

Welcome!

Getting to Schwäbisch Gmünd

From the airport Stuttgart

With the municipal rail lines (S-Bahn) S2 or S3 you can continue your journey from the airport to Stuttgart main station. The Stuttgart Central Railway Station is part of the ICE, EC and IC network and located in the centre of the city. From there, you can travel further to Schwäbisch Gmünd by train. You can check the schedule at:

<http://www.bahn.de/international/view/en/index.shtml>

Accommodation

For searching accommodations you can use the following links:

www.facebook.com/groups/rental.hfg/

<http://www.wg-gesucht.de/en/>

info.hfg-gmuend.de/cgi-bin/cms/forum/show.pl?seite=wohnen

We also send you an accommodation list of student offerings. Please check those first because that might be the easiest way to find a place.

Other transitional accommodations (hotels, vacation rentals) can be found at:

www.fewo-wanner.de

<http://www.pension-königsturm.de/>

Cost of student living

Average rents for student accommodation range from 200–400 € per month. You will probably spend between 200–400 € for food and drinks and should plan to have 600–800 € per month at your disposal. More information concerning financial aspects and student life please find at:

<http://www.international-students.de/en/home/>

<https://www.facebook.com/Study.in.Germany>

<http://www.bahn.de/international/view/en/index.shtml>

www.facebook.com/groups/rental.hfg/

<http://www.wg-gesucht.de/en/>

info.hfg-gmuend.de/cgi-bin/cms/forum/show.pl?seite=wohnen

www.fewo-wanner.de

<http://www.pension-königsturm.de/>

<http://www.international-students.de/en/home/>

<https://www.facebook.com/Study.in.Germany>

Other transport services

MeinfernBus.de, megabus.de

From Stuttgart, you can reach all big cities for a cheap price (for example to Munich, 8€)

Blablacar.de

From all cities to all destinations, you can ask other drivers to bring you anywhere (for example, Stuttgart – Berlin, 25€) It is recommended to book the trip in advance to get the better prices.

Deutsche Bahn, German rail services

It is worth to have a look at all offers from the German rail services:

- with the test card [Einsteiger Bahncard 25], you pay 19€ to use the card 3 months and you get 25% every time you take the train. Be careful to cancel the card on time, otherwise it will automatically extend for one year
- Bahn Card 25 or 50. You get a discount of 25 or 50% every time you take the train. You will pay 62€ for the 25 card and 255€ for the 50 card.
- Europe special: you can travel to other European cities

Ryanair, low cost flights

The nearest airport is in Baden-Baden, near Karlsruhe.

You can also travel directly from Stuttgart with other companies. You can compare all offers through kayak.de

Germanwings, Blind Booking

You can travel to a city in Europe for 66€ but you only know where exactly you are going when the flight is booked.

www.meinfernbus.de/en/

www.blablacar.com

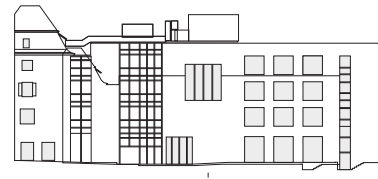
www.bahn.de/p_en/view/index.shtml

www.ryanair.com
www.kayak.de

<https://www.germanwings.com/sky-sales/BlindBooking.aspx?culture=de-DE>

building at trainstation
Bahnhofplatz 7

auditorium
professor's offices
seminar rooms
computer rooms
photo and video studio
sound studio



address for visitors

Hochschule für Gestaltung
Schwäbisch Gmünd
University of Applied Science
ERASMUS ID Code: D SCHWA-G02
Rektor-Klaus-Straße 100
D-73525 Schwäbisch Gmünd
phone +49 (0)7171 602-600
fax +49 (0)7171 692-59
info@hfg-gmuend.de
www.hfg-gmuend.de

postal address

Hochschule für Gestaltung
Schwäbisch Gmünd
Postfach 1308
73503 Schwäbisch Gmünd

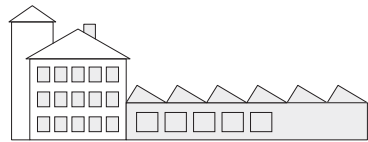
You can find the facilities of HfG on this map. All buildings can be reached by public transport as by foot.

Haus Goethe
Goethestraße 11
professor's offices
work rooms BA
work rooms MA



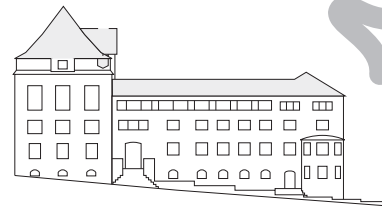
workshops Zapp
Stuttgarter Straße 3

print workshop



main building
Rektor-Klaus-Straße 100

seminar rooms
project rooms
media and usability labour
rector's office
secretary
workshops

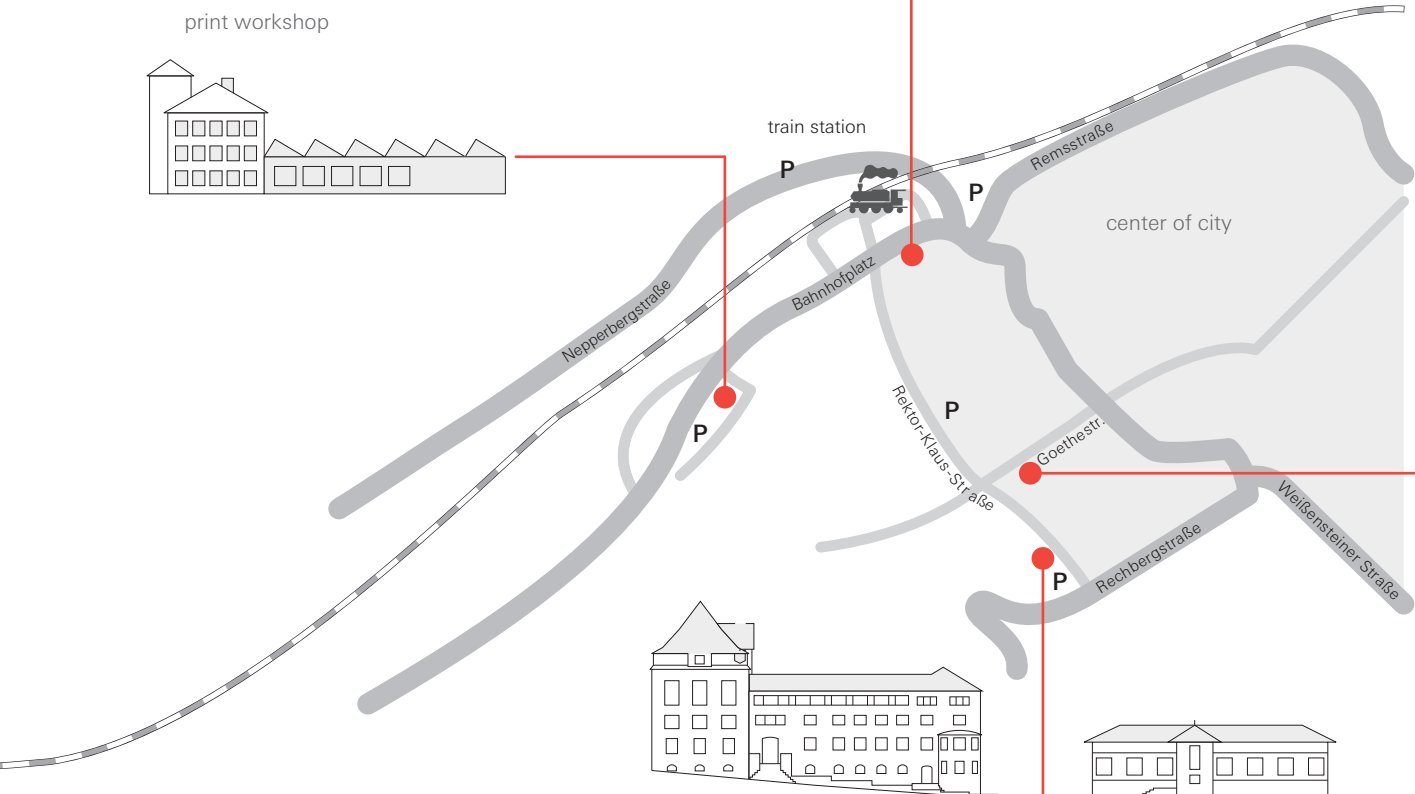


library
Rektor-Klaus-Straße 98

library
material library
archive
research



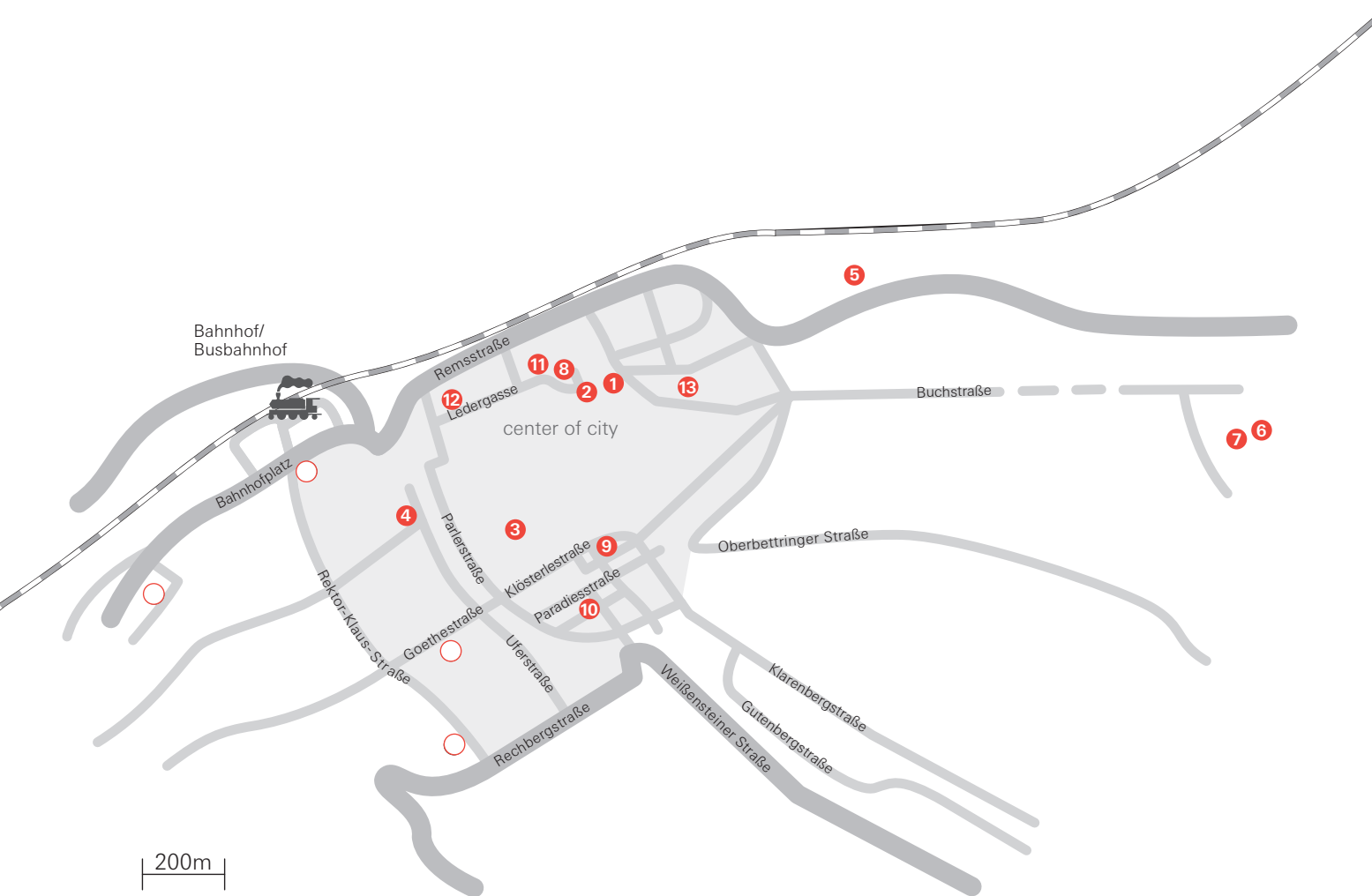
200m



First steps in Schwäbisch Gmünd

- Please bring for the registration 45€ for the student union, your health insurance card, your residence permit, 2 passport photos and your address in Schwäbisch Gmünd.
- Registration at the city council [Rathaus]. Your landlord will have to sign a document (the international coordinator will advise you how to complete it). Do not forget your ID card/passport.
- Students from outside the European Union have to register at the Immigration office [Ausländeramt]. The international coordinator will show you where to go during the city tour.
- Registration at the AOK or TK for non-European citizens (public health insurance), **if not already insured (you need a German health insurance) but not necessarily from the AOK or TK).**
- We advice to open a local bank account in order to be able paying monthly rent and bills easily. Also money transactions from the home country become easier. You can go to the Kreissparkasse for instance. You need to bring your student card and ID Card. It is free of charge.
- The non-European students could eventually need a blocked bank account (Sperrkonto). The immigration office will advise you whether you need it or not. There are some fees to open the account. Please do not forget, you have to show proof you have 735€ to live each month.
- If you want to have a German phone number, Saturn/Mediamarkt often has offers (phone + topup). You can also buy a sim card in Aldi or in a small cellphone shop in the city center.
- If you need some infos or appointment (Doctor etc.), please do not hesitate to ask the international coordinator.
- If you still need furniture for your room first ask students from HfG if they have something left they don't need. Otherwise you can get cheap furniture at mömax, which is a bit outside the city, Also or KK.
- You can find maps of Schwäbisch Gmünd in the tourist information i-Punkt.

- 1 Rathaus (city council)**
Marktplatz 1
+49 (0)7171 603331
opening hours 8am–5pm
- 2 Ausländeramt (Bureau for Foreigner)**
Waisenhausgasse 1-3
+49 (0)7171 603355
opening hours 8:15am–11:45 am
- 3 AOK (health insurance)**
Pfeifergässle 21
+49 (0)7361 4906435
opening hours 8:30am–5pm
- 4 Kreissparkasse (bank)**
Sparkassenplatz 1
+49 (0) 71716080
opening hours 8:30am–5pm
- 5 Aldi (grocery store)**
Aalener Straße 5
opening hours 8am–8pm
- 6 Media Markt (electronics)**
Mühlweg 5
+49 (0)7171 10400
opening hours 10am–8pm
- 7 mömax (furniture shop)**
Mühlweg 5
+49 (0)7171 1040890
opening hours 10am–8pm
- 8 i-Punkt (tourist information)**
Marktplatz 37/1
+49 (0)7171 6034250
opening hours 9:30am–5:30pm



9 Gmünder CopyCenter
(print shop, discount with student ID)
Seebaldstraße 7
+49 (0)7171 928976
opening hours 8:30am–12, 2pm–5pm

10 Bürobedarf Birgit Bauer
(pens, sketch books, paper etc.
discount with student ID)
Waldstetter Gasse 10
+49 (0)7171 603355
opening hours 8am–6pm

11 Foto Schweizer (photo shop)
Ledergasse 4
+49 (0)7171 2662
opening hours 9am–6pm

12 Rems Galerie
– REWE: grocery store
opening hours 7am–10pm
– Woolworth: cheap hardware
– Reformhaus: health food shop
– kiosk with small post shop
opening hours 9am–8pm

Ledergasse 44

13 City Center
– Kaufland: grocery store
opening hours 8am–10pm
– post office
opening hours 9am–6:30pm
– dm: drugstore
opening hours 8am–8pm
– pharmacy
opening hours 7am–8pm
– lock and key service
opening hours 9am–4pm

Kalter Mark/Vordere Schmiedgasse

Important dates

Introduction week:	6th March - 10th March 2017
Start of the semester:	13th March 2017
End of lecture time:	30th June 2017
End of the semester:	15th July 2017
Exhibition days:	14th - 15th July 2017
Exams:	3rd - 14th July 2017
Bank holidays:	Easter 13th - 18th April 2017 Ascension 25th - 26th May 2017 Pentecost 5th - 6th June 2017 Corpus Christi 15th - 16th June 2017
Seminar week:	24th - 28th April 2017

Current information during your semester at the HfG

During your semester at the HfG, you will be informed about deadlines, guidelines or schedule changes mainly through Emails but also directly on our internal website.

Intranet website

<http://info.hfg-gmuend.de/aktuelle-infos/index.html>
– Info for each field of study (for example Info about communication design): please click on each semester (for example CD1 – CD7)
– Semester exhibition and other events
– schedule and room planning

Subscription to the HfG Calendars

You can be connected to the HfG calendars with all media or programmes (PC, Mac, Mobiltelefon, iCal, Thunderbird, Sunbird, WinCal, Google-calendar). You will find here all deadlines:

HfG general

<webcal://rz.hfg-gmuend.de/ical/hfg/hfg.ics>

Interaction Design

<webcal://kalender.hfg-gmuend.de/ig/ig.ics>

Communication Design

<webcal://rz.hfg-gmuend.de/ical/kg/kg.ics>

Product Design

<webcal://rz.hfg-gmuend.de/ical/pg/pg.ics>

Master Design

<webcal://rz.hfg-gmuend.de/ical/ma/master.ics>

International

<webcal://rz.hfg-gmuend.de/ical/international/international.ics>

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Coordination Design Foundations (H 1.11)

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Student's Office (H. 0.08)

Ms Petra Fütterling
Phone +49 (0)7171 602 605
Fax +49 (0)7171 602 692 59
fuetterling@hfg-gmuend.de
opening hours 9 am – 11:30 am (Mon–Fri),
2 pm – 3:30 pm (Mon–Thu)

Study regulation

Course Enrollment

You will be enrolled as a student at HfG Schwäbisch Gmünd. Registration for the courses chosen will also have to be done upon your arrival in Germany in the student administration office. You will receive more details regarding registration on your first day at HfG.

ECTS

The European Credit Transfer and Accumulation System (ECTS) is a student-centered system based on the student workload required to achieve the objectives of a program, objectives preferably specified in terms of learning outcomes and competences to be acquired. Per semester you can achieve up to 30 ECTS credits, which means 60 a year.

Workload

In general a regular full time student at the HfG Schwäbisch Gmünd has to study 30 ECTS per semester. Exchange students are free to define together with their home university how many courses they should attend. However, we allow exchange students to attend less than 30 ECTS but we do not recommend attending more.

Language and language courses

The main language used at the HfG Schwäbisch Gmünd is German. If you intend to take any course held in German, you need an advanced knowledge of the language. In most courses, students are expected to write papers and/or final examinations and give presentations. For courses taught in English, students need an advanced knowledge of English.

More detailed information e.g. about language courses you will get after your arrival. We usually offer courses exempt from charges for our international students.

People in Southern Germany generally speak dialect which is quite hard to understand for non-native "Schwaben".

Tutors / buddies

Our tutor / Buddy students will give you support especially during the first days of your stay. They will help you with administrative things, finding an accommodation, orientation in and around the school and support you with the election of courses. The contact data will be announced by the International Office.

Student Union VS

Verfasste Studierendenschaft (VS) is the student organization. Its goal is to provide students with information about studying, housing, jobs, scholarships, and special events. You also can get a bicycle for a deposit from the VS.

Institutional grades definition

1,0 – 1,5 Very good
1,6 – 2,5 Good
2,6 – 3,5 Satisfactory
3,6 – 4,0 Sufficient
4,1 – 6,0 Failed

FX failed – some more work required to pass, F failed – considerable further work required

VS Shop at HfG

Opening hours during the semester:
Mon – Fri 12 to 1 pm

Timetables

<http://info.hfg-gmuend.de/studieninformati-onen/stundenplaene.html>

Bachelor of Arts

Communication Design
Interaction Design
Product Design
Internet of things

Master of Arts

Strategic Design

General information

Visa

For European citizens a valid ID card is sufficient. No visa required.

Non-EU citizens require a valid passport and a visa to enter Germany. Students coming from China, Costa Rica, Brazil and India have to get their visa before entering Germany. Students coming from the USA, Canada, Australia, New Zealand, Israel, Japan and South Korea can do it 2 weeks after their arrival (officially 90 days to stay without a visa in Germany, but it will take time to get the visa). The following documents will be asked:

- 2 copies of your passport
- 2 copies of your visa if you have one
- your health insurance document + one copy
- if you receive a scholarship, please bring the document proving the scholarship (this is needed for the foreign office as you have to prove that you have enough money to live in Germany).
- a letter from the HfG to confirm you will be a student at the HfG this semester.

It is quite difficult to get a visa in the Immigration office because of all the paperwork. If you can get it before entering the country, please do so.

Health Care

If you need to see a doctor, please be aware of the following:

- 1) EU citizens: In general EU citizens should have a European card covering health insurance abroad. If you have such an e-Card you need to present this to the doctor.
- 2) Non EU citizens/students with German insurance (AOK or TK): You should note that you need to pay for doctors/hospital service in advance before the costs can be reimbursed by your insurance company.

House rules

You should ask your landlord in advance what kind of house rules you need to take care of. In case there are no special rules, you should know that there is a so called "night silence" from 10pm–6am (especially during the week) and that all landlords expect you to treat the apartment and furniture well. As a citizen it is your task to take care of the side-walks in front of the house, which means cleaning and keep it free of snow and ice in winter.

Shopping

Opening hours of shops are usually from 09am–7 or 8pm, Monday to Saturday. On Saturdays, some shops are closed in the afternoon. Some shops offer extended service hours until 10pm (Kaufland, REWE). On Sundays all shops are closed. If you need food on Sundays you only can find a limited selection at bigger gas stations. Cheaper food in general you can buy at grocery stores such as Norma, Aldi and Lidl.

Tipping

Tips are optional in Germany. They are seen as expression of special satisfaction for the quality of the service you have received. As a general rule of thumb you generally shouldn't tip more than 10% of the bill total.

http://www.auswaertiges-amt.de/EN/Startseite_node.html