

# Study Abroad Program

## at Hof University of Applied Sciences

### University details

Hochschule für Angewandte Wissenschaften /  
University of Applied Sciences - Hof

Alfons-Goppel-Platz 1  
95028 Hof, Germany

[www.hof-university.de](http://www.hof-university.de)

Erasmus code: D HOF01

EHCE: 28328-LA-1-2014-1-DE-E4AKA1-ECHE

PIC: 949478002

### Head of International Office

*University co-operations*

#### Susanne Krause (Ms)

Phone: +49 9281 409 3311

Fax: +49 9281 409 55 3311

[susanne.krause@hof-university.de](mailto:susanne.krause@hof-university.de)



### International Student Coordinator incoming / outgoing

*Departments of Engineering and  
Computer Science*

#### Philippa Kauper (Ms)

Phone: +49 9281 409 3314

Fax: +49 9281 409 55 3314

[philippa.kauper@hof-university.de](mailto:philippa.kauper@hof-university.de)



### International Student Coordinator incoming / outgoing

*Department of Business*

#### Marta Malik (Ms)

Phone: +49 9281 409 3313

Fax: +49 9281 409 55 3313

[marta.malik@hof-university.de](mailto:marta.malik@hof-university.de)



### Erasmus Coordinator

*Staff and Teaching mobility*

#### Jörg Noldin (Mr)

Phone: +49 9281 409 3316

Fax: +49 9281 409 55 3316

[joerg.noldin@hof-university.de](mailto:joerg.noldin@hof-university.de)



# Academic Calendar Hof University



Orientation Week (mandatory)  
/ German Language Course

Semester Period

Lecture/Exam Period

Lecture-free period

## Winter Semester

Last two weeks of September

October 1<sup>st</sup> – March 14<sup>th</sup>

**October 1<sup>st</sup> – February 15<sup>th</sup>**

February 16<sup>th</sup> – March 14<sup>th</sup>

## Summer Semester

First two weeks of March

March 15<sup>th</sup> – September 30<sup>th</sup>

**March 15<sup>th</sup> - July 31<sup>st</sup>**

August 1<sup>st</sup> – September 30<sup>th</sup>

## Academic Offer

### Undergraduate programs



- Business Administration B.A. (Ger)
- Business Administration Dual B.A. (Ger)
- Computer Science B.Sc. (Ger/individual study projects in Eng)
- International Management B.A.(Ger/Eng)
- Mechanical Engineering B.Eng. (Ger)
- Mechanical Engineering International B.Eng. (Ger/Eng)
- Media Design B.A. (Ger)
- Media Informatics B.Sc. (Ger)
- Mobile Computing B.Sc. (Ger)
- Textile Design B.A. (Ger/Individual study projects in Eng)
- Environmental Engineering B.Eng. (Ger/Eng)
- Materials Engineering B.Eng. (Ger/Eng)
- Business Information Systems B.Sc. (Ger)
- Business Law LL.B. (Ger/Eng)
- Industrial Engineering B.Eng. (Ger/Eng)
- Innovative Textiles B.Eng. (Ger/Eng)

### Postgraduate programs



- Applied Research in Computer Science M.Sc. (Eng)
- Global Management M.A. (Eng)
- Internet-Web-Science M.Sc. (Ger/Eng)
- Supply Chain Management/Logistics M.Sc. (Ger/Eng)
- Master Informatics M.Sc.(Ger)
- Marketing Management M.B.A. (Ger)
- Mechanical Engineering M.Eng. (Ger)
- Human Resources and Labor Law LL.M. or M.A. (Ger)
- Project Management M.Eng. or M.A. (Ger)
- Composite Materials M.Eng. (Ger)

# Application Process

Every student has to be officially nominated by the International Office of his/her home institution via e-mail.

Exchange students need to apply through an online application system (see link below). Please note that our office cannot process the application without the required enclosures and signatures.

## Application Requirements

- Current academic transcript of records in English language (PDF)
- Passport photo in high resolution (JPG)
- Copy of passport or ID Card (for EU citizens) (PDF)
- Proof of health insurance (PDF)
- Signed and stamped Declaration form (PDF)
- *Letter of motivation (only double degree applicants)*
- *Short portfolio (only Textile Design applicants)*



Admission letters will be sent approximately one week after the application deadline.

### Administrative fee

A contribution to the student services amounting to **94.54 €** is due per semester. The amount is subject to change.

### Online Application Link

[Application form English](#)

## Deadline

Winter semester: **May 31**  
Summer semester: **October 31**



# Further Information

## Meet and Greet Service



During the arrival days, we offer pick up service from the main train station Hof. Our student assistants will bring you directly to your accommodation.

## Visa Requirements



Please enquire at your local German embassy about visa requirements applicable.

## Medical Insurance / Health Service



The German government and the European Union have made it mandatory for all foreign students to have a health insurance for the entire duration of their studies.

Students from **EU partners** must present the European Health Insurance Card. It is essential that the Insurance Card is valid for the entire study period.

Students from **Non-EU partners** need to take out a health insurance, which covers the entire study period.

In case a sufficient health insurance from the home country is available, we need a confirmation (in English or German) from the insurance company about the insurance status. Please note that translations need to be certified!

In case the existing health insurance is not covering the study abroad, an additional insurance must be taken out. Please compare several companies, decide independently, and let us have a confirmation letter.

## Housing Options and Costs



**Please note:** Earliest possible time for moving in: Summer: **March 1<sup>st</sup>** / Winter: **September 1<sup>st</sup>**

Exchange students from our partner institutions may either live in our dormitory in a single room, in one of the "Diakonie" dormitories in a single- or a double room, or in a shared flat.

**Costs: approx.** 200 - 280 €/per month plus electricity, water, internet, heating, furniture.

### Housing Opportunities:

The accommodation form will be downloaded together with the application form. Please upload the accommodation form together with the application documents.

Our Housing Service can help you find an apartment only if successfully applied.



**In general, students should have approx. 735 € per month at their disposal for their cost of living.**

## Orientation Week



For all international students we offer a two-week Orientation Period before the start of each semester. During this period, the students will not only meet the other international students and get to know the university. We will also help with all administrative issues needed for studying in Hof (e.g. city registration, residence permit, enrolment, timetable, and so on). Moreover, there will be an Intensive German language course. This period will guarantee a relaxed start before the actual lectures begin.

## Language Requirements



For lectures held in **English**: at least B2 according to the Common European Framework of Reference for Languages.

For lectures held in **German**: at least B2 according to the Common European Framework of Reference for Languages.

## Subject choice



Exchange students (**undergraduate**) can choose their subjects from any of the Bachelor courses offered.

Exchange students (**postgraduate**) can choose their subjects from any of the Bachelor and Master courses offered. However, all exchange students must fulfill the requirements set by their home institution.

## Workload



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.

Exchange students can take as many subjects as they wish but it is advisable to take no more than 30 – 35 credits.

## Interesting Websites:

- [Exchange students of Hof University](#)
- [Hof University](#)
- [DAAD](#)
- [Study in Germany](#)
- [About Germany](#)
- [About Hof](#)