

INTRO2THL

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INTRO2THL

Welcome to this guide book for international students at Technische Hochschule Lübeck!

Here you can find information, contacts and links to resources you may need for your stay. It is part of an online course on the Digital Campus platform.



The Online Course will give you a brief introduction to the topics you need to be aware of for your international studies at TH Lübeck. You will also find links to relevant sections here in the guide book, further information, more details and useful contacts.

The online course will lead you through all important topics and more information. This way, you will already have had a brief introduction to many of the topics. The search option / glossary will help you find the topics you need.



INTRO2THL

1 Towards studying at THL

2 Planning your time at HL

3 First days in Lübeck

4 First steps at THL

5 Academic life

6 Services by THL

7 Contact information

1 Towards studying at THL

Studying at TH Lübeck would be one of the greatest decisions of your life. Here are **five reasons why TH Lübeck is a wonderful learning environment** and potentially the perfect match for you.

It's smaller and prettier

TH Lübeck is not huge and overwhelming like most universities. You can therefore relax and enjoy the beautiful architecture and greenery in and around the university because neither will you lose your way nor get lost at TH Lübeck.

There is a slightly smaller number of students here than at other universities, so your lecturers will always know nearly everyone's name, and you'll always have easy access to the resources you need.

The campus is light and open, with a mixture of new and old architecture; the newest building, which was only inaugurated towards the end of 2019, stands tall among some of the most magnificent new architecture which will surely bring out the modern feeling in you.

Interesting and Supportive Professors

TH Lübeck lecturers are very enthusiastic and ready to answer any questions, finding ways to make what they're teaching engaging and unpack more difficult content by linking it to things in the media or other sources. Lecturers consistently make their teaching interesting and are always there to help. Classes are also small in size, open and relaxed and don't really feel like work.

Plus, because it's a smaller university, you're far more likely to get the help and support you need. It is possible to book time with tutors in advance to get the help you need. This enables students to maintain high marks on all their work throughout the year. On each occasion, the feedback received goes into so much detail, that it is always clear where students had slipped up and how they could go on to fix it the problem.

There are plenty of campus events to keep you entertained

The campus and its environs is always a beehive of activities. Hochschulsport offers students incredible sport and games. Students are always spoiled for choices. In addition, you can go to a museum, a cinema or a theatre, you can sit in a beer garden, you can go for a walk on a beach, you can swim in a lake, or visit friends.

It is a place of history, of modernity, of great minds and of adventure. Every corner offers a new surprise. The past year has been one of the best years of my life so far and I cannot wait to find out what happens next. So, tell me, will York be your next adventure?

Supportive student community

This is a massive bonus if you're nervous about moving away from home for the first time or just want a comfortable environment you can adjust to quickly. The support systems in place, namely the Students Union and International Office Team, are excellent at responding to students efficiently and finding the right course of action for every individual.

Boost your Potential and CV

From sports to journalism, there is a bit of everything at TH Lübeck, and it's great that the university openly encourages you to try new things and see what works for you. Through the activities you engage in, you'll discover new skills and make friends with like-minded people who are studying across a range of different courses. You might even go full circle and sign up to be a student ambassador to help prospective students find out if this is the right place for them on open days next year.

In the following sections of this chapter we will give you an overall introduction to the study opportunities at THL and the application process.

1.1 The difference between UAS and Uni

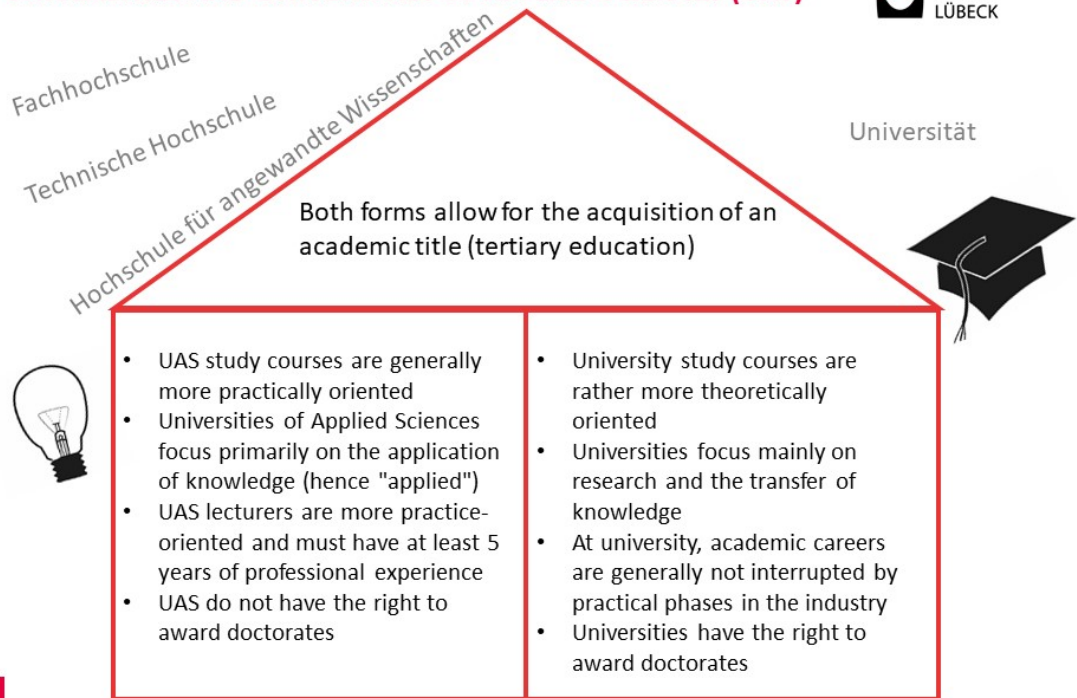
TH Lübeck is technically a **university of applied sciences (UAS)** (variations in German: *Hochschule für Angewandte Wissenschaften*, *Fachhochschule* or sometimes *Technische Hochschule*). Other institutions for higher education are called **university** (in German: *Universität*).



But what exactly distinguishes German universities and universities of applied sciences from each other?

For a first overview, have a look at this illustration:

THE DIFFERENCE BETWEEN UNIVERSITIES AND UNIVERSITIES OF APPLIED SCIENCES (UAS)



▣ The difference between universities and universities of applied sciences (UAS)

Both forms of higher education allow for the acquisition of an academic title (tertiary education). UAS study courses are generally more practically oriented, whereas university study courses are rather more theoretically oriented.

- Universities of applied sciences focus primarily on the application of knowledge (hence "applied").
- Universities focus mainly on research and the transfer of knowledge.
- UAS lecturers are more practice-oriented and must have at least 5 years of professional experience.
- At university, academic careers are generally not interrupted by practical phases in the industry.
- Universities have the right to award doctorates UAS do not. However: it is possible to obtain a doctorate with a UAS degree at a university (depending on the university's doctoral regulations) or take part in one of many cooperations, e.g. the doctoral candidate works at a UAS, while his supervisor belongs to a university.



This comparison is for informational purposes only. If you are not sure whether you would like to study at a university or a university of applied sciences, have a look at your favorite study course both at a university of applied sciences and at a university: Look into the module manuals and evaluate what you are interested in and what suits

you better. Do not let yourself be influenced by the opinions of others; no university form is better or worse, just different. Find out which one suits you best.

1.2 Study opportunities at THL

Technische Hochschule Lübeck offers 36 bachelor and master degree programs in four departments.

Department of Applied Natural Sciences

In the **department of Applied Natural Sciences**, study and research concentrates on finding solutions for technical and applied problems based on scientific methods. The offered study programs focus on

- Health Science, Biomedical Engineering
- Industrial Biochemistry and Chemistry
- Environmental Engineering
- Physical Engineering

Department of Architecture and Civil Engineering

The Lübeck model in the **department of Architecture and Civil Engineering** is determined by the interdisciplinary, project oriented cooperation between architects, engineers and urban planners. Due to its strong regional network, students are involved in local projects and get first-hand information and work experiences. Focus:

- improvement of existing infrastructure
- architecture for the health sector
- smart cities and urban structures
- civil engineering for the water sector

Department of Electrical Engineering and Computer Science

The **department of Electrical Engineering and Computer Science** trains broadly based engineers and excels in application-oriented research and transfer services. The department is home to the Competence Center CoSA (Communication, Systems, Applications) that deals with future topics such as digitization, renewable energies and medical technology. The department focusses on:

- Electrical Engineering
- Computer Science

- Design & Usability
- Online Teaching

Department of Mechanical Engineering and Business Administration

The largest department, the **department of Mechanical Engineering and Business Administration**, impresses with its innovative and broad range of studies and transfers, based on the fusion of technology and business. It focuses on:

- Mechanical Engineering
- International Economy
- Health Management
- Logistics
- Entrepreneurship & Foundation in form of the Institute for Entrepreneurship and Business Development.

Study courses, like Business Administration and Engineering - Food Industry, B.Eng are the direct result of the close cooperation with the local economy and industry.

Further study programmes

While most of the degree programs are primarily taught in German, TH Lübeck also offers international master degree programs taught exclusively in English: Biomedical Engineering, Mechanical Engineering and Water Engineering.

Technische Hochschule Lübeck also offers three double degree programs in cooperation with the Milwaukee School of Engineering. Students apply for the regular bachelor study program in Mechanical Engineering, Electrical Engineering or Business Administration and Engineering. After the second year, students can apply for the double degree track if they meet the requirements. Language of instruction in the first two years is German.



The TH Lübeck has produced a number of videos to present its study programs. Most of them are in German, and not all of them have English subtitles. But if you already speak German and want to get an insight, there are two playlists on YouTube that we like to recommend to you:

- [Study programs](#) , in some cases also explained in more detail, and
- [Study program of the month](#) , a more recent video series that mainly features students talking about their studies.

1.3 Requirements for studying at THL

The application requirements depend on the level, on which you want to start here. On this page we summarize what you need to start a **bachelor programme** in first or **higher semester** as well as a **master programme** at TH Lübeck.

Application Requirements for Bachelor Programmes



What are the application requirements for Bachelor programmes?

You will need

- a **Secondary School Leaving Certificate** or some kind of **alternative** (see below), and
- a **German Language Proficiency**



For admission to some courses or study programmes, there might be further requirements. E. g. the degree course in Hearing Acoustics, B.Sc. , needs additional proof of vocational training in hearing aid acoustics is mandatory. Please check the information of these programmes, too.

Secondary School Leaving Certificate

Secondary school leaving certificate is a prerequisite for admission to an undergraduate course of study at the Technische Hochschule Lübeck. The so called *Hochschulzugangsberechtigung* – or “university entrance qualification” is only admissible if it is equivalent to the German higher education entrance qualifications (e. g. *Allgemeine Hochschulreife (Abitur)*, *Fachhochschulreife*). An applicant's eligibility for admission is normally determined on the basis of the secondary school leaving certificate (*Maturität*, Baccalaureate, high school diploma, etc.). For some countries of origin, you are also required to have passed a university entrance exam and/or provide evidence of any time you have already spent at university.

You can read [more about the recognition of documents here](#).

FAQ concerning alternatives

Can I study at TH Lübeck if my high school certificate is not recognised in Germany?

If your secondary school certificate is deemed insufficient for study in Germany, you will have to attend a **foundation course (“Studienkolleg”)** before you are allowed to enrol. We will provide more information on this in this section.

Is it possible to study at TH Lübeck if I lost my academic documents?

Yes, there is an option via passing an aptitude test (TestAS).

I have a Master Craftsman's Examination certificate or high qualifications in vocational training. Is it possible to study at TH Lübeck with this qualification?

Yes, we also have an option to step into our study programmes with that. You can find more information on this here.

Does TH Lübeck offer university foundation course for refugees?

Yes, there is an opportunity within the LINKplus project.

German Language Proficiency

At TH Lübeck, knowledge of German is a prerequisite for admission for nearly all degree programmes.



Which German language proficiency requirements do I need to study at TH Lübeck?

Accepted German language certificates include:

DSH

DSH German language examination for university admission: at least overall level 2

TestDaF

TestDaF level 4 (all parts of the test)

Goethe Institut

- Goethe Certificate C2: Großes Deutsches Sprachdiplom (GDS). Please careful: C1, B2, B1 are not sufficient for admission!
- Goethe Certificate C2 examination: major German Language Diploma or one of the former minor or major German Language Diploma or the Central Advanced Language Test of the Goethe-Institut (till 2011), or Großes Deutsches Sprachdiplom" exam (since 2012)

Studienkolleg

Assessment exam after attending the Studienkolleg

KMK

German Language Diploma (stage II) from the German Standing Conference of Ministers of Education and Cultural Affairs (Kultusministerkonferenz, KMK)

Telc

Telc Deutsch C1 Hochschule Certificate

The necessary language skills must be demonstrated at the time of application.



notice

You don't need to take these tests if you have earned an "Abitur" from a German-language secondary school.

Application Requirements for Higher Semester



question

I began my studies abroad. Is it possible to continue and complete my studies at TH Lübeck?

A university transfer or a change of study program within the Technische Hochschule Lübeck to a higher semester is only possible if you have completed enough creditable work for the new study program. If this is not the case, you would have to apply for the first semester within the regular application period. Therefore, please apply in advance for a placement certificate from the examination board of the responsible department at Technische Hochschule Lübeck. Please contact the responsible department secretariat directly to find out which documents have to be submitted.

Exception

If you have previously studied the same course of study at another university of applied sciences, no certificate of placement is required. In this case, you will automatically be placed in the consecutive semester. For applicants who have acquired their university entrance qualification outside of Germany, a direct application is only possible if 90 ECTS at a German university and sufficient German language skills are proven. Otherwise the application must be made via uni-assist.

If a required course examination is ultimately not passed, further study in the same course of study at the same type of university is not possible according to the applicable regulations.

Therefore, if you have definitively failed a course of study at a university, further study at the Technische Hochschule Lübeck in the same course of study is permitted. However, if you have definitively failed a course of study at a university of applied sciences, you cannot continue your studies in the same course of study at the TH Lübeck.

Application Requirements for Master's Programs



question

What are the application requirements for Master programmes?

Bachelor's Degree Certificate and Transcripts

Bachelor of Science (B.Sc.) or Bachelor of Engineering (B.Eng.) degree is a pre-requisite for admission to graduate studies at TH Lübeck. Admission requirements vary from program to program. Therefore close attention should be paid to the specific admission information for the Master's program in question. In general, the overall grade of the Bachelor's degree for most of these programmes must be equivalent to at least a grade of 2.5 in the German grading system with a minimum of 210 Credit Points. The degree certificate (certificate of graduation, examination certificate) needs to be submitted with the application.



Application is not possible in the absence of the final degree certificates.

Proof of English Proficiency

If you are not a native English speaker, an internationally accepted language test certificate such as the TOEFL, IELTS or Cambridge Certificate is a prerequisite. A score of at least 80 points (internet based TOEFL) or 550 points (paper based TOEFL) or a comparable result in another international test is required. This requirement is mostly applicable to master's programmes.

Exeptions

The following exceptions may apply:

- English was the primary language of instruction for your school education
- at least six months of working or studying in an English speaking country
- a minimum of 5 years continuous language lessons in English during school education
- English was the official language of your previous Bachelor or Master studies

Applicants must support these exceptions with adequate and officially certified documents.

1.3.1 Academic bridging course: Studienkolleg



Can I study at TH Lübeck if my High School certificate is not recognised in Germany?

"Remark: If your high school certificate is recognised in Germany, you do not need this section and can go on to the next one."

TH Lübeck accepts **Studienkolleg Certificate (FSP)** as a valid university entry qualification. Studienkolleg offers academic bridging courses to prepare university applicants for doing a degree programme at a German university.



If you have earned a school leaving certificate which entitles you to go to university in your home country, which is, however, not recognised as a higher education entrance qualification (*Hochschulzugangsberechtigung, HZB*) in Germany, you must attend a Studienkolleg before you start your studies.

This is required when the school system, the teaching contents, or the duration of school attendance differs from those in Germany, so preparatory studies at a Studienkolleg are mandatory in order to be able to study successfully. Even though the mode of instruction, comparable requirements, and common goals held at the Studienkollegs are identical, teaching contents and application procedures may differ from Studienkolleg to Studienkolleg, or in the individual federal states.

Specialised Courses offered by Studienkollegs

Studienkollegs offer the following specialised courses as preparation for studying *at a university*:

- **M-course:** for medical, biological and pharmaceutical degrees
- **T-course:** for mathematical, science or technical degrees
- **W-course:** for business, economics and social science degrees
- **G-course:** for humanity degrees or German studies
- **S-course:** for language degrees

Studienkollegs offer the following specialised courses as preparation for studying *at a university of applied sciences*:

- **TI-course:** for technical and engineering degrees
- **WW-course:** for economics and business degrees
- **GD-course:** for design and art degrees
- **SW-course:** for social science degrees

Steps to Study at TH Lübeck via Studienkolleg

1. Contact the Studienkolleg of your choice concerning the documents needed for your application. **Each Studienkolleg has different admission requirements and deadlines**, so it is important to contact each Studienkolleg relevant for you, or to check their websites.
2. The application for some of the Studienkollegs needs to be submitted via uni-assist, others will accept direct applications. Check which way is the right one for the Studienkolleg of your choice.
3. Prepare for and take the entrance exam. The individual Studienkollegs have different entrance exams, so it is important to look for information and mock exams on the Studienkollegs' websites. Some will have a mathematics exam and a German exam, while others will only have a German exam. Pass the final examination and obtain the FSP certificate.
4. Apply at TH Lübeck.

1.3.2 Alternative university entrance qualification

"Remark: If your high school certificate is recognised in Germany, you do not need this section and can go on to the next one."

In Schleswig-Holstein, the following special university entrance options are available to **people who do not have a school-based university entrance qualification** but a special professional qualification.

Aptitude Test: TestAS



Is it possible to study at TH Lübeck if I lost my academic documents?

The TestAS is a standardised exam which allows universities to compare the scholastic aptitude of their prospective students. TH Lübeck recognises the test results as an alternative for those applicants **who have lost their secondary school leaving certificates**.

The test comprises of three parts:

1. the "onScreen" language test,
2. the Core Test and
3. four subject-specific test modules, including:
 - 3.1. Humanities, Cultural Studies and Social Studies

3.2. Engineering

3.3. Mathematics, Computer Science and Natural Sciences

3.4. Economics

With a maximum score of 130 points, whereby a score of 95 points and above is equivalent to the German Abitur level.

Holding a Master craftsman's examination



I have a Master craftsman's examination certificate. Is it possible to study at TH Lübeck with this qualification?

A **master craftsman's examination or similar advanced training** (such as state-certified technician, business economist, certified specialist) entitles the holder to study in all Bachelor's degree courses in accordance with § 39 of the Higher Education Act, provided that the courses comprise at least 400 teaching hours.

If the higher education entrance qualification does not show an average grade that is determined by a decimal point, a special certificate of the average grade of the institution at which the degree was obtained must be provided. Those who do not provide evidence of an average grade will be placed after the last application with an ascertainable average grade.

The application does not require any special form and is submitted online via university website within the regular application deadlines.

University Internal Aptitude Test

This test applies to persons **without a school-based higher education entrance qualification but particularly high qualifications in vocational training, in employment or in further education**. The university aptitude test is an individual oral examination. It is a one hour test that consists of a general and subject-specific specialist sections. The general section is based on social, economic or cultural topics, including skills and knowledge in mathematics, in a natural science and in a foreign language. The subject-specific examination section focuses on the essential requirements of the intended course of study.

Admission requirements for the university aptitude test are:

- Completion of at least two years of vocational training in a field related to the intended course of study, which is recognised under federal or state law, and
- Proof of at least half of the regular working hours of a three-year working experience in a field related to the course of study, which must be proven by a certificate of employment.

- A qualified study consultation certificate by the responsible department.
- The examination is subject to a fee (141 €).



Contact

If you have any questions, please [tel:04513005012 call (0451) 300-5012] or send an [mailto:studyinfo@th-luebeck.de e-mail].

1.3.3 Trial study



question

What other possibilities are available for me if I don't possess official academic qualifications?

"Remark: If your high school certificate is recognised in Germany, you do not need this section and can go on to the next one."

Persons **without a school-leaving certificate but with a qualified vocational training and work experience** can **apply for a course of study at TH Lübeck**. In the courses of study with restricted admission, 1 or 2 trial students can be admitted per semester (depending on the admission capacity of the course of study). There is no space restriction in the free-admission programmes. In both cases, the following requirements must be met:

- Proof of **completed vocational training** with at least satisfactory grades and at least **three years' work experience** in the learned profession (periods of training notwithstanding)
- Proof of professional relationship between the training, the work experience carried out and the chosen course of study.
- Applications are submitted by filling in the relevant application form within the regular application deadlines.
- A limited admission is not possible if the applicant has already been enrolled for a limited period of time at another university in the state of Schleswig-Holstein.

Alternatives to the three years' work experience requirement include:

- a compulsory service in the armed forces, in the Federal Border Guard, in a civil defence association or in an alternative or equivalent temporary service
- service in development aid under the Development Aid Act,
- the voluntary social year (FSJ) in accordance with the law on the promotion of a voluntary social year or the voluntary ecological year
- the independent management of a family household with at least three persons or with at least one person in need of upbringing or care



If you have any questions, please [tel:04513005012 call (0451) 300-5012] or send an [mailto:studyinfo@th-luebeck.de e-mail].



1.3.4 LINKplus

Does TH Lübeck offer University foundation course for refugees?

"Remark: LINKplus is a special programme for asylum seekers. If this does not apply to you, you do not need this section and can go on to the next one."

LINKplus is a preparatory programme that enables asylum seekers with no formal university entry qualification to get admission into a course of study at the Technical University of Lübeck. This three-semester program issues certificates upon successful completion, which are recognized as TH Lübeck study entry qualification.



[More information about LINKplus can be found on the TH Lübeck web page .](#)

1.4 Application process

On the next pages, we will describe the application process.



1.4 Application process

1.4.1 Application Deadlines

1.4.2 Recognition of Documents

1.4.3 Application Procedure



1.4.1 Application Deadlines

Deadlines for the Internal Aptitude Test

- For the following **winter semester**: 15th April
- For the following **summer semester**: 15th October

The application is not made online via TH Lübeck website, but in writing using the Application Form for Internal Aptitude Test [Application Form for Internal Aptitude Test \(PDF\)](#).



[Please have a look at current dates and information](#)

TH Lübeck Foundation Course LINKplus Program



The application phase for the following academic year is open **until end of February**.

Academic year begins in April every year.

1.4.2 Recognition of Documents

Before applying at TH Lübeck, it is extremely important to pre-check whether your university entrance qualification is recognised in Germany. The German Academic Exchange Services DAAD entrance qualification database [DAAD](#) or [Anabin Database](#) can help you with this.

Official recognition of foreign academic certificates can be made through:

Statement of Comparability

The Statement of Comparability is an official document issued by the "Zentralstelle für ausländisches Bildungswesen" (Central Office for Foreign Education – [ZAB](#)) that describes the foreign higher education qualification, its professional and academic usage. This document can also be obtained from the [Ministry of Education](#) , Science and Culture in Kiel.

Evaluation Report or Preliminary Review Documentation

The [Vorprüfungsdokumentation](#) is a document detailing which educational certificates [certificates](#) were presented how uni-assist evaluates these educational certificates uni-assist rates the grades within the German system framework.

Placement Certificate (Einstufungsbescheinigung)

This internal document issued by the relevant TH Lübeck faculty as recognition of semesters studied in foreign universities. It mostly applies to higher semester applications.

1.4.3 Application Procedure

There are three main channels through which one can apply for studies at TH Lübeck. We describe all of them on the next pages.



1.4.3 Application Procedure

1.4.3.1 Via TH Lübeck Website

1.4.3.2 Via uni-assist

1.4.3.3 Via hochschulstart.de

1.4.3.1 Via TH Lübeck Website

The **online application directly via the TH Lübeck website** is the standard way to do that.

Direct application is applicable to applicants with:

- European High School Certificate
- Assessment Certificate at a preparatory college (Studienkolleg)
- LINKplus Certificate
- Certificate of Equivalence from the Ministry of Education.
- Statement of Comparability
- Evaluation Report or Preliminary Review Documentation (Vorprüfungsdokumentation, in short VPD):
- TestAs Certificate

Steps

1. TH Lübeck has two different online application portals to find out whether you have to apply online via the THL application portal or whether you should submit your application via Hochschulstart.
 - for Bachelor study programs or
 - for Master study programs.
2. Follow the on-screen instructions and enter your data at the application portal.
3. **Print out** the generated application form, **sign it** and **send it with all necessary documents** by post to the Admissions Office of the TH Lübeck **within the application period**.
 - Be careful: An unsigned application is considered null and void.

- For Bachelor programmes with no admission restrictions, you will receive the admission confirmation together with the generated application form at the end of the online application process.
4. Generally, only one application for admission should be submitted, except for application via [Hochschulstart](#) ([find more information on here](#)).

1.4.3.2 Via uni-assist

All applicants who acquired their university entrance qualification outside the Federal Republic of Germany apply via uni-assist, the Service Centre for International Student Applications. Uni-assist evaluates the study qualifications for the chosen degree programme on behalf of the TH Lübeck.

The Application Procedure



Go to the [uni-assist](#) website. For a detailed description of the application procedure, please read the [Uni-Assist checklist](#) (PDF).

Application processing usually takes **about 4 to 6 weeks** after receipt of application and payment. Uni-assist will inform you of the result of the examination in the form of a letter and an e-mail.

If you meet the admission requirements, uni-assist will send your application documents to TH Lübeck.

- If you apply for a **course of study with restricted admission**, you will be included in the selection process, which will take place **approx. 4 weeks** after the application deadline after which you will then receive written notification.
- If you apply for an **admission-free degree programme**, we will send you the admission documents by post and, if necessary, by e-mail **approx. 2 to 3 weeks** after uni-assist has sent them to us.



Very important information for studying **Architecture, Civil Engineering, Business Administration and Industrial Engineering and Management**

- These applications must be made through uni-assist at a fee. The [application via hochschulstart.de](#) is not possible for German and foreign applicants who have acquired a university entrance qualification outside of Germany.
- But nevertheless, before you apply via the uni-assist portal, you first have to **register on the website of the Foundation for University Admissions hochschulstart.de**.

- You will receive a **two-part identification number** consisting of BID (applicant ID) and BAN (applicant authentication number).
- The BID and BAN must then be entered in the uni-assist portal when applying.
- Please do not apply additionally via hochschulstart.de but **only via uni-assist!**

1.4.3.3 Via hochschulstart.de

The DoSV (Dialogorientiertes Serviceverfahren) serves to coordinate the allocation of undergraduate degree programs with restricted admissions at the federal level. It is intended to ensure that these study places are distributed to the applicants more quickly, effectively and in a more user-friendly way. On the platform hochschulstart.de, applicants can check the status of their applications at any time.

Applications for the following TH Lübeck programs must be submitted via DoSV:

- Architecture
- Civil Engineering
- Business Administration (intake only possible in winter semester).
- Industrial Engineering and Management (intake only possible in winter semester).



Who can apply via hochschulstart.de?

- The application is only possible for the 1st semester of the above mentioned courses of study. This also applies to second degree courses.
- German applicants who have a German university entrance qualification,
- Foreign applicants who have a German university entrance qualification
- Graduates of a German Studienkolleg.

Steps

1. Register at hochschulstart.de.
2. After successful registration you will receive an BID (applicant ID) and a BAN (applicant authentication number).
3. Follow the on-screen DoSV online application steps. TH Lübeck accepts two applications per applicant.

4. If your application is not successful, you can apply for another course of study directly at the Technische Hochschule Lübeck at a later date. However, this application can only be made for a degree program without admission restrictions.

1.5 Admission

The selection process varies depending on whether you want to apply for a degree programme with unrestricted or restricted admission.

Unrestricted Admission Programs

For programmes with unrestricted admission, there is no selection procedure.

In the case the Bachelor's programme has no admission restrictions, applicants receive the confirmation of admission when they submit their online application. For Master's programmes, applicants receive the confirmation of admission a few days later.

Restricted Admission Programs

If more applications have been received for a study programme with restricted admission than there are places available, there will be a selection procedure. However, it is not the numerus clausus (NC, lowest possible average score) that determines who is admitted, but rather the number of available places.

There is a quota for non-EU students and a quota for second-degree students. Remaining enrolments are decided as follows:

- ca. 80% based on the average grade of the university entrance qualification and
- ca. 20% by waiting time.

The waiting time will be determined by the number of semesters since you received your university entrance qualification. There is no crediting of waiting periods in order to enhance the average grade!

Applicants with a good average grade and a long waiting period will of course only receive one place, even if they would get places on both lists due to their qualifications. Vocational education and time spent in military service are already taken into account when calculating the waiting time or ranking. However, there is no basis for a proposal with regard to a special case of hardship or compensation of disadvantages.

2 Planning your time at HL

In this section we cover some practical topics that should make you feel well prepared for your stay in Lübeck. You will probably need to make some arrangements for this **before** your arrival.



2 Planning your time at HL

2.1 Study site Lübeck

2.2 Visa and residence permit

2.3 Health insurance

2.4 Cost of living and scholarships

2.5 Accommodation

2.6 Arrival

2.1 Study site Lübeck

Lübeck is located in northern Germany, close to the Baltic Sea. It has about 220,000 inhabitants and was declared as UNESCO World Heritage Site in 1987. The water-enclosed Old Town with its roughly 1,800 listed buildings, historic alleyways and criss-crossed lanes is not only picturesque, but is also the hub of an extremely busy major city.

There are about **9,000 students** enrolled in the three universities in Lübeck:

- Technische Hochschule Lübeck,
- University of Lübeck
- Lübeck Academy of Music .

Lübeck is proud to claim **three Nobel Prize winners** among its residents:

- Thomas Mann (1875-1955 / Nobel Prize for Literature in 1929),
- Willy Brandt (1913-1992 / Nobel Peace Prize in 1971), and
- Günter Grass (born in Danzig in 1927- 2015 / Nobel Prize for Literature in 1999).

Companies of global renown have their headquarters in Lübeck. These include the medical and security engineering manufacturer Dräger , the marzipan manufacturer I.G. Niederegger , the shipping company Oldendorff and the biotech company G.C. Hahn & Co who is the global market leader in the field of food stabilizers. Lübeck has become a leading center of medical engineering and medical IT.

The seaside resort of **Travemünde** is only a short train ride away. You can spend the days at the white sandy beach, get active on the water, enjoy the spa architecture while strolling down the promenade and try out the typical Northern German dish Fischbrötchen (fish roll) prepared from freshly caught fish.

2.2 Visa and residence permit

International students need a **National Visa** for study purposes. This type of visa is issued when a longer stay (more than three months) is intended or if gainful employment is to be taken up.

How long is the validity of a National Visa?

It can only be issued for a validity period from **three months to one year or for a longer period** in exceptional cases. The validity period depends on the intended purpose and length of stay.

What borders are covered by a National Visa?

It primarily authorises a stay in Germany. The holders of a national visa, however, can move freely in the sovereign territory of all Schengen States , for a maximum of three months within a period of six months since the date of initial entry into the country. A **national visa therefore also includes a Schengen visa** at the same time.

Where can I get my National Visa?

It can generally be requested only **from the German diplomatic mission** in the official district of which the foreign national maintains his/her usual place of residence.

Visa for Non-EU Nationals

All non-EU nationals require student visa to study at TH Lübeck. Please apply for your visa **in time (at least 8 weeks before your departure)** at the German Embassy or Consulate located closest to your last place of residence.

Which documents do you (usually) need?

You will need:

- a valid **passport**,
- a proof of **health insurance** (see details in this chapter) and
- a proof of sufficient **funds** (see details in this chapter) .
- **records** of previous study and language skills

In some cases you need:

- letter of acceptance from your higher education institution
- If applying for a prospective student visa: a recognised higher education entrance qualification
- a health certificate



You can find further information on the web.

2.3 Health insurance



Most important: Do I need health insurance cover as a TH student?

The answer is yes! Sufficient health insurance cover is a prerequisite for university enrolment and application of a residence permit (for Non-EU-students).

Coverage



What must be covered by the policy?

Sufficient health insurance coverage must include the following services:

- medical and dental treatment,
- supply of pharmaceuticals, wound dressings, therapeutic and aid products,
- hospital treatment,
- medical services for rehabilitation,
- services during pregnancy and birth.

For more information on how to make use of these services, please see the section on medical care.

Valid health insurance from other countries



Does the health insurance from my current country of residence also apply in Germany?

Public health insurance plans from the following countries are also valid in Germany: Member states of the European Union, Bosnia-Herzegovina, Iceland, Israel, Liechtenstein, Morocco, Macedonia, Montenegro, Norway, Switzerland, Serbia, Tunisia and Turkey.

Germany has signed social security agreements with these countries. With your European Health Insurance Card (EHIC), any medical treatment you require in Germany is covered. Private domestic and foreign health insurance policies from other countries may also be recognised in Germany.

You should inquire about the details with your health insurance provider before leaving home. If your (public or private) health insurance policy from your home country is recognised, then you will need confirmation that you are exempted from public health insurance coverage when you enroll.

Public vs. private health insurance



question

What is the difference between public and private health insurance?

In Germany, you can choose between statutory and private health insurance providers.

Public (statutory) German Health Insurance Companies

If you are younger than 30, you can insure yourself with a **statutory German health insurance provider** for approximately 115 € per month. Thus, you will have the same conditions as German students, i.e. treatment costs will be handled directly by the doctor and the health insurance company after you present the chip card you have received.

Anyone who has health insurance from a statutory health insurer has sufficient health insurance coverage in any case. Be aware that not all costs are covered up to 100% by the Public State Insurance companies. E.g. you have to pay a share of 10€ per day if you need to stay in a hospital.

Private Health Insurance Companies

All those above 30 years of age cannot be insured through statutory insurance companies. They must therefore join a private health insurance. Please be prepared that this means that the treatment and subsequent costs must initially be paid by the patient first and the relevant receipt presented to the health insurance provider for reimbursement.

Private health insurance companies offer different contracts. Since the cheapest contract (approx. 50 Euros) does not cover all medical services, only basic service and emergency coverage, its advisable to subscribe to an “all-inclusive contract” with the very best service (costs at least 150 €/month).

Insurance start



When does my health insurance policy start?

Please note that insurance policies are only valid from the beginning of the semester (1st of September or 1st of March). Therefore, you must take care of your insurance coverage before the semester begins, e.g. via travel health insurance.

After you have registered, your insurance provider will send you the insurance card by regular mail. As it takes a few days for the card to be issued, please ask for confirmation of health insurance, as you will need proof of health insurance to enrol at the university and to apply for your residence permit.

Needed documents



What documents do I need to register for health insurance?

For your registration at the health insurance company you need:

- a valid passport,
- your bank account details,
- your German address,
- a passport-size photo, and
- the membership application form (provided by the insurance company at the time of registration)

Further reading



- [Introduction to health insurance by the DAAD](#)
- [Portal Versicherungsdienste](#)
- [Deutsches Studentenwerk](#)

2.4 Cost of living and scholarships

Studying abroad is of course also a financial question: how much does it cost? How can I cover the expenses?

Proof of sufficient funds

You need a proof of sufficient funds in order to get a visa. Therefore, it is not only a personal question how to cover your stay in Lübeck, but also a necessary requirement.



You can find the current amount and further information on the DAAD website .

Proof of sufficient funds can be provided by:

- proof of sufficient income and/ or asset situation of the parents or
- a formal declaration to the Aliens' Authority or diplomatic mission stating that the living expenses will be covered for the foreign student or
- payment of a security deposit to a blocked account in Germany or
- deposit of a bank guarantee from a financial institution in the federal territory, which must be renewed each year, or
- scholarships from German public funds or scholarships from a sponsorship organization accredited in Germany or scholarships from public funds of the country of origin if the Ministry of Foreign Affairs, the Deutsche Akademische Austauschdienst DAAD or another German organization funding the scholarship has made the referral to the German university.



Please beware that not all options for providing proof of sufficient funds will be accepted in all cases. Often, the authorities insist on opening a blocked account and on the payment of the corresponding security deposit.

Details

On the following pages we will go into more detail about the costs and potential scholarships.

[2.4 Cost of living and scholarships](#)

[2.4.1 Costs of living](#)

[2.4.2 Scholarships](#)



2.4.1 Costs of living

What should I expect to pay for living and studying in Lübeck?

You need to calculate costs for

- accommodation (dormitory, regular apartments or shared flats)
- general purchases (grocery, drugstore articles)
- fees for broadcasting (mandatory!)
- insurances (at least health insurance)
- semester fees

Accommodation

The monthly accommodation rents vary a lot. The following prices are average values from summer 2020. How to find an accommodation is described [on the next page](#).

Dormitory (offered by "Studentenwerk")

There are various living options in the dormitory:

- single apartments start at approx. 300 €,
- shared flats (shared bathroom and kitchen, not separated by gender) at approx. 212 €.



There is a high demand for rooms in the dormitories. You should not rely on getting a place there! You can find [all options and further information provided by the Studentenwerk here](#).

Common accommodation market

Apartments on the free market start at about 450 € "warm", which means the price includes rent, heating and water. A room in a shared flat starts at approx. 350 € warm.

Deposits

In the student dormitory as well as on the free market you must make a deposit. For the dormitory you have to pay 300 € to the Studentenwerk. On the free market you have to expect to pay more (usually 2 months' rent). When you leave, you will get the deposit back, as long as the rented property is left in a good condition.

General purchases

An average weekly purchase (groceries, drugstore articles) for one person amounts to about 50 €. A warm meal at the Mensa will cost you about 2.75 €.

Fees for broadcasting

In Germany, there is an **obligation to pay a monthly broadcasting fee** (Rundfunkbeitrag = licence fee, slang: GEZ) of 17.50 € per apartment to the Beitragsservice . If you live in a shared flat, you can split the licence fee. We provide some more information here.

Insurances

It is compulsory to be insured by a German **health insurance** company. This amounts to approximately 110 € per month. We provided further information on this page.

Semester fees

TH Lübeck does not charge any tuition fees, but rather a semester fee of currently €270.50.

This includes a ticket for public transport , which is valid throughout Schleswig-Holstein and for the HVV in Hamburg (tariff zone AB).

2.4.2 Scholarships

There are various scholarships in Germany, which are also available for international students. These range from 300 € per month (Deutschlandstipendium) to about 1000€ per month (Begabtenförderwerke).

The requirements are usually very good grades and involvement in volunteer work.

There is no guarantee to get a scholarship!



The easiest way to help you with your search is to use a database, e.g. the DAAD Scholarship Database .



The decisive factor when applying for a scholarship is the application. The Career Development will help you with this and other questions, also in case of financial emergencies.

Another option to raise money for your stay are part-time jobs. See this page for further information.

2.5 Accommodation

Students in Lübeck either live in a student hall of residence (dormitory or short: dorm) or a private accommodation. Finding an accommodation is your own responsibility and we recommend to start looking as early as possible.

Student residence halls (Dorms)

The Studentenwerk SH runs four residence halls in Lübeck: two on campus and two in the city center. Students have their **own room** but **share common facilities** like kitchen and bathroom.

A room in the residence hall is the **most affordable accommodation** you will find. Rent for the partly furnished rooms vary from 212 € to 407 € per month depending on the size of the room. In addition, a deposit of 300 € is required and rooms will be allocated around 6 weeks before the start of the semester.



Rooms in the dorm are in high demand. You should apply as soon as you receive your notification of admission from Technische Hochschule Lübeck.

Note that the residence halls are **gender-mixed**, female and male students living together on one floor.



Detailed information on the residence halls and how to apply for a room can be found on the [website of the Studentenwerk SH](#).

In addition to the residence halls run by the Studentenwerk SH, there are a few other residence halls run by private operators.

Private accommodation

On the private housing market, you can find everything from furnished single rooms to empty flats.

The most popular accommodation type among students is a **shared flat** (in German: WG or Wohngemeinschaft). Students live together in a flat with everyone having his or her own room and share the kitchen and bathroom, sometimes even a common living room. Furthermore, you share the costs for utilities and broadcasting fee.



notice

Living together in a flat-share is very personal, therefore, you will be interviewed by the other flatmates. They will be looking for a room mate that has similar interest and might become a friend, not only a flat mate. Another option might be for you to rent a flat and look for flat mates to share the flat with.

Short-term accommodation

If you cannot move-in on your day of arrival, we recommend to book a bed in one of the youth hostels or on short-term accommodation like airbnb or couchsurfing.



important

Do not travel to Lübeck without having arranged accommodation for at least the first nights!



webservice

A [list of popular website](#) to look for private accommodation is provided on the website of the International Office.

2.6 Arrival

by Plane (and train)

After arriving at **Hamburg Airport** you can reach Lübeck by public transport by the following steps:

from	to	by	approximate duration
Hamburg Airport	Hamburg Hbf (central station)	S1 (commuter train) or RB (regional train)	25min
Hamburg Hbf	Lübeck Hbf	RB (regional train)	45min
Lübeck Hbf	Lübeck St. Jürgen	RB	6min

The stop Lübeck-St. Jürgen is located in the immediate vicinity of TH Lübeck. From the train station St. Jürgen take a left onto the Mönkhofer Weg towards Technische Hochschule Lübeck (about 5 minutes on foot).

Lübeck Hbf (central station) is located in the immediate vicinity of the Central Bus Station (ZOB). From there you can reach TH Lübeck by bus.

by Bus

The bus lines

- 1 or 9 (stop: Technische Hochschule) and
- 32 (express bus from ZOB/central station, stop: Stephensonstraße)

will take you to TH Lübeck. Travelling time from ZOB/Lübeck Hbf to TH Lübeck is about 20 minutes.



Information on [public transport in Lübeck](#) and on local transport in [Schleswig-Holstein](#)



arrangement

3 First days in Lübeck

3 First days in Lübeck

3.1 City council registration

3.2 Residence permit

3.3 Opening a bank account

3.4 Public Broadcasting Service

3.5 Medical Care

3.6 Sports and leisure in Lübeck

3.7 Part-time job

3.8 Culture shock

3.1 City council registration

After you have arrived in Lübeck, you have to get officially registered.



important

All students staying in Lübeck **have to register with the city within 7 days after their arrival**, including students from Germany or EU countries. Book an online appointment with the local City Council Office at least 1 month before moving to Lübeck.

Bring

- your passport and
- a confirmation of your address in Lübeck, signed by the landlord.

Nationals of the European Union , the European Economic Area or Switzerland do not need a residence permit, but

- often you have to provide proof of health insurance and
- proof of financial resources

in order to register with the residents' registration office.

Where to go?

If you book the appointment online, you will usually have the choice between several citizen service offices ("Bürgerservicebüro"). Depending on where you are based in Lübeck, you can choose the office in your neighbourhood. This will probably be either

- in the city centre ("Bürgerservicebüro Innenstadt", find it on Google Maps) or
- near the campus ("Bürgerservicebüro Hochschulstadtteil", find it on Google Maps).

When you are there, you have to wait until the number is called that you got when you made your appointment online.



If you come from a non-EU country, your visa needs to be converted to a *residence permit for study purposes* after you arrive in Germany. In order to get the residence permit, you have to **apply to the local immigration authorities before your visa expires**.

How to do this is described on the next page.

3.2 Residence permit

If you come from a non-EU country, you will need a residence permit.



Nationals of the European Union, the European Economic Area or Switzerland do not need a residence permit, but often you have to provide proof of health insurance and proof of financial resources in order to register with the residents' registration office.

After entering Germany, your visa will be converted to a residence permit for study purposes. In order to get the residence permit, you have to apply to the local immigration authorities **before your visa expires**:

1. You register with the municipality within one week after your arrival as described on the previous page.
2. Book an Residence Permit Appointment with the local Immigration Authority in order to apply for the residence permit.



Please note that this page was built when offices were limited in appointments due to the Covid19 pandemic. There is usually a way to make appointments online. This will be available soon for sure. Until then, we are linking to the general contact page.

What documents should you bring?

- your valid passport, possibly with visa
- passport-size photo
- a completed and signed housing confirmation from your landlord
- proof of financial means
- German health insurance
- admission letter or certificate of matriculation from your German university,

- your registration confirmation from the residents' registration office
- service charge approximately 130 € in cash

Usually, the residence permit is issued by the immigration office (Ausländerbehörde) of the corresponding university location and is initially valid for a maximum of 2 years. The residence permit can only be issued up to 3 months before the passport expires.

3.3 Opening a bank account

There are several banks in Germany. To decide which one to choose, you should consider the following aspects:

- In General: Gather the full set of information about the **available banking services** beforehand.
- How good is your German? Check if there is a **customer support** in English or in your language.
- What are the **maintenance and withdrawal fees**? Since some ATMs can charge as much as 5€, you should also check this in advance.
- How good is the **network of branches and ATMs**? In Germany, it is not yet possible to pay for all expenses by card. Therefore, it is important to ensure easy access to cash as well.
- Which banking services are (also) offered **online**?

Types of German banks

Sparkassen & Volksbanken (Savings and Cooperative Banks)

Sparkassen & Volksbanken are local banks that focus primarily on smaller businesses and long-term customers. Aiming towards regional economic development, these banks have large branch networks which can be found into city suburbs as well as rural areas.

Nationwide Banks (Private Banks)

The major banks belonging to this category are Deutsche Bank, Commerzbank, Hypo-VereinsBank, and Postbank. What these banks have in common is that they are all part of the Cash Group, meaning ATM withdrawals are free if you bank with them and use their ATMs. Basically, these major banks cooperate as the Cash Group and allow free withdrawals from one another's ATMs. Other ATMs may charge you as much as 5€ per withdrawal.

Online and Mobile Banks

Online and mobile banks are also becoming pretty common in Germany by the day. They include the likes of DKB Cash, 1822direkt, N26, O2 Banking, and Santander, among others.

The good thing about online banking is that they are usually cheaper than traditional banks, and more convenient with terms of customer service. In order to withdraw cash from these types of banks, the online bank usually teams up with a traditional bank, so customers can use their cash machines.

Additionally, some online banks issue MasterCard or Visa, which in turn allow individuals to use any cash machine that has the MasterCard or Visa logo.

Types of German bank accounts

The two main types of bank accounts in Germany are:

Girokonto (Current account)

This is a current account, which is the standard type of bank account in Germany, used to receive pay-checks as well as pay bills. German banks tend to offer both, general current accounts as well as specialized accounts (for students and youth).

Sparkonto (Savings account)

This is a savings account, which can be opened at the same time you open a Girokonto, and you can use it to save money and earn interest. This type of account can be opened by both, German residents as well as non-residents.

Documents required for opening a bank account

- correctly filled in application form (normally you get or can download this from the bank)
- your valid passport and current German residence permit
- proof of registration/address
- initial deposit (the minimum depends on the bank of your choice)
- proof of income/employment (some, not all, banks require it)
- proof that you are a student (if you're opening a student account)
- optional (depending on the chosen bank): SCHUFA credit rating

Money transfer procedures in Germany

Periodical payment transfers in Germany are usually fulfilled in one of the following three ways (often, but not always, you have a free choice):

"Lastschrift" (Direct Debit Authorization)

This is the recommended option for monthly payments. You accept that the organisations can automatically debit monthly payments from your bank account. In the case of wrong transfers, you have the option to cancel it.

A direct debit can only be made if there is enough money on your bank account!

If you live in a dorm run by the Studentenwerk, this is the only accepted payment procedure.

"Dauerauftrag" (Standing Order)

With a standing order, the other party does not "pull" the money as with a direct debit, but the money is automatically transferred from your own account. For this purpose, a periodic date is set on which the standing order is to be executed.

Also in this case, make sure you have enough money in your account!

A standing order can be cancelled at any time.

"Überweisung" (Manual transfer)

Of course, a transaction can also be carried out manually. This is the common way when bills are to be cleared with one-off payments or varying amounts.

However, this type is not recommended for regular payments. You can easily forget to transfer money and may have to pay overdue fines.

3.4 Public Broadcasting Service

Several broadcasting channels in Germany are publicly financed. As such, their purpose is to serve the public by ensuring an independent fundamental supply and a diversified programme. The channels are available all over Germany, and many of the contents are also available online in the media libraries (in German: Mediathek).



Here you will find an [overview of all German public broadcasters](#) .

How is this financed?

To ensure these services for everyone, the public broadcasting services in Germany are financed by a broadcasting fee (Rundfunkgebühr, slang: "GEZ"). This fee is **€17.50 per month** and is charged **for every residence**.

What if I share my residence with others?

Only one person of age must be registered and pay the licence fee for each residence ' – regardless of how many people live there and how many devices they use.. Residents of a shared flat can decide among themselves who this should be. Any other residents who already have a licence fee account may deregister.

What if I live in a dormitory?

Single rooms and appartments are counted as a single residence and therefore have to pay the entire broadcasting fee on their own.

In some dormitories, several rooms are connected to shared flats, which can only be accessed from a generally accessible staircase or hallway via a separate entrance door (usually with a separate key). Here, the fee can be shared among the members of the joint residence.

How and when do I have to register for the broadcasting fee?

There are no registration deadlines for the broadcasting fee. Usually, you will be contacted by the Beitragsservice after some time. At that time you need to register yourself at the latest. However, you have to pay the full amount since you moved in. You cannot save money by registering later, instead you have to pay retrospectively.

That means you can first come to Lübeck, move into your accommodation and find out whether you can share the broadcasting fee with others or whether you might benefit from an exemption (e.g. because of a disability).



Once all this has been clarified, [you can register online here](#) .

3.5 Medical Care

In Germany, health insurance is one of the compulsory insurances. It covers many costs for medical examinations and treatments. This means that patients do not have to pay for almost all basic medical services.



[Details on health insurance can be found here.](#)

Medical consultations

In Germany, you have the right to freely choose the doctors who treat you.

Usually, you choose a **general practitioner** in your area to go to first when you have medical problems. He or she carries out basic medical examinations and can also prescribe treatments or medicines. If necessary, the general practitioner will issue a referral to a specialist. **Sick leaves** are also issued by doctors. They are especially important if you are unable to attend an examination or go to work due to your illness.

Furthermore, your health insurance covers **preventive check-ups**, e.g. at the dentist or gynaecologist. You can get more information on this from your health insurance organisation. Likewise, costs for **basic immunisation** (vaccinations or booster vaccinations) are covered by the health insurance.

Medication

Pharmacies provide both:

- prescription drugs, which must be prescribed by a doctor, and
- over-the-counter drugs, e.g. headache pills or cough syrup.

If a medicine has been prescribed by a doctor, a share of the costs is often covered.



What shall I do if I feel sick?

In case of mild symptoms, you should consult a general practitioner.

If you are in an emergency with potentially lethal symptoms, you should call the **emergency number 112**.

The general patient service can be called via **116117**.

3.6 Sports and leisure in Lübeck

Sports

The city of Lübeck offers a wide variety of social activities.

Being surrounded by water and having the Baltic Coast very close, **all kinds of water sports** are very popular among its inhabitants and guests. Get a canoe or a SUP and take a tour around the island-shaped oldtown or enjoy the nature along the river Wak-enitz. You can go swimming indoor or outdoor (in pools or in nature), learn how to sail or enjoy a relaxing boat tour. The flat surrounding is also perfect for short or longer **bike and hiking tours**.

Do you want to **join a sport group**? No matter if you want to play soccer, handball, tennis, if you want to go horse riding or kick-boxing, you can take part in the **wide offer of the University sports**. Furthermore there are **numerous sports clubs** in Lübeck welcome you to join them.

Culture

Are you more interest in **culture**? Museums and galleries in Lübeck invite you to learn more about the history of the city and the Hanse league, about the city's three Nobel Prize winners and local artists or about the landscape. Go and see a play at the different types of theatres or listen to a concert.

Lübeck is called the **City of the Seven Spires** for a reason: visit one of the six churches in the city center and enjoy the 360° degree view of the city from the top of St. Peter's 50 metre-high viewing platform.

Events

Throughout the year, people enjoy several events in Lübeck and Travemünde.

THE highlight of the year is the popular **Christmas Market**. Have a browse through the decorated streets of the city center and stroll along the stalls offering mulled wine, delicious sausages, roasted chestnuts and herbal sweets.

Every year in November, the **Nordic Film Days** invite film enthusiasts to explore films from the Scandinavian and Baltic countries as well as from North Germany. In summer, cultural festivals like **HanseKultur Festival**, the **Schleswig-Holstein Music festival** and the **Duckstein Festival** or the **Jazz Baltica** show you Lübeck's cultural variety.

Shopping

For shopping lovers, the small shops in the Huxstraße and Fleischhauerstraße invite you to explore their arts and crafts products. Bigger department stores and international brands are available in Königsstraße and Breite Straße or in the two shopping malls Citti Park and LUV center, located in the outskirts of Lübeck. Both can be easily reached by public transportation.

You should not miss to stroll along one of the Food Markets where you can purchase fresh local products.

Further information and websites



A list of sports clubs, cultural institutions, shops, etc. are available on the [website of the city of Lübeck](#) . There is also a special website for [University sports](#) . Information on sight seeing and cultural offers is also provided by the [tourism service of Lübeck and Travemünde](#) .

A further website provides [special information on offers for migrants](#) .

3.7 Part-time job

Part-time Job



Do you have a student job? How did you secure it? What is your job description?

Students have the opportunity to take on a part-time job alongside their studies. There are both part-time jobs directly related to your studies and others (e.g. in catering, logistics, production, childcare, etc.).

Jobs that are related to your studies are not offered as often in Lübeck and hard to find. In any case, make sure that you allow yourself plenty of time to find a job.



Do not expect to be able to finance yourself from your first day in Lübeck through a side job.

The more advanced your German language skills are, the easier it will be to find a side job.

[The Career Development](#) will gladly support you in finding a job and help you writing your application.

In Germany, you have to pay taxes for salaries that exceed 450 €. Thus, so-called **450 € jobs** are most common for part-time jobs in Germany, because these payments are not required to be taxed.

The legal minimum wage in Germany is currently (July 2021) 9.60 € per hour and is supposed to increase every six months.



Please note your visa regulations. Students from non-EU countries may work a maximum of 120 full working days or 240 half-days per year.

If you have any questions, please contact the [International Office](#) .

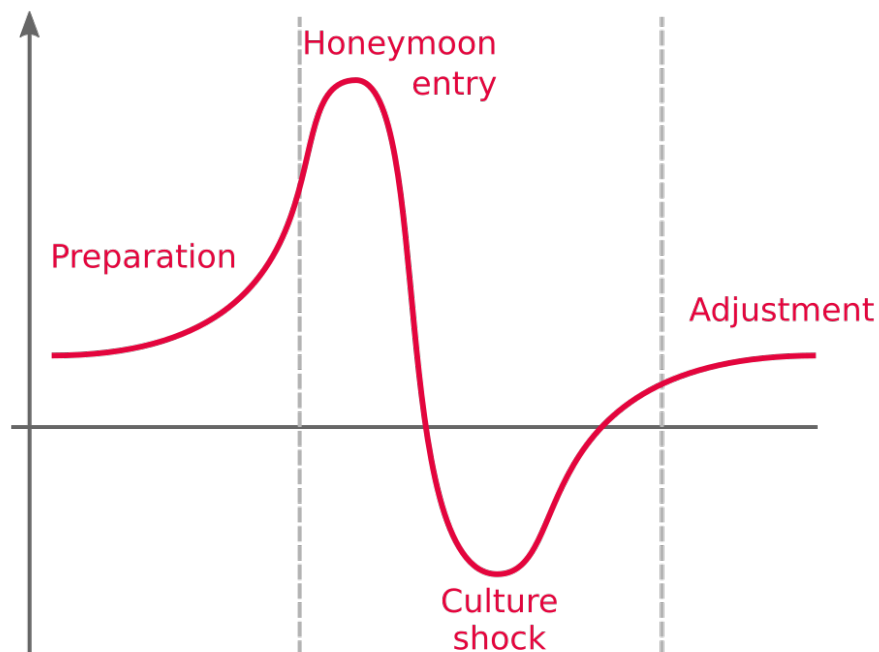
3.8 Culture shock


The culture shock model (*Oberg 1960*) provides a theoretical basis for what people experience when they spend some time living abroad.

What are the phases and how are they characterized?

The following figure shows the different phases in a culture shock:

1. Preparation,
2. Honeymoon entry,
3. Culture shock, and
4. Adjustment.



 Culture Shock Model
How people experience going abroad

Which symptoms can occur?

In most cases, a variety of so-called expatriate **stress symptoms** can occur of different types and intensities.

Of course, there are also phase-specific differences and differences in character and experience. People who have been abroad several times, e.g. those in diplomatic service, have almost no more stress symptoms after a few international assignments.

What can be done about the symptoms?

It is important that you get in touch with the topic before you go abroad. Then you will know that it will get better again after the down time. This will help you to cope with the bad times and not give up. You can also prepare individual strategies for coping and discuss them with other people, e.g. in preparatory workshops.

Such strategies could look like this:

- Do you play an instrument? Try to join an orchestra in Lübeck or the local area.
- Do you play some kind of team sports, like handball or soccer? Maybe you can find a team in Lübeck to play with.
- Did you always want to learn something specific, e.g. archery or 3D printing? You will certainly find a group in Lübeck that you can join, too.

If you inform yourself about the opportunities beforehand on the internet, you can get in touch before your trip and arrange an appointment.

So it is about being aware of potentially stressful situations, thinking about the intensity with which you might react to them, and what might help you to get through the culture shock.



notice

If you spend a year or longer in Germany, you should do the same again when you travel home.

Where can you get help?

You are not alone! If you are facing problems, especially during the down phase, that you are unable or unwilling to deal with on your own, you can e.g. contact

- the International Office team,
- the psychosocial support of the UKSH, or
- the psychosocial emergency service.

Or maybe you can just share your experiences with other international students, discuss it on social networks with peers or simply talk to your family or friends at home.



4 First steps at THL

4 First steps at THL

- 4.1 Enrolment
- 4.2 Semester ticket
- 4.3 Studentenwerk services
- 4.4 Information of the departments
- 4.5 Lernraum and course enrolment
- 4.6 QIS Portal

4.1 Enrolment

Did you get an admission letter for a study place at the TH Lübeck? Then first of all: congratulations! We look forward to having you as our new student.

Now you have to enrol yourself properly.

Enrolment Steps

In order to accept the place of study, it is necessary that you **submit all needed enrolment documents** to the Admissions Office **within the deadline** specified in the letter of admission. Enrolment can be done in person or by post.

- **Personal enrolment:** Please make sure that all documents have to be submitted in original.
- **Enrolment by post:** Some documents must be submitted as officially certified copies instead of originals. Which documents have to be submitted in which form can be found in your admission letter or on the [university website](#) .

If your documents for enrolment are complete, you will **receive your student ID** and the **access data for your THL IT-account** by mail. In cases of incomplete documents, you will be informed by email and be granted a grace period for further submission.

Enrolment Documents



What documents are required for enrolment?

You will need the following documents for your enrolment:

- Your **letter of admission**,
- your valid **identity card or passport** in original or simple copy

- a passport-size **photo** (please write your name on the back; is required for the student card; please ensure that the picture quality is good),
- your **certificate of study qualification** (e.g. high school diploma or entrance qualification for studies at universities of applied sciences - if necessary, the academic part and certificate of recognition of the practical part) in the original or as an officially certified copy,
- a proof of **payment of the semester fee and registration fee** (bank transfer details),
- a current **insurance certificate** for enrolment at the university from your statutory health insurance company; for privately insured persons: an exemption from compulsory insurance by a statutory health insurance company of your choice (Notes),

Depending on the study programme you intend to enrol in, you will also need:

- for Bachelor's programmes with unrestricted admission: the **signed application for admission**,
- for second degree studies: **first university entrance qualification** (Abitur, entrance qualification for studies at universities of applied sciences, etc.) as a simple copy and Bachelor's certificate in the original or as an officially certified copy,
- for the study course Industrial Engineering and Management Online the **signed master data sheet and the data protection declaration**,

Depending on your personal situation, you might need:

- for foreign educational certificates: additional **proof of German language proficiency** (e. g. DSH 2, C 2, TestDaF at least level 4) in the original or as an officially certified copy,
- if applicable, **certificate of exmatriculation** from the last university attended,
- if applicable, a **certificate of vocational training** (only if required for the chosen course of study, such as hearing acoustics or grade improvement for mechanical engineering, civil engineering, industrial engineering and management in the food industry) in original or an officially certified copy,
- if applicable, current **clearance certificate** (only if you have already studied the same course of studies at a university of applied sciences; available from your former university),
- if you are a minor, the **completed general consent of your legal guardian**.



You can find a printable checklist [here](#).

Enrolment Cancellation



What is important to know if you want to cancel your enrolment?

You can cancel your enrolment up **until the day of the welcome ceremony** for first semester students or a similar information event. The cancellation must be made **as a written request**. Please submit the properly signed cancellation request form together with your student ID by post or in person to the Admissions Office. You will then receive a confirmation of cancellation.



It is not possible to cancel your enrolment after your first semester has officially started. In this case, you will need to apply for an exmatriculation. You can find more information on how to exmatriculate on Moodle (Lernraum).

The Studentenwerk Schleswig-Holstein and the AStA of the TH Lübeck decide on a proportional **refund of the semester fee**. You can apply for reimbursement in writing by submitting the cancellation or exmatriculation certificate together with a copy of the corresponding bank statement to:

- Studentenwerk Schleswig-Holstein, P.O. Box 4169 / Westring 385, 24118 Kiel
- AStA of the TH Lübeck, Mönkhofer Weg 239, 23562 Lübeck

A refund of the registration fee is not possible.

4.2 Semester ticket

What is a semester ticket?

The semester ticket is a state-wide travel ticket for students that allows you to use public transport such as buses and trains for free.

It is valid for public transport

- throughout the state of Schleswig-Holstein and
- in Hamburg for the HVV AB fare zone.

If you study in Lübeck, the ticket is also valid for

- for the Priwall ferry in Travemünde.

It is not valid

- for other ferries and

- the Syltbus.

How to order your semester ticket

To obtain your semester ticket, you will need:

- your student QIS account login and
- a personal photo of good quality.



There is a YouTube video at this point on the website.

<https://youtu.be/T6x9hhKFOYM>



Semester ticket

How to get your semester ticket

- Go to www.nah.sh and follow the instructions in the order process.
- After choosing your university (properly TH Lübeck) you will be redirected to a university page to agree to the transfer of your data to the sales service provider to order the ticket.
- To do so, you have to log in with your student QIS account i. e. with your matriculation number and personal university password.
- Then you can fill in the online form and choose between mobile phone or paper ticket.
- You will need to upload a personal photo to place your order, so make sure you choose the right one.
- The application will then be reviewed and the ticket will be sent to you:
 - With the mobile phone ticket, you will receive a code to your university e-mail address with which you can load the ticket into the [NAH.SH app](#) .
 - If you have chosen the paper ticket, it will be sent to the shipping address provided.



important

Your student ID is not valid as a semester ticket.

Semester Ticket Cancellation and Reimbursement

In principle, a refund of the semester ticket fee is not possible. The ticket is financed on a solidarity basis. As an individual, a comparable ticket costs more than 3,000 € per year. However, exceptions for reimbursement are regulated by the statutes of the AStA.

On request to the AStA, the following persons may receive a refund of the fee for the local and the national semester ticket:

- **Severely disabled persons** who are in possession of a pass for free public transport (with supplement and token from the pension office),
- students who cannot use public transport **due to their disability** and who provide appropriate proof of this,
- students in an **online study programme**,
- students who are **on leave of absence** due to studies abroad, federal voluntary service, a properly excluded illness - or for other purposes,
- students who demonstrably **spend more than 15 weeks continuously at an institution outside** the area of validity of the regional semester ticket; permissible purposes are student exchange programs, internships, final and doctoral theses,
- students who are **also enrolled at another university or academy in Schleswig-Holstein** and who have already paid in full the fees payable there in accordance with the fees regulations, including the portion of fees payable for the state-wide semester ticket.



notice

Exceptions must be applied for in writing to the AStA **by the end of the first month of the semester** using the appropriate form !

If you have further questions regarding the ticket, please contact the General Students' Committee (AStA) of the Technische Hochschule Lübeck.

4.3 Studentenwerk services



definition

A **Studentenwerk** or **Studierendenwerk** is a higher education facility providing social support for the students. Via the Studentenwerk, you can benefit for example from the following services: Mensa & cafeteria, social counseling, psychosocial counseling, buddy programs and services for students with children. Most dorms are managed by the Studentenwerk as well.

Mensa & Cafeteria

Mensa

The Mensa offers several hot and very affordable meals to choose from every day. If you want to buy food there, **you need a chip card**, which you can buy at the Studentenwerk.



webservice

Here you can find the menu of the day for the Mensa Lübeck (in German only).

Cafeteria

The cafeteria is located on the ground floor of the Mensa building. Some hot dishes (e.g. Currywurst), but also sandwiches, coffee, soft drinks and ice cream are offered here. Here it is also possible to pay in cash.

Counselling Services of the Studentenwerk

Buddy Program

In the Study Buddy Programme of the Studentenwerk, German and international students will be brought together in a mentoring programme. The idea is to support intercultural life at TH Lübeck. Both "buddies" have the opportunity to learn more about each other's language and culture.

Furthermore, the Studentenwerk regularly organises various events for international students.

Social counselling

At this advisory service, experts provide information on insurance and student financing and other issues. They answer questions about scholarships, student loans and part-time jobs during your studies, but also about health insurance. Furthermore, they are the contact persons for students with disabilities or chronic illnesses.

Psychological Counseling

If you have personal conflicts or problems, such as exam anxiety or problems with your self-esteem, you can contact the psychological counselling service of the Studentenwerk.



Further information and detailed contact details can be found on the [Studentenwerk website](#).

Students with children

Students with children can find a wide range of services, e.g. financial support, child-care facilities, nappy-changing facilities and opportunities for special time off. Please note that in some cases there are special regulations for international students.



You can find [detailed information on the homepage of the Studentenwerk Schleswig-Holstein](#). There is also a [comprehensive brochure \(in German\)](#) on benefits for students with children.

4.4 Information of the departments

The four departments publish their specific information on the website or in the Lernraum.



It is therefore important that students check regularly the departmental information provided on the website or in the Lernraum.

Teaching schedule

The teaching and examination schedule are **published before the start of each semester**.



- **Download** the teaching schedule and **note down the teaching hours** for each module in the respective semester of your study program.
- A list of abbreviations is listed as well.
- Classes are offered **weekly or in blocks**.
- **Changes** to the teaching schedule are only announced in the Lernraum and students are recommended to check each morning if there are last minute changes.

Examination schedule

Another step to be taken before the start of each semester is to **check the departmental semester calendar** and **mark the registration and examination periods**.



- There are **several types of examination**.
- Depending on the type of examination, there are **two registration periods**.
 - The registration period for **projects, study course achievements** and **portfolio** is in the **beginning of the semester**,
 - the registration period for **written examinations later in the semester**.
- This is done only in the QIS Portal.



Students can only take part in the examinations when registered.

Further information in the Lernraum

In the Lernraum, the departments also publish the **module descriptions** for each study program, the **contacts** in the department (examination board, dean, etc.) and for the laboratories and **examination rules**. **News** are sent via the departmental newsletter.

With enrolment at TH Lübeck, students are automatically signed into the departmental Lernraum course site.

Departmental Websites

- [Department of Applied Natural Sciences](#)
- [Department of Architecture and Civil Engineering](#)
- [Department of Electrical Engineering and Computer Science](#)
- [Department of Mechanical Engineering and Business Administration](#)

4.5 Lernraum and course enrolment



definition

Lernraum is the online learning environment for TH Lübeck. Based on the [Moodle software](#), it is the **main information and communication medium for students**.



webservice

[You can find the Lernraum here](#) .

Lernraum courses for your modules

Access is only available for enrolled students. The key elements of the Lernraum are single course sites. For each module taught at TH Lübeck, there is a course site created in the Lernraum.

Here, students can

- download material like presentation slides,
- upload their completed assignments,
- work together in groups on projects, and
- ask questions or join discussions.

Lecturers publish deadlines and assignments on the course page and can send messages to all enrolled students.

Lernraum courses for organizational purposes

In addition to the course sites for academic modules, there are also course sites created for organizational purposes. In general, there is no enrolment key required to enrol for these course sites.

These organizational course sites could be provided by

- departments (providing teaching and examination schedule),
- language center,
- IT services, and
- student administration.

How is the Lernraum structured?

The course pages are structured in different folders. Each department has a folder that provides further folders for each study programme. These programme-specific folders contain the course pages for the single modules in that particular programme.

How to enroll in a course site?

- To access the course sites, you have to **enrol first**. You will find an overview of all the courses you are enrolled for on your personal dashboard.
- The enrolment can be done
 - automatically (for organizational courses, e.g. departmental course sites, “TH Lübeck”, IT Services), or
 - individually by the student.
- The **key to enrol** for academic course sites is **provided by the teacher during the first lecture or sent to the students by e-mail** from the department. To find the course, search the course title in the search field in the Lernraum, enter the enrolment key and get access to the start page of this course.



There is a YouTube video at this point on the website.

<https://youtu.be/GBpTRVGlbkk>



Lernraum and course enrolment
How to enrol in a course?

4.6 QIS Portal

The HIS Online Portal (also known as QIS) is your way to view and, if necessary, change your personal and study-related information.



You can reach the HIS online portal (QIS) via <https://qis.th-luebeck.de>

Importance of QIS

What you can do via the QIS portal:

General Administration

- Activate your IT account from THL
- Change your contact information (e. g. after moving to a new home)
- Edit your password

Administration of study

- View your charges account, i. e. the semester fee paid for current semester and its breakdown; semester fee for the coming semester and its breakdown as well as bank details for semester fee payment.
- View your study reports for present and past semesters. These certificates of study can be downloaded in PDF format.

Administration of examinations

Here you have four options:

- register or deregister for exams
- see a list of registered exams: You can view a list of all exams registered for which can be downloaded as PDF for your records.
- see a list of deregistered exams: You can view a list of all cancelled exams which can be downloaded as PDF for your records.
- see a transcript of your records: Here you can view your study “history” or progress, view your grades, credit points and download your transcript of records.

Registration

1. Log in with the user data of your THL IT account (matriculation number and password).
2. After logging in successfully, your personal data will be displayed at the top menu bar and in the administration menu on the left side of the screen.
3. Then select the menu item you need, i.e general administration, administration of study, administration of exams, edit password, logout.

Examination registration and deregistration

To take an exam, you have to **register** for it. Only if you successfully pass the exam in a subject, you will receive a grade and have successfully passed the course.

Please also refer to the examination schedule of your department. There you will find, for example, the type of examination with which a subject is completed. This will also give you information on whether you have to register for the exam at the beginning or later in the semester.

If you do not feel ready to take an exam, you should always **deregister beforehand**. If you do not deregister in advance, the exam will be rated as "not passed" and it will be counted as one attempt at the exam. Usually, you are only allowed to repeat an exam twice before you are finally exmatriculated.

This is how you proceed:

1. Log into the QIS platform with your username and password.
2. Select "Administration of study". This opens four options namely
 - 2.1. Exam Registration/Deregistration
 - 2.2. List of registered Exams
 - 2.3. List of deregistered Exams
 - 2.4. Transcript of Records

Registration for exams


1. Click on "Administration of Exams".
2. Select "Exam Registration/Deregistration" and follow the instructions on the screen.
3. A list of your courses will now be displayed. Select the exams for which you want to register or deregister.
4. Click on the green button "registration of exam" to register or the red button "cancel registration of exam" to deregister.
5. After that, you will receive an email confirmation of successful registration/deregistration.

Customer Support


If you have problems with the QIS portal, you should contact the support:

- If there are **questions regarding the displayed data and information**, e.g. if a course is not displayed for which you want to register, please contact the **secretary's office of the corresponding department**.

- If you have **technical problems**, please contact the **Campus Management Team** via cmt@th-luebeck.de.

 There is a YouTube video at this point on the website.

<https://youtu.be/S980QS8IALQ>

 QIS portal
introduction to the QIS portal



5 Academic life

5 Academic life

5.1 Campus


5.2 University language

5.3 Communication


5.4 Academic writing

5.1 Campus

We are sure that you are soon familiar with this area. To give you a first general orientation, we show you some important places and buildings in this video.

 There is a YouTube video at this point on the website.

https://youtu.be/V_qbT2Ubam8

 Touring around the campus
important buildings at the campus



Find all important places on this Google map or .

5.2 University language

At higher education institutions, there are some terms that you should know – also in German. They are listed below (including English translation):

German	English
das Abitur, die (Allgemeine) Hochschulreife	(general) higher education entrance qualification
die Ausländerbehörde	immigration authority
die Dekanin, der Dekan	dean
das Dekanat	dean's office
die Einschreibung, die Immatrikulation	enrollment, matriculation, registration

das Einwohnermeldeamt	(resident's) registration office
der Feiertag	public holiday
die Hausarbeit	term paper (another meaning beyond university: housework)
die Immatrikulationsbescheinigung	certificate of enrollment
die Klausur	test, written exam
die Kommilitonin der Kommilitone	fellow student
das Modulhandbuch	module guide
die Portfolioprfung	portfolio auditing, portfolio review
das Praktikum	internship
die Prsentation	presentation
die Prfungsordnung	exam regulations
das Rechenzentrum	IT-Services
die Rckmeldung	re-registration, renewal of matriculation
der Semesterbeitrag	semester fee
das Semesterticket	student ticket
das Stipendium	grant, scholarship
die Studienbescheinigung	study certificate, certificate of study
das Tutorium	tutorial

5.3 Communication

The campus is a place where people usually talk in a very casual and informal tone. It is common for students to call each other by their first names and say "Du". With professors, it is important to keep a somewhat formal tone.

You will certainly find this out quickly, and you will surely be forgiven for mistakes. We like to help you to get started by some examples.

"Du" or "Sie"?

In Germany, it is common to address people at their workplace by their last name and "Sie". If you address university employees directly or by email using their first name and "Du", this can easily be regarded as offensive. However, students often just say "Du" to each other.

Consultations and other appointments with academic staff and professors

When you visit university members in their office:

1. First, knock on the door and
2. wait until you are invited in. People usually say "Ja", "Bitte" or "Herein".
3. Once you are inside, stop at the front of the room and state your request.



notice

Do not feel offended if TH employees or other people refuse your requests or wishes. Unlike in other cultures, people in Germany are very direct. If a request or inquiry is answered with a "no", the person does not want to test whether you are really interested and see if you come again to express your wish. A "no" means that your request cannot be fulfilled, or not in this way, or by this person.

Then ask directly what you can do instead. The employees of the TH Lübeck are always ready to help you with your problem.

How to write an email to professors?

Start your email with:

” *"Sehr geehrter Herr Professor [last name]"*

or, if it is a female professor, with

” *"Sehr geehrte Frau Professorin [last name]"*.



notice

"Sehr geehrte/r" is very formal, but that way you are always on the safe side. If the professor replies with "Hallo", you may also start your reply email with "Hallo".

End the email with:

” *"Mit freundlichen Grüßen
[first name] [last name]"*

or

” *”Mit besten Grüßen
[first name] [last name].”*



If possible, use your official TH Lübeck email address for communication with university members.

5.4 Academic writing

Even though it may take a while, one day you will have to **write a scientific text as part of your studies**. This can happen already with a short essay. However, you should learn how to write academic texts – at the latest, for seminar papers and final theses. To learn the basics of academic writing, we recommend the following course. Starting from coming up with ideas and ending with correct formatting, you will learn what you should pay attention to.



This course is a permanent self-learning opportunity and can be started by you at any time.



Please note that each academic discipline has established its own standards and rules for writing scientific texts. The course is therefore very generic. Specific guidelines for your courses will be announced by the respective lecturers.



6 Services by THL

6.1 IT services

You can use a whole range of IT services of the TH Lübeck. These services are provided by the data center. They also provide IT support, which can help you with central questions or problems.

THL-IT account for students

All students automatically gets a THL-IT account with their enrollment. It provides access to the IT services provided by TH Lübeck. You will receive the access data by mail (regular letter).

There are some standards that you can easily keep in mind:

- Your **username** is your matriculation number.
- The pattern of your **personal e-mail address** is `firstname.lastname@stud.th-luebeck.de`. This can also be helpful if you want to contact fellow students. The pattern for university employees is usually `firstname.lastname@th-luebeck.de`.



To activate the THL-IT account, you have to log in to HIS online portal (QIS): <https://qis.th-luebeck.de/>.

There you also set your personal password. **Please do not forget it!**

Which IT services can be used?

With the THL-IT account, you can access the QIS portal and the Lernraum. In addition, further services are available:

Email (Exchange account)

With your enrollment, you will automatically get a personal e-mail address. It is easy to memorize, as it is composed like `firstname.lastname@stud.th-luebeck.de`.



You will always receive news and messages from the TH Lübeck to this address. Therefore, **check this mailbox regularly!**

You should also use this email address to contact professors or other university employees. In this way, they can easily see that your e-mail is a serious request and no SPAM.

There are two ways to do this:

- Use **webmail** to retrieve emails directly in your browser. The URL is <https://webmail.th-luebeck.de>. We recommend you to bookmark it!
- You can also configure the TH Lübeck mailbox in your regular **email program** as well as in your smartphone app (via IMAP).

Wi-Fi

With your THL-IT account, you can also use Wi-Fi at the THL.

THL-WLan

All students and employees of the TH Lübeck can use mobile internet via the **THL-Wlan** network.

eduroam

Eduroam is another network shared by many universities, allowing you to use Wi-Fi at other universities as well. You should definitely configure it on your devices, as you can also use Wi-Fi at other universities. If you already have an eduroam account (e.g. because you already studied in your home country at a university that also offers eduroam), you can also use these access data.

SSL-Gateway

There are some IT services that you can only use within the THL network, e.g.:

- Access to your personal home directory,
- services of the Central University Library,
- use of the DIN standards and Statista, or
- Use of dictionaries and Duden.



To get remote access (e.g. from home), you can use an encrypted connection via SSL gateway.

Network storage (Home directory)

You get a personal network storage (home directory) on which you can use 20 GB of storage space. Outside the THL you can use the SSL gateway to access it.

Software

The TH Lübeck provides some applications for free (which are usually not free of charge). You can find a current list of available software in the Lernraum.

PC workstations

You can use some PC workstations at the TH Lübeck. There is a 24-hour room in the Central University Library that you can use at any time. Please inform yourself in time, as you may need an access card on weekends. Some departments have additional PC labs that you can use, too.

More information and support

There is a central course in the "Lernraum" where you can find all information you need to get access to IT services of TH Lübeck:

- Instructions and manuals,
- news on current issues and problems,
- news on updates or new services,
- more information on the respective IT services,
- FAQ sections, and
- information on how to contact the IT support and more information on specific contact persons.



To the course [IT-Services des Rechenzentrums](#) in the "Lernraum".

6.2 Student Service Centre

The Student Service Center (SSC) includes:

- the International Office (IO),
- the Career Development (CD),
- the Language Center, and
- the Admission Office.

International Office (IO)

The International Office facilitates communication between the THL administration, departments and students in international issues.

It provides:

- Service and support for international students and scientists, as well as
- Service and support for Refugees.



More information and contact data can be found on the [website of the International Office](#).

Career Development (CD)

The Career Development offers free services for students of all departments and semesters of the TH Lübeck, as well as for graduates for up to two years after graduation.

Services of the CD:

- Individual guidance concerning questions about studying, professions and professional careers,
- Assistance in finding internships, pre-internships, jobs, part-time jobs, scholarships,
- Check of CVs and cover letters,
- Workshops on the development of key competencies, application training as well as workshops on life and career planning,
- Access to further resources on finding a job, professional opportunities, and career options
- Access to a company search database



More information and contact data can be found on the [website of the Career Development](#).

Language Center

To ensure career opportunities at home and abroad, students need to be competent in foreign languages. The Language Center provides international students with German courses at all levels, as well as courses in other languages. Taking part in the courses offered by the Language Center is free of charge. Based on the respective curriculum and individual study progress, these courses can be credited with ECTS.

The selection of languages and courses changes slightly from semester to semester. Usually, courses are offered for the following languages:

- English
- German
- Chinese

- French
- Russian
- Swedish
- Spanish



More information and contact data can be found on the [website of the Language Center](#) . Registration is done via the [THL Lernraum](#) .



Language courses are very popular and therefore rapidly fully booked. Thus, you should be aware of the time when the registration for the courses will be activated. Be on time and book your course immediately!

Admission Office

Finally, the Admissions Office is part of the Student Service Center. It takes care of all issues concerning [admission](#) to study programs at the TH Lübeck.

6.3 Library


The Central Library (in German "Zentrale Hochschulbibliothek", ZHB) is a central service for all students in Lübeck.

How to register to the Library

- Fill in the form on the [registration page](#) .
- Go to the library to proof your identity and to get a library card.

 There is a YouTube video at this point on the website.

<https://youtu.be/vbINCJAmVLQ>

 Library
How to register and search in the library

Helpful Links



- [Website of the Central Library](#)
- Find the [Central Library on Google Maps](#)
- [SSL access page](#) for access to digital literature.
- Find [more introductions and support here](#) .

6.4 Student initiatives

Your time in Lübeck should be more than just doing your studies. Maybe you want to join one of the student initiatives?

AStA, STuPa and Student Council

The General Student Committee (German: Allgemeiner Studierendenausschuss, short AStA) is the governing organ and external representative of the students. An executive board of the AStA represents the students' interests: the Student Parliament (StuPa). It is open to all students of the THL and is elected every year. It is made up of representatives of the various departments who are to advocate the specific interests of the associated students of the TH Lübeck.



- General information about student representation at TH Lübeck
 - General Student Committee (AStA)
 - Student Parliament (StuPa)

Student councils of the departments: Applied Nature Sciences, Civil Engineering and Technology and Economy

Seagulls Lübeck

Every year the Seagulls team develops and builds a racing car based on the rules of Formula Student. This vehicle is presented at least one international event during summer.

Students@Work

Students at Work is a student business consultancy in Lübeck. Student business consultancies are student associations that made it their goal to offer students a platform where they can gain practical experience in challenging business consulting projects while studying.

TH Choir

Everyone who likes singing is invited to drop by and join in TH Choir. There are no admission criteria, such as an audition or something similar.

6.5 Gründercube & FabLab

Gründercube

The Gründercube is located at the heart of the campus. It is a central coordination and consulting center for all questions concerning business start-ups.

The Institute for Entrepreneurship and the Institute for Business Development of the University of Lübeck and the TH Lübeck are located here. They offer various events on the topics of business start-ups and management. Students as well as academic staff have the opportunity to learn entrepreneurial thinking and to become qualified for starting their own business.

Services provided by the Gründercube include:

- Initial consulting for start-up ventures: Coaching and support for start-up teams, especially in the development of business plans.
- Support by a network of companies and consultants.
- Consulting and support in applying for funding.
- Identifying further financing opportunities.



[Further information, links to events and contact information](#)

FabLab Lübeck

Engineering courses at the TH Lübeck get very hands-on: it is not uncommon that students have to develop their own prototypes. Or maybe you like to create or craft things in your free time and want to share your DIY ideas and projects with other makers. For this, the FabLab (short for Fabrication Laboratory) is exactly what you need.

The FabLab:

- is a high-tech workshop that can be used by anyone,
- provides various machines such as 3D printers, laser cutters, CNC mills, etc. that you can use (after being instructed) to create your own projects,
- organizes meet-ups, workshops and events,
- is a club whose members take care of the running and the community life on a voluntary basis (but anyone can also use the FabLab without being a club member themselves.).



[Further information, links to events and contact information](#)

7 Contact information

Here you will find useful contact information for your stay at TH Lübeck.



If you are looking for contact information about a particular person, you can find it in the staff directory.

Admission Office

... can help you with the following topics:

- your application in general,
- your matriculation,
- applications for programs with limited admissions.

email: [mailto:studieren@th-luebeck.de studieren@th-luebeck.de]

Career Development (CD)

... can help you with the following topics:

- individual guidance concerning questions about studying, professions and professional careers,
- assistance in finding internships, pre-internships, jobs, part-time jobs, scholarships,
- check of CVs and cover letters,
- workshops on the development of key competencies, application training as well as workshops on life and career planning,
- access to further resources on finding a job, professional opportunities, and career options,
- access to a company search database.

contact person: **Jasmin Sponholz**

Website

email: [mailto:cd@th-luebeck.de cd@th-luebeck.de]

phone: +49 451 300 5456

China Coordination Office

... can help you with the following topics:

- issues concerning studying at the TH Lübeck for Chinese students,
- connecting with German students within the China Buddies program.

contact person: **Nicola Graessner**

Website

email: [mailto:chinakoordination@th-luebeck.de chinakoordination@th-luebeck.de]

phone: +49 451 300 5545

Department of Applied Natural Sciences

Building 13, Room 0.21

Stephensonstraße 3

23562 Lübeck

Website

email: [mailto:an@th-luebeck.de an@th-luebeck.de]

phone: +49 451 300 5017 or +49 451 300 5254

Department of Architecture and Civil Engineering

Building 14, Room 0.19

Stephensonstraße 1-3

23562 Lübeck

Website

email: [mailto:bau@th-luebeck.de bau@th-luebeck.de]

phone: +49 451 300 5159 or +49 451 300 5113

Department of Electrical Engineering and Computer Science

Building 2, Room 0.06

Mönkhofer Weg 136

23562 Lübeck

Website

email: [mailto:ei@th-luebeck.de ei@th-luebeck.de]

phone: +49 451 300 5023 or +49 451 300 5250

Department of Mechanical Engineering and Business Administration

Building 2, Room 0.08

Mönkhofer Weg 136-140

23562 Lübeck

Website

email: [mailto:mw@th-luebeck.de mw@th-luebeck.de]

phone: +49 451 300 5537 or +49 451 300 5302

INTEGRA

... can help you with the following topics:

- German language courses for refugees

contact person: **Stefanie Meyer**

Website

email: [mailto:stefanie.meyer@th-luebeck.de stefanie.meyer@th-luebeck.de]

phone: +49 451 300 5733

IT-Support

... can help you with the following topics:

- Registration office: issues concerning your THL-IT account, [mailto:studieninfo@th-luebeck.de studieninfo@th-luebeck.de]
- Campus Management Team: issues concerning the HIS online-portal (QIS), [mailto:cmt@th-luebeck.de cmt@th-luebeck.de]
- Lernraum Team: issues concerning the Lernraum THL, [mailto:lernraum-team@th-luebeck.de lernraum-team@th-luebeck.de]

Course in the Lernraum

email: [mailto:it-support@th-luebeck.de it-support@th-luebeck.de]

phone: +49 451 300 5344

LINKplus

... can help you with the following topics:

- preparatory programs for refugees

contact person: Nicole Grimm

Website

email: [mailto:nicole.grimm@th-luebeck.de nicole.grimm@th-luebeck.de]

phone: +49 451 317 028 31

Personal Study Guidance

... can help you with the following topics:

- questions regarding content and structure of a specific study program
- questions about required practical training

Website

email: [mailto:studieren@th-luebeck.de studieren@th-luebeck.de]

phone: +49 451 300 5644 or +49 451 300 5629

Support and Service for international Students and Refugees

... can help you with the following topics:

- study at TH Lübeck
- consultation services based on your nationality and/or current residency status
- visa regulations, e.g. for part-time jobs

contact person: **Evans Gumbe**

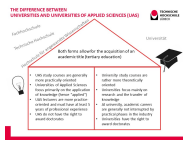
email: [mailto:international@th-luebeck.de international@th-luebeck.de]

phone: +49 451 300 5724

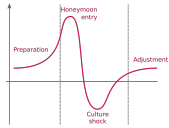
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IV List of abbreviations

- ATM
Automated Teller Machine
- B.Eng.
Bachelor of Engineering
- B.Sc.
Bachelor of Science
- BAN
Bewerbungsauthentifizierungsnummer (applicant authentication number)
- BID
Bewerbungs-ID (applicant ID)
- CV
curriculum vitae (vita or résumé)
- CoSA
Competence Center for Communication, Systems, Applications
- DAAD
Deutscher Akademischer Austauschdienst (German Academic Exchange Service)
- DSH
Deutsche Sprachprüfung für den Hochschulzugang
- ECTS
European Credit Transfer System (Credit Points)
- EHIC
European Health Insurance Card
- EU
European Union
- FSJ
Freiwilliges Soziales Jahr (voluntary social year)
- FSP
Feststellungsprüfung
- GDS

Großes Deutsches Sprachdiplom

- GEZ
Gebühreneinzugszentrale der öffentlich-rechtlichen Rundfunkanstalten (Contribution service of public broadcasting)
- HL
Lübeck
- HVV
Hamburger Verkehrsverbund (Hamburg Transport Association)
- HZB
Hochschulzugangsberechtigung
- Hbf
Hauptbahnhof (central station)
- IELTS
International English Language Testing System
- RB
Regionalbahn (regional train)
- SH
Schleswig-Holstein
- TH
Technische Hochschule
- THL
Technische Hochschule Lübeck
- TOEFL
Test of English as a Foreign Language
- TestDaF
Test Deutsch als Fremdsprache
- UAS
University of Applied Sciences
- VPD
Vorprüfungsdokumentation
- WG
Wohngemeinschaft (shared flat)
- ZAB
Zentralstelle für ausländisches Bildungswesen (Central Office for Foreign Education)
- ZOB
Zentraler Omnibus-Bahnhof (Central bus station)

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VI Glossary

TH Lübeck

The Technical University of Applied Sciences Lübeck (Technische Hochschule Lübeck) is a university located in Lübeck. It offers programs in applied natural sciences, building industries, electrical technology and engineering and mechanical engineering and economics.

AStA

The General Students' Committee (German: Allgemeiner Studierendenausschuss) or AStA, is the acting executive board and the external representing agency of the (constituted) student body at universities in most German states. It is therefore considered the student government and student representative organization. The AStA fulfills a similar function as the Students' Union at a British university.

STuPa

The student parliament (German: Studentenparlament) or StuPa, is usually the highest decision-making electoral body (organ) of a constituted student body in Germany. It elects and commissions the General Students' Committee (AStA) and decides on the statutes and the budget of the student body.

Semesterticket

The Semesterticket also "Studiticket" is a ticket for public transport (ÖPNV), which is valid for students for one semester. Its cost is part of the semester fee, and it must therefore be purchased upon enrollment or re-registration. Because this regulation applies to all enrolled students, the Semesterticket can be particularly inexpensive.

Student Council

The student council (German: Fachschaften) usually consists of all students of a department. Related departments are often combined to form interdepartmental student councils. At the THL, for example, there is a joint student council for engineering and economics of the departments of mechanical engineering and economics and electrical engineering and computer science. The tasks of a student council include the representation of all students belonging to the student council and their interests in committees and in faculty and university matters.

Studentenwerk

The Studentenwerk Schleswig-Holstein provides students of the state of Schleswig-Holstein and at the THL with a variety of services related to their studies. In detail, the canteen, the dormitories as well as social counseling and support services and offers of student financing.

University of applied sciences (UAS)

The University of Applied Sciences (UAS) (German: Fachhochschule (FH), Hochschule (HS), Hochschule für angewandte Wissenschaften (HAW), Technische Hochschule (TH)) is a form of higher education that conducts scientific teaching and research with an application-oriented focus.

Studienkolleg

Studienkollegs are educational institutions where applicants with a foreign university entrance qualification that is not recognized as equivalent to the German Abitur are prepared for academic studies at a German university. Whether a Studienkolleg must be attended or whether the foreign student has direct university access is decided by the admissions' office of the chosen university. Attendance at the Studienkolleg is generally free of charge. Only the fee for the student services of the respective university must be paid.

Studienkolleg Certificate (FSP)

After the two-semester course, students take the assessment exam, which determines that students have knowledge at the Abitur level in the relevant subject areas. In German, students must demonstrate proficiency at the B 2+ to C 1 level, depending on the course type. With the passing of the assessment test, students can apply to a university.

Rundfunkbeitrag

The broadcasting contribution is the model for financing the public broadcasters in Germany. The ARD ZDF Deutschlandradio Beitragsservice is responsible for administering the broadcasting fees. Previously, this central office was called Gebühreneinzugszentrale, or GEZ in short. The broadcasting fee is casually referred to as the "GEZ fee".

Stand-Up Paddling (SUP)

Stand-Up Paddling (SUP), is a water sport in which an athlete stands upright on a buoyant board and paddles with a stand-up paddle.

Hüxstraße

The Hüxstraße in Lübeck's Old Town is part of Lübeck's World Heritage Site. The upper part of Hüxstraße is a pedestrian zone up to Königstraße, otherwise it is declared as a traffic-calmed area. You find many Shops and Bars in the Hüxstraße.

Fleischhauerstraße

The Fleischhauerstraße is a street in Lübeck's Old Town is part of Lübeck's World Heritage Site. You find many Shops and Bars in the Fleischhauerstraße.

Königsstraße

The Königsstraße a street in Lübeck's Old Town is part of Lübeck's World Heritage Site. You find many Shops and Bars in the Königsstraße.

Breite Straße

The Breite Straße in Lübeck's Old Town is a central Street with Shops and Bars.

Hanseatic League

The Hanseatic League (German: Deutsche Hanse) was a commercial and defensive confederation of merchant guilds and market towns in Northwestern and Central Europe. Growing from a few North German towns in the late 1100s, the league came to dominate Baltic maritime trade for three centuries along the coasts of Northern Europe. Hanseatic territories stretched from the Baltic to the North Sea and inland during the Late Middle Ages, and diminished slowly after 1450.

Begabtenförderungswerk

In Germany, a Begabtenförderungswerk is an institution that operates under a program of the Federal Ministry of Education and Research (BMBF) and awards scholarships to students of all subject areas.

Deutschlandstipendium

The Deutschlandstipendium is a Germany-wide scholarship program for talented students at state and state-recognized universities. The universities organize the support and select the scholarship holders. The sponsors can offer the scholarship holders additional support such as internships or further education events, but the sponsor and scholarship holder are not obligated to each other.

Hochschulzugangsberechtigung

Proof of qualification for university studies (German: Hochschulzugangsberechtigung) is generally provided by the successful completion of a High school. In addition, several Master craftsman's certificates or other vocational training enable Students to enter a Bachelors program.

TestAS

TestAS is a central, standardized aptitude test for foreign students. Prospective students from abroad can use the TestAS result to find out where they stand in comparison to other applicants. With good test results, they can improve their chances of gaining a place at a university in Germany.

Freiwilliges Soziales Jahr

The Voluntary Social Year (FSJ) is a social voluntary service in Germany for teenagers and young adults who have completed their full-time school obligation and have not yet reached the age of 27.

German Academic Exchange Services

The German Academic Exchange Service or DAAD (German: Deutscher Akademischer Austauschdienst), founded in 1925, is the largest German support organization in the field of international academic co-operation. DAAD scholarship in Germany is a private, federally funded and state-fun-

ded, self-governing national agency of the institutions of higher education in Germany, representing 365 German higher education institutions. The DAAD itself does not offer programs of study or courses, but awards competitive, merit-based grants for use toward study or research in Germany at any of the accredited German institutions of higher education. It also awards grants to German students, doctoral students, and scholars for studies and research abroad.

Zentralstelle für ausländisches Bildungswesen

The Central Office for Foreign Education (ZAB) is a department of the Secretariat of the Conference of Ministers of Education and Cultural Affairs (KMK). The ZAB maintains the database "anabin", for the evaluation of foreign educational certificates. Together with the "Recognition in Germany" portal and the "BQ-Portal", "anabin" is one of the three central information services on the topic of recognition of foreign professional qualifications.

European Credit Transfer System (Credit Points)

European Credit Transfer and Accumulation System (ECTS) is an instrument that serves to structure university studies and makes the importance of its components transparent.

Master craftsman's

The master craftsman is the highest classical professional qualification in the skilled crafts. Master craftsmen are qualified to run a craft business independently and to train apprentices. The certificate of successful completion of the master craftsman's examination is the master craftsman's diploma, which confers the legally protected title of master craftsman. It certifies the holder's comprehensive practical and theoretical knowledge of the craft in question, as well as commercial, business management and vocational education skills.

International English Language Testing System

The International English Language Testing System is a globally recognized language test that determines a person's ability in the English language.

THL-IT account

The THL-IT account is a central user account for the IT Services of the THL. The Services include as an example Wi-Fi access on the Campus and e-mail postbox.

UNESCO World Cultural Heritage

A World Heritage Site is a landmark or area with legal protection by an international convention administered by the United Nations Educational, Scientific and Cultural Organization (UNESCO). World Heritage Sites are designated by UNESCO for having cultural, historical, scientific or other form of significance.

Jazz Baltica

The Jazz Baltica show is a yearly Jazz Music event nearby Lübeck.

Duckstein Festival

The Duckstein Festival is a yearly culture event in Lübeck.

HanseKultur Festival

The HanseKultur Festival is two annual culture events in Lübeck.

Schleswig-Holstein music Festival

The Schleswig-Holstein music Festival yearly Music in the north of Germany.

The Nordic Film Days

The Nordic Film Days (NFL) is a yearly film festival with a Focus on the Nordic Cinema.

Letter of admission

Official letter with which the university offers you a university place. In the admission letter you will also find the information whether you have to fulfill further requirements and when and where you have to enroll