships for you: students are responsible for applications, documentation, and arranging interviews where necessary. This can be quite a long process, and cannot sensibly be started until students are actually here in Reutlingen. Check that your visa will allow you to complete an internship!

**For help with applications:** Workshops offered by Reutlingen International Office  
Career Centres in the individual Schools

## ADMINISTRATION

### Registration / *Einschreibung* at the University

All international students **must** be registered (enrolled) at Reutlingen University at the beginning of the semester.

Please provide the following for registration:

- ◇ A passport photo

- ◇ Your CV / resume (typed)
- ◇ For exchange students: confirmation from your School that you are registered at your home institution, or a special form for the ERASMUS Exchange
- ◇ For all other students: contact your School Coordinator or the International Office about what kind of documents you have to provide for registration
- ◇ A European Health Insurance Card (EHIC) (EU-citizens only). Non-EU citizens must bring full documentary evidence of health insurance from home. If you do not produce evidence that you have health insurance, you will not be able to enrol at the university.
- ◇ *Antrag auf Einschreibung* - available for exchange students in the International Office or in the Coordinator's office in your School.
- ◇ The appropriate fee (see below)

The International Office or your School Coordinator will provide help with the different forms you have to complete.

Once registered, you will be issued a Student Identity Card (Campus CaRT).

#### Functions of the CampusCaRT:

- ◇ Student / university ID (e.g. for reduced entry charges in some places)
- ◇ Library card
- ◇ Cashless payments in the Refectory (cafeteria) (load it with money from your bank account or load it with cash at the cashier's desk)
- ◇ Pay at some vending machines
- ◇ Access to certain areas (at present only in Informatics)

#### Fees

Full-time students and Free Movers have to pay a semester fee of €146.10, which includes a social fee for the Association for Student Affairs (*Studierendenwerk*) and an administrative charge. This does not apply to exchange students (short-term / ERASMUS). These students have to pay only €87.80 per semester as a fee for the *Studierendenwerk*.

#### Health insurance

It is compulsory for students in Germany to have health insurance. You will not be allowed to register at the University until you have provided documentation showing that you have health insurance. Students who are not insured through a provider in their home country can purchase health insurance from any statutory or private German provider for approx. €75 per month.

**Students from EU countries** should bring a European Health Insurance Card (EHIC), available from your health insurance company at home. If you show this card you will be exempted from buying German health insurance.

**Non-EU students** must also provide evidence that they have health insurance. This may be in the form of a health insurance certificate or card from your insurance provider at home. This will ensure that you are exempted from paying for German health insurance. This exemption certificate must be presented to the University before you can register as a student.

For more information on health insurance for international students, go to:

<http://www.1averbraucherportal.de/versicherung/krankenversicherung/international>

If you are studying in Reutlingen as part of a programme with another University, please contact the University where you are first registered in order to find out how students are insured during such a programme.

If you go to see a doctor or dentist while you are in Reutlingen, EU students should not have to pay anything for the actual treatment, so long as you have presented your EHIC card. Non-EU students will receive a bill after treatment, which you will probably have to pay in the first instance. The money should then be reimbursed to you by your home health insurance provider.

**In case of accident:** if you have an accident on the campus, the University's insurance will cover your costs. Please contact the Student Office or the International Office.

## THE CAMPUS

### Library

The **University Library** holds around 200,000 books and 350 regular periodicals; in addition, a large number of specialist databases, e-journals and e-books can be accessed on the campus network. In its capacity as the central place of learning on campus, the Library provides a good environment for independent study with space for 90 readers.

Library tours and database training courses to teach information literacy skills are regularly offered.

Students use their student ID (Campus CaRT) to borrow books and other media, as well as for photocopying (load credit on to your card at one of the terminals provided). The Library provides not only German-language materials, but also international press and literature, as well as a number of internet work-stations.

Opening times are as follows: Monday–Friday: 8am–10pm; Saturday 10am–8pm.

For further information go to <http://www.reutlingen-university.de/en/while-studying/learning-centre/>

### Tübingen University Library

With a Reutlingen University ID card you may also use the **Tübingen University Library on Wilhelmstrasse in Tübingen** after paying a one-off registration fee of €10 (please bring your passport or ID card with confirmation that you are registered for residence purposes.) This library is known for its vast archives (6 million volumes and almost 8,000 journals) and specializes in philosophical, medical, law, theological, scientific and linguistic works. Excellent for research, especially if you read German, the building provides a number of spaces to study and work on computers.

The main buildings are open round the clock Monday–Friday, and 10am–10pm at weekends during the semester.

For more information go to <http://www.uni-tuebingen.de/nc/en/facilities/university-library/home.html>

**Reutlingen City Library** (Stadtbibliothek) is one of the best in Baden-Württemberg. It offers a wide range of books and other media in German and other languages. With a library card, you

can borrow material from over 300,000 items for a 4-week period, including books in several languages, periodicals, language learning programmes, sheet music, audio CDs, DVDs, and even board games. The library is situated in a striking modern building, constructed to evoke the half-timbered architecture of medieval Germany. It is a quiet place to study and has a closed study and research room for students, though computer and photocopier use may be slightly expensive. Located on Spendhausstrasse (next to the Rathaus, or town hall), the library is open from 10am to 7pm Tuesday to Friday, and 10am to 2pm on Saturdays (closed on Mondays!). <http://www2.stadtbibliothek-reutlingen.de/Plone/ausleihe/bibliothek-info-englisch> for more information.

To join the Library, please take your passport and student ID and your semester address. Membership costs €18 per year or €3 per month.

### Mensa / Refectory / Cafeteria

Students usually eat in the *Mensa* in Building 7, where there is a choice of 4 different hot lunches (€2.50 to €3) and side dishes (€0.85). Meal plans are not yet available in English, so you may wish to study German words for food. Contact the International Office for help, especially if you have any dietary restrictions for medical or religious reasons. Hot lunches are served between 11.30am and 1.45pm Mondays to Fridays. The cafeteria portion of the *Mensa*, where you can buy sandwiches, cake and coffee, is open from 8:30am to 4.30pm (4pm on Fridays) during the semester.

Payment in the *Mensa* is generally cashless, using your student ID card (Campus CaRT). To load this with money, either take cash to the cashier's desk (marked *Bargeld*), or transfer money from your bank account using your EC card at one of the terminals on the ground floor of building 7. It is possible to pay in cash, but each item will cost slightly more than if you use your student ID card.

### Computers, email, internet

When you register at the University you will receive your student card with your all-important student ID number (*Matrikelnummer*). You will need this number to gain access to the computer labs and to set up your University email address. You will need this email address in order to receive information from lecturers, to sign on to the online learning platform, and to register for exams, so you **must** set it up and check it regularly, even if you continue to use your usual private email account with another provider as well.

The University's Computing and Media Centre is in Building 8. Other smaller computer labs can be found in almost every building. You are recommended to bring a notebook / laptop with you, since this is a wireless campus and the computer labs have limited opening times. Remember also to bring appropriate adapters and converters! There is a Service Desk in Building 3 where you can ask for help setting up your computer.

Internet access in the student residences is set up differently in each case. Ask your Building Manager for further information.

### Photocopying

Photocopiers are available in many places on the campus, although not in the student residences. Your student ID card functions as a copy card—use the terminals provided to upload credit on to your card. You can also use the Print Shop in Building 5.

## LIVING IN REUTLINGEN

### ADMINISTRATION

#### Registration / *Anmeldung* with the civic authorities

Within a week after arriving and receiving your room key, room number, and semester address, you must register at the *Bürgeramt* (Residents' Registration Office—*Einwohnermeldeamt*) in the Reutlingen City Hall (*Rathaus*). Bring your valid passport (with visa if appropriate) or your identity card, which must be valid for the entire period to be spent in Germany.



When you leave Reutlingen at the end of your studies you will also need to inform the Residents' Registration Office.

Bürgeramt Reutlingen, Marktplatz 22

#### Opening times:

Mornings: 8am–12.00 pm (Friday 8am–1pm)

Afternoons: Wednesday 2pm–4pm and Thursday 2pm–6pm

#### Visas

**Non-EU students need a visa to study in Germany** and must apply to the German Embassy or Consulate in their own country.

**EU students** do not require a visa to study in Germany.

**Please note:** a “tourist visa” cannot be converted into a “student visa”, and as a tourist you are not eligible to study in Germany. So it is essential to pay careful attention to the word preceding “visa” and make sure you have the correct document.

United States citizens can travel into Germany without a visa, but if they stay longer than 3 months for their degree programme, they should go to the *Ausländeramt* as soon as they are registered at the University (with the *Einschreibung* form).

If you need to get a visa from the Reutlingen *Ausländeramt*, provide that office with a visa application form, a passport-size photo, your valid passport, your *Anmeldung* form from your initial civil registration, a financial statement, proof of health insurance, and confirmation of student status. Depending on how long your visa is to be valid, you will have to pay a fee of about €65–€110.

#### Opening times of the *Ausländeramt* (not exactly the same as the *Bürgeramt*!):

Monday-Tuesday: 8 am–12 noon

Wednesday: 2 pm–4 pm (closed in the mornings!)

Thursday: 8 am–12 noon, 2 pm–6 pm

Friday: 8 am–1 pm.

#### Work and work permits

Students from EU states do not need a work permit to work in Germany. Non-EU students are allowed to work 120 days (or 240 half-days) per year, excluding time spent in a compulsory internship / industrial placement. Those who wish to work longer will require a work permit from the Federal Employment Agency and the Aliens' Registration Office.

Depending on the type of job you find, the number of hours worked and the amount of money earned, you may be liable to pay taxes and social security contributions.

## SHOPPING



Among the cheapest supermarkets in Germany are Aldi, Lidl, Penny Markt and Plus. The nearest supermarket to the residences on Pestalozzistrasse is **Penny Markt**, where there is also a baker's. Nearby there is a kebab shop called Campus Kebab. A little further away on Ringelbachstrasse there are several other cheap supermarkets (see map on page 25).

Although there is not a bus connection all the way between the residences and these shops, buses 4 and 11 run from Pestalozzistrasse as far as the Kreuzeiche stop. After that it is just a walk of a couple of hundred metres to the shops.

On Pestalozzistrasse there is a Sparkasse ATM / cash machine, and also an *Apotheke* (pharmacy). Just around the corner in Hermann-Ehlers-Straße there is a bank (**Volksbank**).

Down the hill from campus, then left on Friedrich-Naumann-Straße around 300 metres, there is a grocery store called **Edeka**. Edeka has a wide selection of food (albeit not particularly cheap), and includes a deli with a wide variety of meats, sausages, and cheeses, and a bakery with breads and desserts. Across the street is Edeka's *Getränkemarkt* (drink store), which sells water, carbonated beverages, and alcohol of all kinds at very reasonable prices. Freshly fried chicken, spare ribs and potato salad are available from "the chicken man" at his stand in the Edeka parking lot on Thursdays.

Metzgerei **Marx** in Friedrich-Naumannstraße (approx. 50 m past the Edeka Market on the right-hand side) specializes in international foods. There are also a number of shops in Reutlingen town centre which sell Asian specialties, eg. Lindenstrasse, Metzgerstrasse.

On Walter-Gropius-Platz, a neighbourhood square on Pestalozzistrasse, located half a kilometre up the hill from campus (in the opposite direction from downtown Reutlingen) there is a bakery and a stationery store, where you can purchase the Naldo Semesterticket.

### Remember:

Keep store hours in mind when planning your shopping, especially the German tradition of closing on Sundays. Almost nothing except restaurants and petrol stations is open on Sundays, so plan meals ahead and purchase enough food to last through the weekend. If you have no food, the AGIP petrol station (down Pestalozzistrasse and left on Gustav-Schwab-Strasse) has small food items. Many stores also close for the night at between 6.30 pm and 8pm on weekdays, and earlier on Saturdays, and normal bus services stop well before midnight.

Remember to take your own shopping bags to any store, or you may have to purchase a bag there. You will often be charged a deposit (*Pfand*) on drink bottles, which is returned in exchange for empty bottles. *Pfandflaschen*, or bottles with deposit, can also often be returned in exchange for credit on your student ID card at machines in the *Mensa*.

German food by and large does not contain preservatives (*Konservierungs-Stoffe* or *-mittel*), so you will generally need to buy food often and in small portions. You will need to walk home carrying your own groceries, so the custom of small purchases works well.

International cuisine is less available in grocery stores. That said, you must experience traditional Swabian cuisine. *Maultaschen* are pasta pockets similar to ravioli, filled with meat, spinach, onions, bread crumbs and spices, and are particularly good when fried with oil or served with vegetable broth. *Spätzle*, a local type of noodle, are very popular, cheap and easy to cook, and are available in most places.

### Opening times of shops near the campus

Penny Markt, Pestalozzistrasse:

Mon–Sat: 7.30 am–10 pm. (Bakery open Sunday mornings)

EDEKA (F.Naumann-Strasse):

Mon–Thurs: 7.30 am–7 pm

Fri: 7.30 am–8 pm

Sat: 7.30 am–6 pm

The **city centre** is a 20 minute walk away, or you can take bus line 4 or 11. Downtown you will find lots of different kinds of shops. Galeria Kaufhof is a big department store where you can buy clothes and household items. It is across the road from the main railway station (*Hauptbahnhof*). The MediaMarkt (behind the railway station by bus stop *Unter den Linden*) offers a wide range of electronic products, media and computer devices.

**Reutlingen's pedestrian zone** (Wilhelmstraße) offers dozens of stores with a friendly, bustling, typically European atmosphere. Every Tuesday, Thursday (in summer), and Saturday morning there is a farmers' market in the centre of town on the Market Square in the pedestrian zone. The main bookshop is called Osiander and can be found on Wilhelmstraße. The Müller Galerie (a mall with household items, clothes, toiletries, media, paper products and much more) is on Wilhelmstraße, together with several cheap bakeries; clothing and shoe stores; banks; restaurants, and cut-price stores. Continue on Bus 6 or 9 from the city centre to Emil-Adolff-Strasse to reach the E-Center, the largest Edeka grocery store in Reutlingen (including many international foods, focussing on European and Asian specialities).

**Betzingen**, a village which is administratively part of Reutlingen, is easy to reach by bicycle from the campus (it takes a bit longer by bus). Betzingen has a large shopping centre with furniture and household items (Braun Möbel Center). Simply take Regionalbus 7611/10 (direction Tübingen *Hauptbahnhof*) from Reutlingen *Stadtmitte* (central bus station) to Betzingen Markwiesenstraße for Braun Möbel.

Braun Möbel, including its food court, is open 9:30 am–7 pm Monday–Saturday.

**Metzingen**, a town nearby easily reached by train, is famous for its many upscale outlet stores, including Hugo Boss, Armani, Esprit, Adidas and many more. Most merchandise is too expensive for student budgets, but you can find all of the current fashions here.

If you are looking for wider a selection of goods, bigger shops or more exotic specialities, take the train to **Stuttgart** and walk through the pedestrian zone, the Königsstraße. If you are looking for something in particular, ask other students in your dorm or in classes for help and recommendations.



# RIO

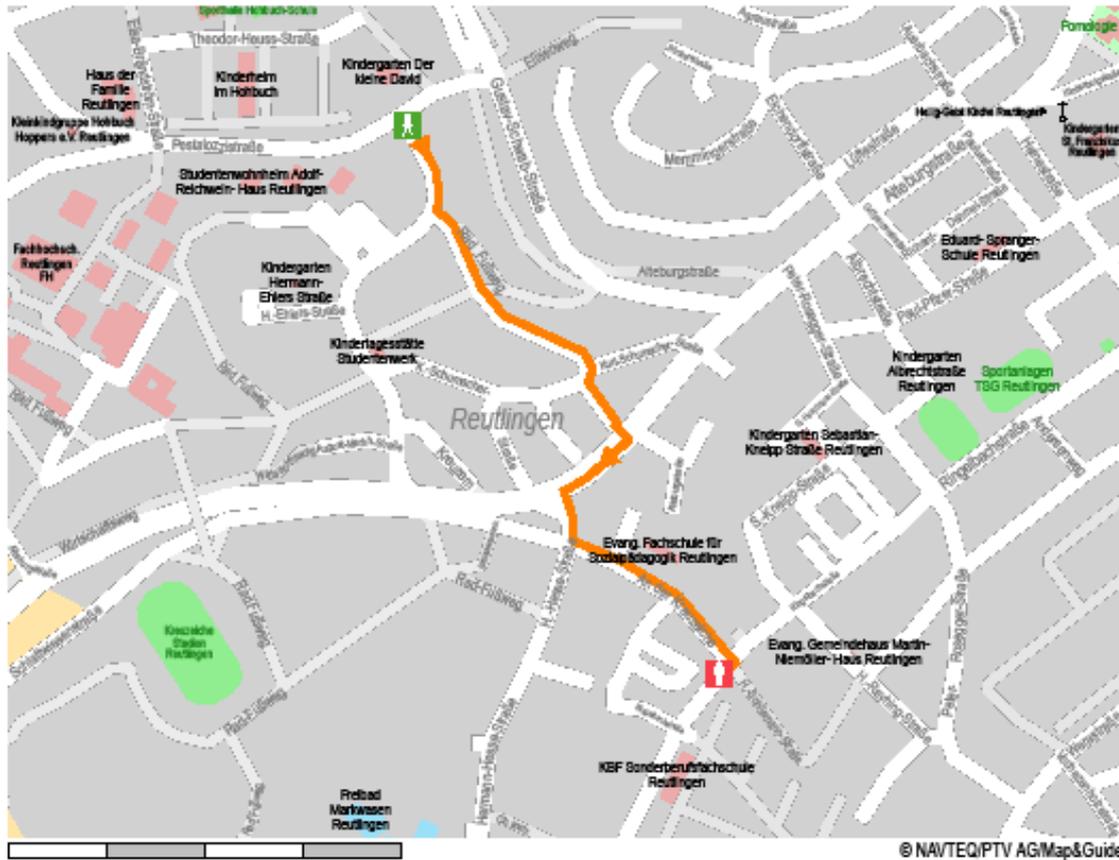
Reutlingen International Office



Hochschule Reutlingen  
Reutlingen University  
*my campus*



## Weg von Reutlingen Pestalozzistr. nach Reutlingen Ringelbach.



— Fußweg    
 Start Fußweg    
 Ende Fußweg    
 Religion

1.	Start Reutlingen Pestalozzistr..		
2.	Hermann-Ehlers-Straße	120 m	120 m
3.	schräg links Kurt-Schumacher-Straße	410 m	0.5 km
4.	rechts Alteburgstraße	110 m	0.6 km
5.	links Hermann-Hesse-Straße	70 m	0.7 km
6.	schräg links An der Kreuzzeiche	260 m	1.0 km
7.	rechts Ringelbachstraße	20 m	1.0 km
8.	Ankunft Reutlingen Ringelbach.		

## BANKS

You are advised to open a (free) current (checking) account, called a “Girokonto,” to help with finances during your time in Germany. If you are paying local health insurance, the premiums can be debited direct from your account; if you have a job, your employer can transfer your pay into your account. Moreover, a very common method of paying for goods is an *Überweisung*, or money transfer, for which you need a bank account.

Credit cards are less widely used in Germany than in many other countries, and in smaller shops or restaurants (or even some large shopping centres), they are not always accepted. Banks also offer online banking, which makes electronic money transfers—whether paying via *Überweisung* or transferring money to or from your home account—simple and efficient. If you plan on having money transferred from your home country, please ask your German bank for the international banking code (IBAN). Lastly, you will probably receive an EC debit card, valid in most places and ATMs throughout Europe (perhaps cheaper than using an Asian or North American card).

To open a bank account, bring your passport, confirmation of student status, semester address, and phone number.

There are a lot of international banks downtown, though most students choose “Kreissparkasse Reutlingen”.

The Kreissparkasse on Peter-Rosegger-Straße is open 9 am–12.30 pm and 2 pm–5.30 pm Monday–Friday. On Thursdays the bank stays open until 6 pm.

## DOCTORS AND MEDICAL NEEDS

Visits to a doctor are by appointment only. Always take your card or insurance documents with you to every appointment. If you need to see a specialist (Facharzt), please ask the International Office or the Coordinator in your School for advice. You may be required to see a General Practitioner (GP) before going to a medical specialist.

### Doctors who speak English:

- ◇ **General medicine: Dr. med Klaus Neubert**  
Hermann-Ehlers-Straße 8 (near campus, close to the bus stop heading downtown)  
Telephone 07121-23-99-39 (the secretary speaks only German, so if necessary, ask in the International Office for help making an appointment)
- ◇ **Dentist: Dr. med. dent. Hansjörg Stotz**  
Unter den Linden 16 (city centre, in the MediaMarkt building behind the train station)  
Telephone 07121-34-60-76 (ask in the International Office for help making an appointment)
- ◇ **Gynaecologist: Dr. med. Eva Hunns**  
Kaiserstraße 11 (next to railway and bus stations)  
Telephone: 07121-45755  
Ask in the International Office for help making an appointment, as the receptionist does not speak much English. Arrive in good time for your appointment, but be prepared to wait if necessary.

There is a list of **emergency phone numbers** at the end of this booklet.



If you need a pharmacy, look for this red stylized A or its title, *Apotheke*. There is an *Apotheke* in Pestalozzistraße near the campus. Pharmacies are the only places licensed to sell medicines and to fill prescriptions, and the pharmacist is medically trained and qualified to give general advice. Basic non-prescription medicines such as aspirin or paracetamol are only available in Pharmacies, NOT in supermarkets or elsewhere. Shipping medicines through the post is illegal, and packages will probably be stopped by German customs.

### TOURIST INFORMATION

The tourist information centre is located on the Market Square in the centre of town. Their telephone number is (07121) 93 93 53 00. They have information on Reutlingen and the surrounding areas, gifts and maps.

## TRAVEL AND TRANSPORT

### TRAVELLING TO REUTLINGEN

#### From Stuttgart Airport to Reutlingen Main Railway Station

The **eXpresso (X3)** bus from Stuttgart Airport to Reutlingen runs once an hour from early morning to late at night, as well as at weekends. The bus stop **(X3)** is directly in front of the airport, and the buses are easy to spot as they are painted in black and yellow squares. The bus ride to Reutlingen takes about 45 minutes and costs around €7.20 (free if you have a Naldo semester ticket). Get off the bus in Reutlingen at "Stadtmitte" and change to bus line 4 or 11 to travel to the campus (make sure you get on the bus heading in the direction "Hohbuch"). For the campus get off the bus at the stop "Hochschulen", for the dorms get out at "Pestalozzistrasse".

[www.naldo.de/fileadmin/media/Presse/2007-12-20-naldo\\_Flughafenflyer\\_2008\\_RZ\\_kl\\_101207.pdf](http://www.naldo.de/fileadmin/media/Presse/2007-12-20-naldo_Flughafenflyer_2008_RZ_kl_101207.pdf)

#### From Frankfurt or Other Airports to Reutlingen Main Railway Station

If you arrive at any other airport, take a train directly from the airport to Stuttgart's main railway station (*Hauptbahnhof*). Frankfurt airport has a long distance railway station in Terminal 1. Trains to Stuttgart arrive and depart on platforms 4 to 7. The trip to Stuttgart takes about an hour and a half. Change trains towards Tübingen, and get out at Reutlingen (*Hauptbahnhof*).

#### From Reutlingen *Hauptbahnhof* (Main Railway Station) to the University

Leave the railway station through the main entrance, turn right along Bahnhofstraße and go as far as the street Unter den Linden. Cross over and go to bus stop Number 4 going in the direction of "Hohbuch". Take this No. 4 bus and get out at the bus stop "Hochschulen", or directly in the Pestalozzistrasse, where the dorms and the campus are located.

If you arrive late at night, take one of the taxis directly in front of the railway station and ask the driver to bring you to Pestalozzistrasse, or take a room in the hotel Württemberger Hof which is also in front of the railway station. A single room costs approximately €90.

### PUBLIC TRANSPORT

**Bus** lines 4 and 11 serve the Hohbuch area, including the campus. The Pestalozzistrasse bus stops (going to and from the city) are only minutes from the dorms. There are five stops before *Stadtmitte* (downtown at the Tübinger Tor (Gate)), which takes about nine minutes. From there, change buses to any local destination, or stay on either line to continue to the railway station.



Buses leave Pestalozzistrasse approximately every ten minutes on weekdays, less frequently at weekends. Buses stop running at 11.30pm, but night buses run approximately once per hour throughout the night. Though they do not always stop at Pestalozzistrasse, N3 always runs to Walter-Gropius-Platz and Kreuzzeiche, and N4 also runs to Kreuzzeiche; both stops are a 10-15 minute walk from the dorms.

Naldo (standing for **N**eckar-**A**lb-**D**onau) is the region's transportation cooperative. Students who do not have their own transport usually find it worthwhile to buy a **Naldo-Ticket** (semester ticket), which enables the bearer to use trains and buses throughout a wide area. This area is

split into a large number of subdivisions in a grid pattern (*Waben*, literally “honeycomb”). The price of your ticket depends on how many subdivisions you wish to travel across. Prices for a single *Wabe* /division, encompassing the Reutlingen city, are as follows:

- ◇ Single-person 2-hour ticket (*Einzelfahrschein*) €2.40
  - ◇ Single-person full-day ticket (*TagesTicket-Solo*) €4.00
  - ◇ Five-person full-day ticket (*TagesTicket-Gruppe*) €10.50
  - ◇ Single-person full-month ticket (*Monatskarte*) €53.80
  - ◇ Semester Ticket for students (*naldo ticket*) €84.90
- (prices correct as of June 2016)

You can purchase a “**Naldo Semester Ticket**” (season ticket) after you have registered at the University. It costs €84.90 (summer semester 2016). Tickets are available in the Tourist Information Centre downtown, or closer to campus in the stationery shop on Walter-Gropius-Platz, where you can also buy newspapers, stamps and postcards. You must present your student ID card in order to be able to buy a season ticket.

Please remember also to always carry your student ID card with you when using your Naldo semester ticket on public transport, or you may be charged a fine by the conductor / bus driver. For more information go to: [www.naldo.de/](http://www.naldo.de/) (mainly in German, but some timetable information also in English).

**Trains** to Stuttgart depart about once an hour from platform 1 at Reutlingen railway station. Trains from platform 2 go to Tübingen. Weekends and holidays are subject to different schedules, and other regulations and prices might apply.



You can reach almost any destination by train. The German railway offers several special tickets (see below, or visit the website: [www.bahn.de/](http://www.bahn.de/)).

If you intend to travel a lot during your stay in Reutlingen, check to see if it is worth buying a **Railcard** (*Bahncard*) for the whole of Germany, which will enable you to receive discounts on every train journey you make.

With a *Bahncard 25* you can save 25% of the standard travel costs. This card costs €41 (second class) for students under 26, and is valid for a year.

With a *Bahncard 50* you can save 50% of the standard travel costs. This card costs €127 (second class) for students under 26, and is valid for a year.

(Prices correct in June 2016)

If you arrive in Germany at Frankfurt/Main airport it may be worth your while to buy a Bahncard immediately, i.e. before taking the train to Reutlingen. Go to the Service Centre of the Deutsche Bahn (DB) at Frankfurt railway station with a passport photo and your student ID, and fill in the relevant form.

Important: make it clear that you only need this one *Bahncard*, which is valid for one year. Otherwise you will be sent (and billed for) a new one the following year!

Other special offers for rail travellers include the following:

Happy Weekend Ticket, €40\* (for one person, second class). Valid on Saturdays or Sundays on 2<sup>nd</sup> class trains. With up to five persons travelling together the four others pay €4 per person in addition to the basic charge and they can use all the regional IRE, RE, RB and S trains (**not** the D, IR, IC/EC and ICE trains!) throughout Germany.

Baden-Württemberg Ticket: €23\* (for one person, second class) Up to four more people can travel on the same ticket, paying €5 each in addition to the basic charge. These tickets are valid for one whole day (Monday to Sunday), starting at 9am and valid till 3am the following day (weekends from midnight to 3am the following day). Ticket-holders can use all the regional IRE, RE, RB and S trains (**not** the D, IR, IC/EC and ICE trains!) within Baden-Württemberg.

All tickets can be obtained from the ticket machines in the railway stations.

\* Note: These prices only apply to tickets bought from a machine or online. Tickets bought over the counter in the Information Centre, or on the train cost at least €2 more.



Nowadays it can be cheaper to fly than to take a train within Europe. For more information go to: [www.germanwings.de](http://www.germanwings.de), [www.airberlin.com](http://www.airberlin.com), [www.ryanair.com](http://www.ryanair.com), [www.tuifly.com](http://www.tuifly.com), [www.easyjet.com](http://www.easyjet.com).

If you have a **car**, you will need your driving licence and proper automobile insurance. Make sure these papers are valid in the countries which you plan to visit. Americans: please note that after 6 months your original driving licence will no longer be valid in Germany. You should purchase an international driving licence from AAA (automobile club) which will be valid for a year.



You can drive in Germany for one year using your international driving licence and vehicle registration. We do advise you to arrange insurance cover at home, as this can be extremely expensive if taken out with a German company. If your national driving licence does not bear a photograph, you are advised to obtain an International Driving Permit. This can be arranged cheaply and quickly via one of your national automobile associations. Weekend car rental is affordable if done in a group.

## YOUTH HOSTELS

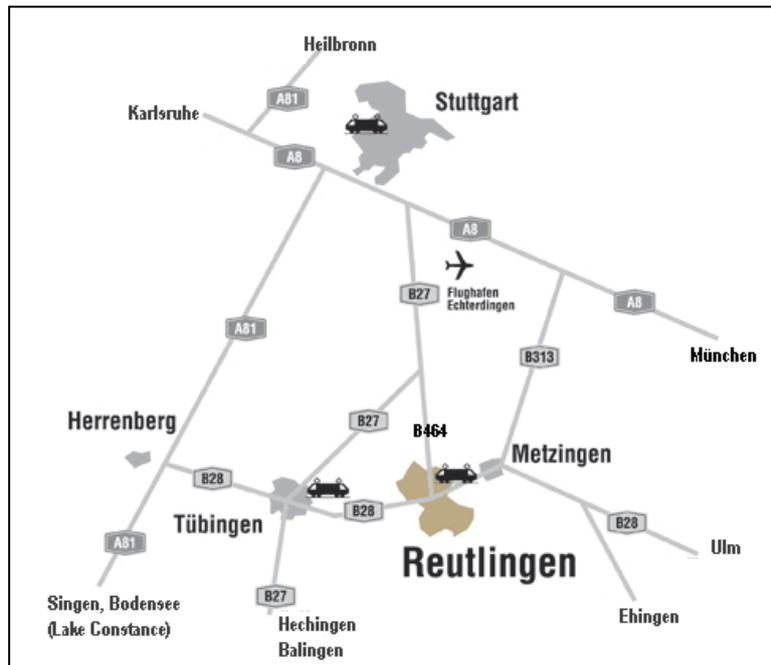
Youth hostels in Germany are organized by the DJH (*Deutsche Jugendherbergsbund*: go to [www.djh.de/](http://www.djh.de/)) For many hostels, you need a DJH or Hostelling International card, which will cost approx. €7.00 (up to the age of 26). You can buy the DHJ card at the city hall downtown or at any hostel; it is valid throughout Europe for one year. Some hostels are independent and require no membership, but most good hostels in Europe are accredited by Hostelling International (of which the DHJ is a part) and require membership for the lowest rates. Without a card, you will pay €2–8 more per night per person. If you plan on staying in a hostel more than 3–4 times per semester, a hostelling card is a good purchase.

See also [www.bed-and-breakfast.de/](http://www.bed-and-breakfast.de/) for all sorts of accommodation at good prices.

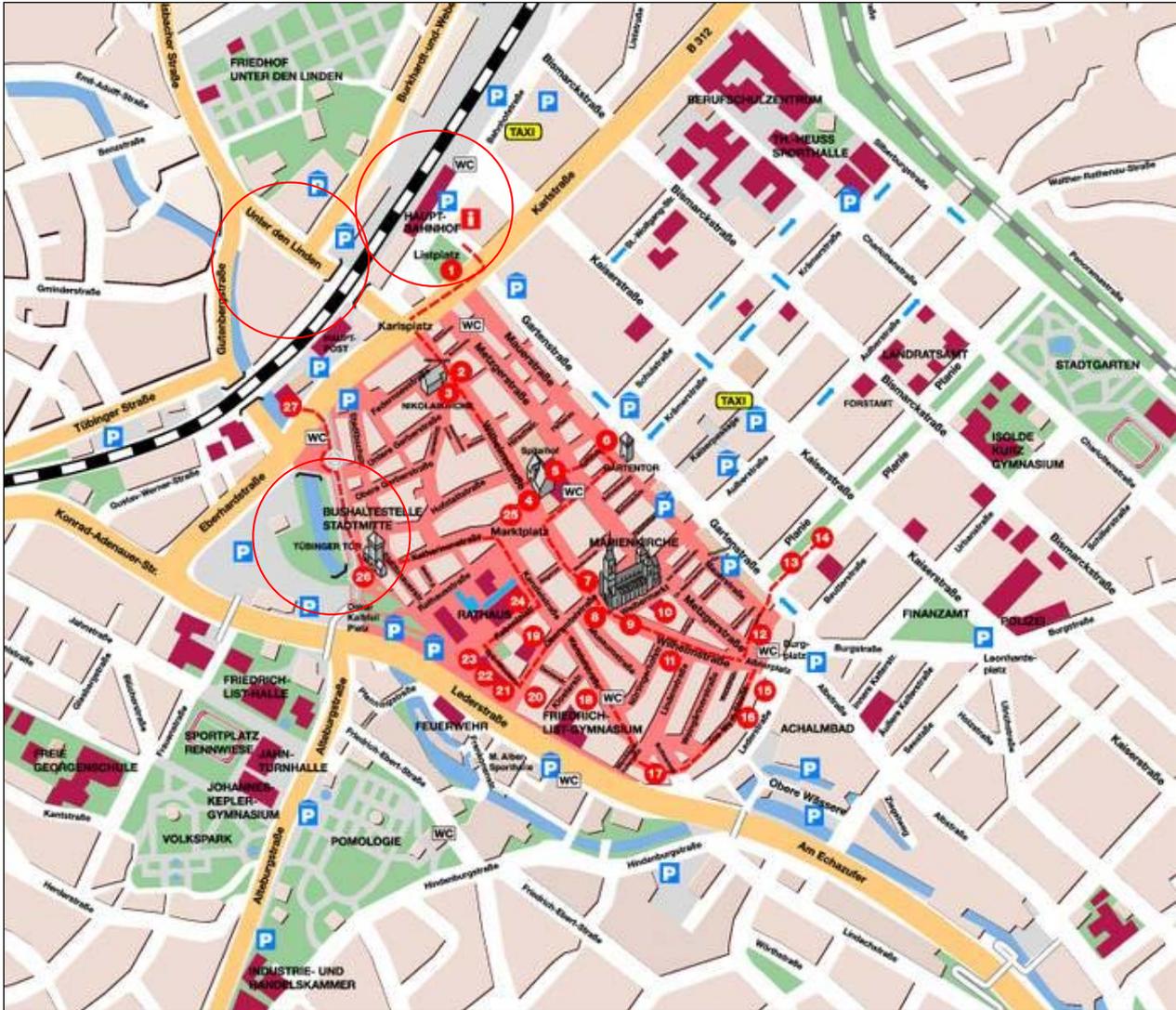
## MAPS AND GUIDES

### HOW TO REACH REUTLINGEN BY CAR

Leave Stuttgart on the B27 southbound (in the direction Reutlingen-Tübingen). Take the exit marked Tübingen/Reutlingen North onto B464 and bear to the right when entering Reutlingen. Follow signs for "Hochschulen" and "Stadion".



**REUTLINGEN CITY CENTRE**



- |  |   |
|--|---|
| 1. Statue of Friedrich List / main train station | 17. Oberes Bollwerk                           |
| 2. Tanners' and Dyers' Fountain                  | 18. Friedrich-List-Gymnasium                  |
| 3. St. Nicholas' Church—<br>"Nikolaikirche"      | 19. Local history museum                      |
| 4. Market Square                                 | 20. Marktaler Hof                             |
| 5. Hospital Court—"Spitalhof"                    | 21. Volkshochschule (continuing<br>education) |
| 6. Garden Gate—"Gartentor"                       | 22. Spendhaus art museum                      |
| 7. St. Mary's Church—"Marienkirche"              | 23. City Library                              |
| 8. Guilds' Fountain                              | 24. City hall                                 |
| 9. Church Fountain                               | 25. Marktbrunnen-fountain                     |
| 10. Museum of Natural Sciences                   | 26. Tübinger Tor                              |
| 11. Lindenbrunnen-fountain                       | 27. Stiftung für konkrete Kunst               |

Red Circles:

- ◇ Hauptbahnhof-train station
- ◇ Bus stop 'Unter den Linden' (Expresso und Bus 4)
- ◇ Bus stop Stadtmitte / Tübinger Tor



**RIO**

Reutlingen International Office

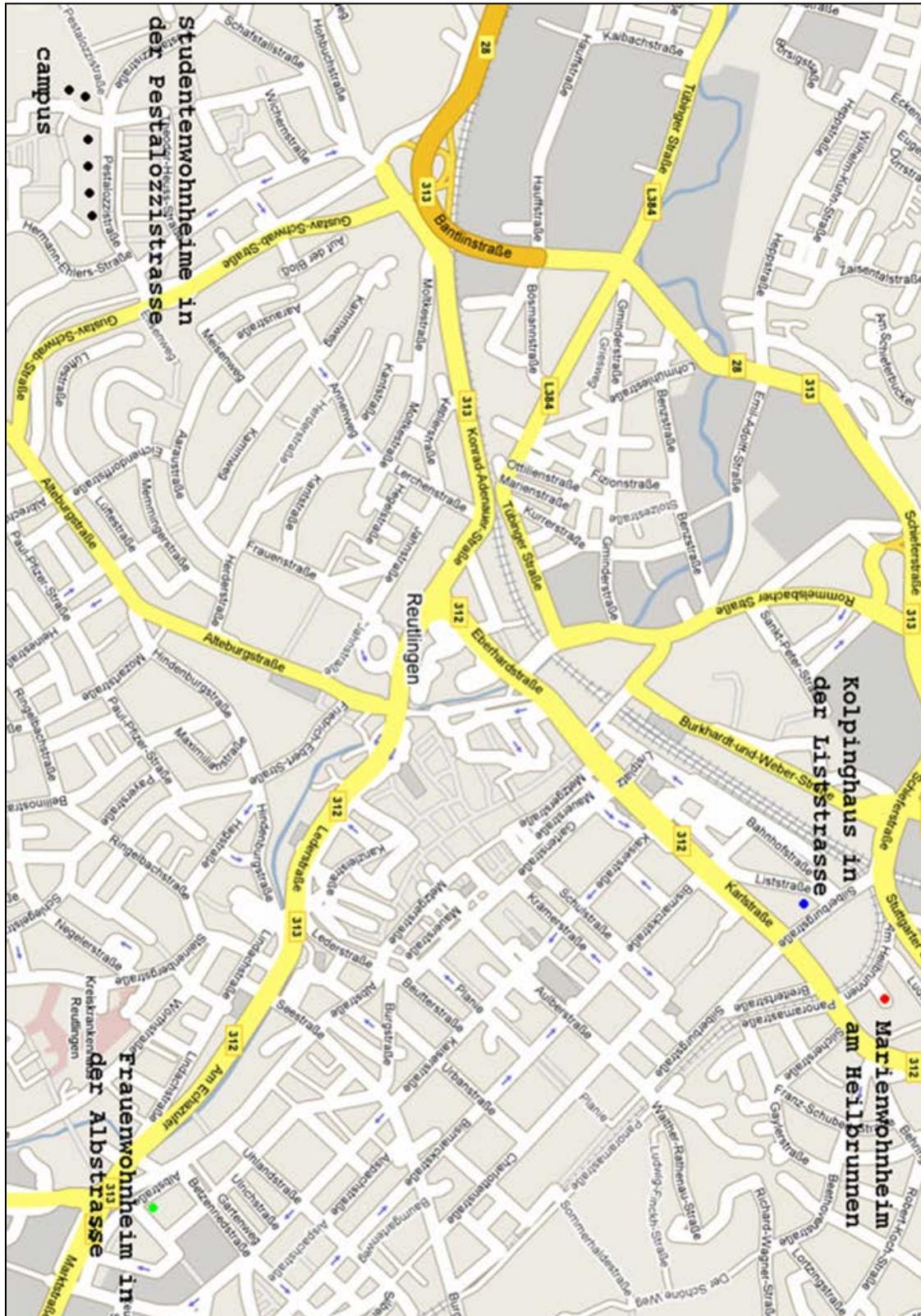


Hochschule Reutlingen

Reutlingen University

my campus

## LOCATION OF STUDENT RESIDENCES IN REUTLINGEN





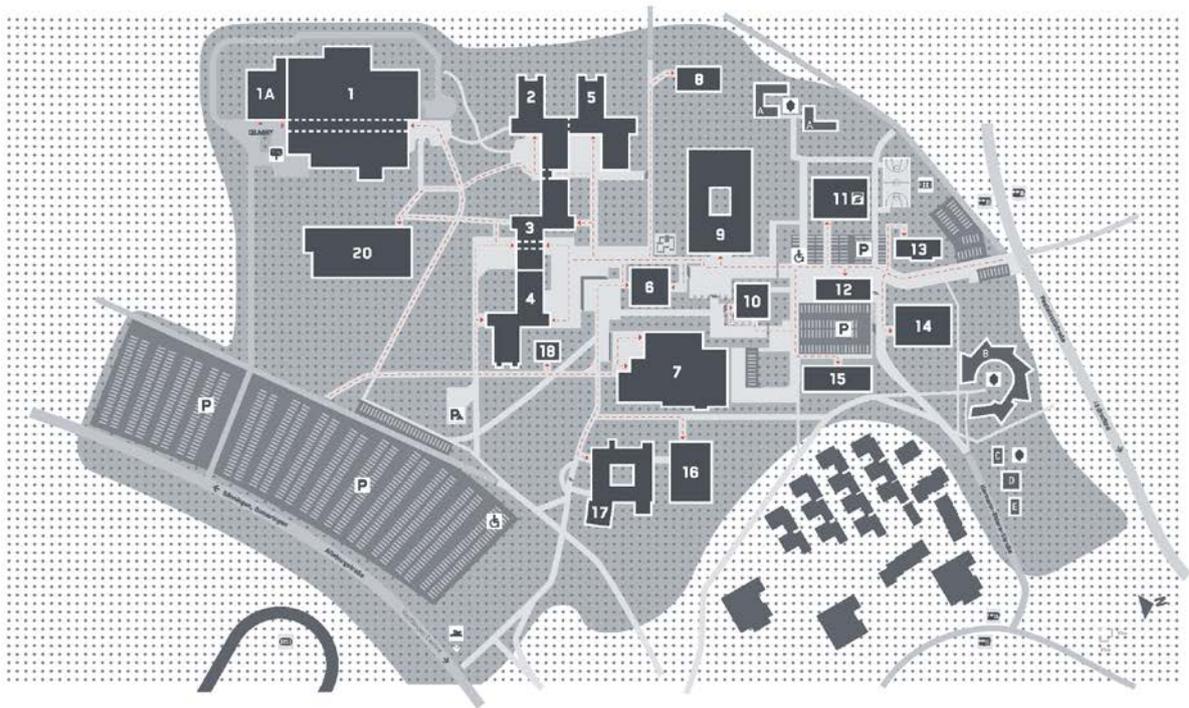
# RIO

Reutlingen International Office



Hochschule Reutlingen  
Reutlingen University  
*my campus*

## REUTLINGEN UNIVERSITY CAMPUS



- |  |  |  |
|--|--|--|
| <b>1</b> SCHOOL OF TEXTILES & DESIGN<br>PRODUCTION HALL<br>CENTRAL WORKSHOP<br>MACHINE LABORATORY<br>TEACHING & RESEARCH CENTRE<br>INTERACTIVE MATERIALS | <b>5</b> ESB BUSINESS SCHOOL<br>REUTLINGEN RESEARCH INSTITUTE<br>STEINBEIS TRANSFER GMBH | <b>13</b> DAY CARE CENTER  |
| <b>1A</b> TEACHING & RESEARCH CENTRE<br>PROCESS ANALYSIS & TECHNOLOGY  | <b>6</b> SCHOOL HALL   | <b>15</b> UNIVERSITY SERVICE CENTRE<br>BADEN-WUERTTEMBERG  |
| <b>2</b> SCHOOL OF APPLIED CHEMISTRY /<br>DEAN'S OFFICE<br>REUTLINGEN RESEARCH INSTITUTE   | <b>7</b> CANTEEN<br>FACULTY FOR SECONDARY SCHOOL<br>EDUCATION                            | <b>16</b> ESB BUSINESS SCHOOL  |
| <b>3</b> CHAIR / ADMINISTRATION<br>STUDY SERVICE CENTRE<br>INTERNATIONAL OFFICE<br>LEARNING CENTRE   | <b>8</b> DATA & MEDIA CENTRE   | <b>17</b> ESB BUSINESS SCHOOL /<br>DEAN'S OFFICE<br>KNOWLEDGE FOUNDATION   |
| <b>4</b> SCHOOL OF ENGINEERING /<br>DEAN'S OFFICE  | <b>9</b> SCHOOL OF INFORMATICS /<br>DEAN'S OFFICE  | <b>18</b> FIRST STEP - ENTREPRENEURSHIP  |
|  | <b>10</b> UNIVERSITY SERVICE CENTRE<br>BADEN-WUERTTEMBERG                                | <b>20</b> ESB BUSINESS SCHOOL<br>SCHOOL OF INFORMATICS<br>TEACHING & RESEARCH CENTRE<br>ENERGY CENTRE REUTLINGEN<br>SCHOOL OF TEXTILES & DESIGN /<br>DEAN'S OFFICE |
|  | <b>11</b> SPORTS HALL  |  |

- |   |                                   |
|---|-----------------------------------|
| Dormitories<br>A Student Service<br>B Student Service<br>C Adolf Reichwein House<br>D Theophil Wurm House<br>E Theodor Litt House | Main entrance                     |
| Bus stop, Bus route 4 und 11<br>"Hochschulen"<br>"Hermann-Ehlers-Straße"  | Barrier-free access               |
| Car park  | Stairs                            |
| Two-wheeler parking   | Open air lecture hall             |
| Disabled parking space  | Sports hall                       |
| Postbox university  | Multifunction place               |
|   | Outdoor pool with<br>wave machine |
|   | Stadium                           |

ROBERT BOSCH CENTRE  
FOR POWER ELECTRONICS  
Ofderinger Straße 50  
Reutlingen-Remmelsbach  
Office in building 4

Bus routes 3 and 9  
Bus stop "Remmelsbach Nord"  
  
L 378 direction  
Remmelsbach/ Ofderingen  
At the town's exit Remmelsbach

HERMAN HOLLERITH CENTRE  
FOR SERVICE COMPUTING BOEGLINGEN  
Danziger Straße 6  
71034 Boeblingen  
Office in building 9



Hochschule Reutlingen  
Reutlingen University



[www.reutlingen-university.de](http://www.reutlingen-university.de)  
Central number +49 07121/271-0



## EMERGENCY PHONE NUMBERS

Police		110
Fire & Medical Help		112
Accidental Poisoning		(0761) 19-24
Reutlingen Hospital		(07121) 2000
Pharmacy / Apotheke Emergency service location changes daily		<a href="http://www.gea.de/service/notdienste.65.htm">http://www.gea.de/service/notdienste.65.htm</a>
Reutlingen International Office (RIO)	 <b>RIO</b> Reutlingen International Office	(07121) 271-1006

## A-Z INDEX

Accommodation.....	10
Administration (campus).....	17
Administration (city).....	22
Bahncard.....	28
Banks.....	26
Buses.....	28
Campus map.....	34
Cars and driving licences.....	30
Computers, email, internet.....	20
Cost of living.....	11
Culture.....	14
Doctors and medical needs.....	26
Dorm life and equipment in the dorms.....	11
ECTS credits.....	17
Emergency phone numbers.....	35
Europe, Germany, Baden-Württemberg.....	2
Fees.....	18
Financial assistance.....	12
Grades.....	17
Health insurance.....	18
Internships.....	17
Language courses.....	9
Learning.....	15
Lectures.....	16
Library.....	19
Life on campus.....	10
Living in Reutlingen.....	22
Mail.....	15
Maps and guides.....	31
Mensa / Refectory / Cafeteria.....	20
Moving in to your dorm room.....	10
Naldo semester ticket.....	29
Nightlife.....	14
Photocopying.....	21
Planes.....	30
Public transport.....	28
Railcard (Bahncard).....	29
Registration / <i>Anmeldung</i> .....	22
Registration / <i>Einschreibung</i> .....	17
Religion on campus.....	15
Reutlingen and its history.....	4
Reutlingen University.....	6
Semester dates / calendar.....	16
Shopping.....	23
Social life, RIC (Reutlingen International Club).....	12
Sport, AStA.....	13
Tourist information.....	27
Trains.....	29
Travel and transport.....	28
Travelling to Reutlingen.....	28
Visas.....	22
Waste system.....	12

Work and work permits.....22  
Youth hostels .....30

**FOR YOUR NOTES:**