

Hof University of Applied Sciences

Institution Name	Hof University of Applied Sciences
Website	www.fh-hof.de
Incoming Exchange Coordinator	Sonja Andörfer
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Application Requirements	<p>Application for an international mobility at our institution is only possible by use of the online application form.</p> <p>After the application data has been submitted online, your application will be created as a PDF-Document which you must print out. The printed application form must be signed by you and the coordinator at your institution and then posted to our institution.</p> <p>Please note that our office cannot process your application without the required enclosures and signatures:</p> <ul style="list-style-type: none"> • application form • letter of motivation • 3 photos • copy of passport • health insurance information • financial statement • accommodation form <p>You will receive confirmation of receipt of your application per email. Your application will be examined and if accepted, a Letter of Acceptance will be posted to you. An administrative fee of 35 EUR is due per semester.</p>
Online Application Link	https://fh-hof.moveonnet.eu/moveonline/incoming/incoming.html
Application Deadline	Deadline Fall Semester: 30 June Deadline Spring Semester: 30 November

Academic Calendar 2009/10 and Important dates		
	Winter Semester	Summer Semester
Suggested Arrival Dates	It is sufficient if students arrive around 5 days prior to the start of their academic programme.	
Intensive Language Course / Orientation Period	17 Sept. 2009 – 30 Sept. 2009	2 weeks prior to semester
Class Dates	01.10.2009 – 25.01.2010	15.03.2010 – 31.07.2010
Examination Period	26.01.2010 – 14.02.2010	16.07.2010 – 31.07.2010
Semester Breaks	23.12.2009 – 07.01.2010	15.02.2010 – 14.03.2010

Travel Information	You can come to Hof by plane from Frankfurt/Main airport or take a train. We take care to pick up our international students upon their arrival in Hof and bring them directly to their accommodation. However we cannot guarantee this service, especially on weekends and outside normal working hours.
Visa Requirements	Please enquire at your local German embassy about any visa requirements applicable.
Residence Permit Requirements	In order to get a student residence permit, you need the following documents: <ul style="list-style-type: none"> • passport / identity card • visa (if required) • financial statement (signature of parents necessary) – or bank statement • student identity card • proof of health insurance • EU- countries: 2 identical original passport photos, no colour copy • Non-EU countries: 1 passport photo
Medical Insurance / Health Services	<p>The German government and the European Union have made it mandatory for all foreign students to have health insurance from a state health insurance provider in Germany for the entire duration of their studies.</p> <p>This health insurance is essential for a student:</p> <ul style="list-style-type: none"> • To enroll as an authorized student of the university • To get a Residence permit • To do an internship or a part-time job <p>If you do have a sufficient health insurance in your country, we need a confirmation (in English or German) from your insurance company about your</p>

	<p>insurance status. Translations need to be certified.</p> <p>If do not have sufficient health insurance coverage, you have to take out a German health insurance for students. The monthly premium will cost you around EUR 65. In this case you will be insured like any German student. Please note that this monthly premium is subject to change.</p>
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Housing Options and costs	<p>The International Office offers to book accommodation for the exchange students coming from our partner institutions. For the different types of accommodation that are available, please have a look at our housing website for international students:</p> <p>https://fh-hof.moveonnet.eu/moveonline/incoming/incoming.html</p> <p>If you would like to apply for accommodation, please fill in our Accommodation Form (available for download on the above website) and it back to us together with your application documents.</p>
Online housing links	<p>https://fh-hof.moveonnet.eu/moveonline/incoming/incoming.html</p>
Estimated costs of living	<p>In general, students should have approx. EUR 500 per month at their disposal for their cost of living.</p>

Orientation Programme	<p>For our exchange students, we offer a two-week German intensive course and orientation period before the start of each semester. During this period, you will not only meet the other international students and get to know the university. We will also help you with all administrative issues needed for studying in Hof (e.g. registration with the Foreigner's Office, enrolment, time table, rental contract, health insurance etc). Thus, you can have a relaxed start when your actual lectures begin.</p>
Courses in German	<p>Exchange students can choose their courses from any of the Bachelor programmes offered at Hochschule Hof. However, they have to fulfill the requirements of their sending institution.</p>
Courses in English	<p>We offer a wide range of courses lectured in English in the faculties Business, IT and Engineering. Every semester, courses worth at least 30 ECTS are lectured in English language. Among those courses that are taught regularly are:</p> <p>Winter semester: International Trade International Management I International Marketing European Union – History, Legal Framework and Economic Freedoms Managing Cultural Diversity Legal English II Introduction to SAP ERP Doing Business in China Managing Cultural Diversity</p>

	<p>Summer semester: International Accounting International Tax Leadership Data Analysis Legal English I The new Asian Dragons – doing Business in Asia Aviation Knowledge and Aviation Management The role of women in different cultural environments</p> <p>In addition, we offer German language courses on various levels.</p>
Language Requirements	<p>The main teaching language of all undergraduate programmes is German.</p> <p>The International Management course, Business Law as well as the Master of Supply Chain Management/ Logistics offer a range of courses in English. The Master of Software Engineering and the MBA German-Indian Management Studies are taught entirely in English.</p>
Work Load	<p>According to the guidelines of the European Commission, 60 credits represent the workload of a year of study, 30 credits are given for a semester. Credits are awarded only when the subject has been completed and all required examinations have been successfully taken.</p> <p>As an exchange student, you can take as many subjects as you wish, but it is advisable to take no more than 4-5 classes per semester.</p>
Foreign Languages	<p>Our Language Department offers courses in German, English, French, Spanish, Italian, Polish, Chinese, Russian and Czech.</p>

Other Information / Remarks	<p>For more information about Germany see sites such as http://www.deutschland.de/home.php</p> <p>For more information on living in Hof, visit http://www-englisch.fh-hof.de/living-in-Hof.1311.0.html?&no_cache=1</p> <p>For more information about the city of Hof, visit http://www.stadt-hof.de/hof_deu/index.htm</p>
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