



The Student Representatives of the International Institute Zittau

**First Semester Survival Guide**

Dear Freshwomen and -men,

Welcome to Zittau and welcome to the IHI – The international Institute of higher education of the Technical University of Dresden! Welcome to the border triangle shared by the Czech Republic, Poland and Germany!

Getting started in a new university can be quite intimidating and strenuous, we know that! Especially if you’re new to the country. But no worries: through our personal experiences we designed this survival guide, to help you with finding everything you need to have a good start at the IHI and in Zittau. Do not hesitate to contact us if you need any further help as well as to give us ideas to improve our guide and our work in general!

Your Student Representative Committee

Claudia, Raja, Marie, Cristin, Tobi, Laura, Nico

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**Important Contacts**

Fachschaftsrat (FSR) – Student Representatives: we represent the local students’ interests.

FSR Office:

Room 0.02, Markt 23

02763 Zittau

E-Mail: fsr.ihi@mailbox.tu-dresden.de

Contact for problems in or relating the university:

Ms. Raja Schulze:

raja.schulze@mailbox.tu-dresden.de

Contact for international students:

Ms. Claudia Romelli:

claudia.romelli@mailbox.tu-dresden.de

Tutor – Contact person for foreign students:

Ms. Marie Mühlich:

marie.muehlich@mailbox.tu-dresden.de

Assistance for problems and questions regarding student life at the IHI, in Zittau, in Germany as well as exam preparation or concerns about your study program.

Should you have any other question, please do not hesitate to contact or approach anyone of us in person, we are glad to help or direct you to where you can find further assistance!

**Student sport:**

<http://www.hszg.de/campusleben/hochschulsport/angebot.html>

Enrollment day: 08.10.2018

You can register to the sport classes with your IHI credentials. There are designed terminals in the Haus Z, room 0.27 in Zittau and in the Haus GII, room 12 in Görlitz to pay for the chosen courses with your student card.

You can find all the related information on the website of the Hochschule Zittau/Görlitz (HSZG) under Hochschulsport (link)!

***Other***

Emergency numbers:

* Police: 110
* Fire/Ambulance: 112

Telephone area codes:

* Zittau: 03583
* Görlitz: 03581
* Dresden: 0351
* Czech Republic: 00420
* Poland: 0048

**Free time in Zittau**

Zittau is located in a beautiful area which is rich in interesting cities, landscapes and nature. You should explore and enjoy it! Here are some examples:

* The Olbersdorfer lake
* The Zittauer mountains
* Liberec
* Prag
* Bautzen
* The Biosphere Reserve Oberlausitzer Heide- und Teichlandschaft (moorlands, bird reservoir)
* The Spreewald (forest)

**Events**

The student representatives of IHI as well as the Hochschule Zittau/Görlitz organise regularly events and parties. You will get information via E-Mail or at the IHI (FSR Info-board).

**Important dates of the academic year 2018/19**

**Winter semester 2018/2019**

* Official period: 01.10.2018 – 31.03.2019
* Start of lectures: 08.10.2018
* Courses and lectures: 08.10. – 21.12.2018 and 07.01. – 02.02.2019
* Re-enrollment period for the summer semester 2019: 15.01. –  05.03.2019
* Main exam period: 04.02. –  02.03.2019
* Bank holidays:
	+ Reformation day: 31.10.2018
	+ Day of prayer and repetance: 21.11.2018
	+ Turn of the year: 22.12.2018 - 06.01.2019

Lecture-free period: Mon, 04.02.2019 - Sun, 31.03.2019

**Summer semester 2019**

* Official period: 01.04.2019 – 30.09.2019
* Courses and lectures: 01.04. – 07.06.2019 and 17.06. - 13.07.2019
* Main exam period: 15.07.2019 - 10.08.2019
* Bank holidays:
	+ Easter: 19.04.2019 - 22.04.2019
	+ 1st May: 01.05.2019
	+ Dies academicus: 22.05.2019
	+ Ascension day: 30.05.2019
	+ Pentecost: 08.06.2019 bis So, 16.06.2019

Lecture-free period: 15.07.2019 – 30.09.2019

**Our university in Zittau**

***Student office:***

Markt 23, Room 3.02 [Main university building]

O2763 Zittau

E-Mail: studium.ihi@​tu-dresden.de

Telephone: +49 3583 61241-12/22

Ms. Dipl.-Verw. (FH) Uta Scheunig

E-Mail: uta.scheunig@tu-dresden.de, Room 3.05

Telephone: 03583 / 612-4115

Ms. Heike Effenberger

E-Mail: heike.effenberger@tu-dresden.de,  Room 3.02

Telephone: 03583 / 612-4122

Ms. Peggy Korschelt

E-Mail: peggy.korschelt@tu-dresden.de, Room 3.02

Telephone: 03583 / 612-4112

**Opening hours:**

**Mon** and **Tue**: 9:30 – 12

**Wed** and **Thu**: 13 – 15 (or by arrangement)

Our student office also serves as **examination office** and **international office**!

The student office deals with:

* Enrolment and re-Enrolment
* Exams (registration, optional modules)
* Erasmus and other international exchanges
* Recognition of credits and exams
* Recognition of internships

***Free consultation and advice services for students***

**Legal Advice:**

Zittau

Every last Wednesday of the month, from 10 – 12 and 14 – 15

Studentenwerk Dresden

Hochwaldstraße 12, Zittau

Mr. Gert Sureck

E-Mail: studentische-rechtsberatung@studentenwerk-dresden.de

Telephone: 0049 351 / 4697-809

Mr. Thomas Neumann

E-Mail: info.zittau-goerlitz@studentenwerk-dresden.de

Telephone: 0049 3583 / 6881-55

Görlitz and Dresden

E-Mail: studentische-rechtsberatung@studentenwerk-dresden.de

Telephone: 0049 351 / 4697-809

**Psychosocial Counselling:**

Zittau

Every first Wednesday of the month, from 11 – 12:30

Hochwaldstraße 12, Room 0.2.13

Ms. Vera Bamler Ph.D.

E-Mail: vera.bamler@studentenwerk-dresden.de

Görlitz

Every second Wednesday of the month

Vogtshof, House 4.1, 1st Floor

Gottfried-Kiesow-Platz 2, 02826 Görlitz

Anke Zeißig, certified psychologist

E-Mail: anke.zeissig@studentenwerk-dresden.de

**Social Counselling:**

Every fourth Wednesday of the month, from 10 – 14

Brückenstraße 1, House II, Room 264

02826 Görlitz [On campus of the HSZG in Görlitz]

Contact and Appointments via:

E-Mail: sozialberatung@studentenwerk-dresden.de

Telephone: 0049 351 / 4697 - 661 or - 662

***Opening a bank account***

There are several possibilities in Zittau in order to open a bank account. Here are some examples:

Deutsche Bank

Neustadt 47, Zittau

Commerzbank

Neustadt 13-15, Zittau

Sparkasse

Frauenstraße 21, Zittau

There are many online banks as well, e.g.:

<https://www.dkb.de/>

If you do not speak German, we are happy to help you with the appointment at the bank! Just contact us or the Tutor.

**Important: Re-registration!**

To continue your studies after the first semester, it is necessary to transfer the semester fees (with or without the semester ticket) within the re-registration period for the next semester. The student office will inform you further before the due time.

Re-registration for the summer semester 2019: 15.01. – 05.03.2019

***Online services***

**Student Portal:**

Here you can find your enrollment certificates, the overview of your grades, information regarding the re-registration and so on.

https://studenten.ihi-zittau.de/qisserver/rds?state=user&type=0&category=menu.browse&breadCrumbSource=portal&startpage=portal.vm

**Opal:**

Here you can find the learning materials and other important information regarding your modules. The portal serves as forum for the students too, to exchange advice and opinions on the contents of the courses. Your professors will provide you with the credentials to access each module during the lectures.

https://bildungsportal.sachsen.de/opal/shiblogin

***Library***

Hochwaldstraße 12, 02763 Zittau

**Opening hours: Mo – Fr**: 9 – 20

(changing opening hours during the summer and the exam period 🡪 check the website)

Website: <http://hsb.hszg.de/>

The library has several facilities, such as copy rooms, scanners, PC-Pools, seminar rooms and private study rooms.

***Cafeteria***

Hochwaldstraße 12, 02763 Zittau (under the library)

In the cafeteria you can also find:

* Terminals to load money on your student card. With your student card you can pay the food in the canteen or the fees for the sport classes, as well as copies in the library.
* A board with lot of interesting information such as job offers or other events in Zittau and the surrounding area.

***Other services at the IHI***

**PC-Labs**

Markt 23, 2nd floor, Room 2.02 (Lehrkabinett)

Markt 21, ground floor, Room 0.52 (on the left side of the corridor after the big stairs)

Access only with the student card! You are free to use the computers, the scanner and the printers. In order to print you do not have to pay but you need to bring your own printing paper!

**Info screen**

It is located directly at the main entrance of the building at Markt 23. It provides information about lectures schedules, changes of rooms and events.

**Info-boards and foyer**

1st and 2nd floor, Markt 23. Information for all programmes, events.

* In the Foyer in front of the student office you can find more informative materials from the TU Dresden and other partners.

**Info-board oft the student representatives (FSR)**

 1st floor, Markt 23 🡪 Here you can find all the information regarding the activities and events organized by the student council. You should always have a look there 😉

Mr. Ralph Böhm

E-Mail: ralph.boehm@studentenwerk-dresden.de

Telephone: 0049 3583 / 688 158

Ms. Heidemarie Michel

E-Mail: heidemarie.michel@studentenwerk-dresden.de

Telephone: 0049 3581 / 406388

Facility Management Dormitories D, E, F

Mr. Jens Hebestreit

E-Mail: jens.hebestreit@studentenwerk-dresden.de

Telephone: 0049 3583 / 688121

Mobile: 0049 162 2946101

**Opening Hours:**

**Mon**: 7:30 – 7:45 and 11:45 – 12:15 and 15 – 15:30

**Tue** and **Fri**: 7:30 – 7:45 and 11:45 – 12:15

**Thu**: 7:30 – 7:45 and 11:45 – 12:15 and 15 – 17

Facility Management Dormitories G

Lutherplatz 4, Lindenstraße 30 und 18

Mr. Mario Herrmann

E-Mail: mario.herrmann@studentenwerk-dresden.de

Telephone: 0049 162 2946102,

**Opening Hours:**

**Mon**: 7:30 – 7:45 and 11:45 – 12:15 and 15 – 15:30

**Tue** and **Fri**: 7:30 – 7:45 and 11:45 – 12:15

**Thu**: 7:30 – 7:45 and 11:45 – 12:15 and 15 – 17

**In case of emergency**: technical Facility Management during duty hours

Telephone: 0049 3583 / 688143 -- Mobile: 0049 162 2946100

Should you need assistance to register, feel free to contact us, so we can go the office together!

**Important:**

As soon as you receive your residence permit or an extension of you visa, you have to **report it to the student office!**

**IMPORTANT!!! Please always carry your residence permit, the residence form as well as an identification document with you!!! The state police can perform random controls/searches!!!**

***Finding a room/apartment in Zittau***

Popular websites:

<https://www.wg-gesucht.de/>

<http://www.wohnheim-zittau.de/>

**Student dormitories**

Administration: Studentenwerk Dresden

<http://www.studentenwerk-dresden.de/goerzitt/>

Hochwaldstraße 12, 02763 Zittau [next to the canteen]

**Opening Hours:**

**Tue**: 9 – 12:30

**Wed**: 11 – 12:30

**Thu:** 13 – 17

**Getting Started in Germany**

***Mandatory health insurance***

Without health insurance you are **not allowed** to enroll at the univeristy.

**Documents** to bring with you for the registration at the health insurance: passport photo, enrolment certificate, rental contract and visa certificates.

There are several health insurance companies in Germany which you can choose from. We gathered some examples for you:

Techniker Krankenkasse

Local contact: Mr. Jörg Militzer

Telephone: 0049 – 4773897

Mobile: 0049 151 44682366

E-Mail: joerg.militzer@tk.de

Barmer

Local contact: Mr. Philipp Schöbel

Telephone: 0049 800 – 333004106489

Mobile: 0049 151 18234102

E-Mail: philipp.schoebel@barmer.de

AOK Plus

Local contact: Herr Silvio Hornig

Telephone: 0049 800 - 1059037186

Mobile: 0049 152 01570833

E-Mail: silvio.hornig@plus.aok.de

**Important:** Upon arrival, you should find a GP (general practitioner)! This ensures a fast admission in case of an emergency.

For international students: It might be useful during the first visit to the chosen GP to be accompanied by a German-speaking person (e.g. Tutor).

There are also multiple practitioners in Zittau, who are worth considering:

Ms. Eder M.D.

Telephone: 03583 / 791970

Lessingstr. 33

02763 Zittau

**Opening Hours:**

**Mon, Tue** and **Fri:** 8 - 12

**Tue:** 8 - 12 and 14 - 18

**Thu:** 15 - 17

Ms. Krause M.D.

Telephone: 0049 3583 512227

Schrammstr. 29

02763 Zittau

**Opening hours:**

**Mon, Wed** und **Fri:** 8 - 12

**Tue und Thu:** 8 - 10 und 15 – 18

***Registration Office*:**

**Important:** you should register within the first two weeks after moving to Zittau!

**Where** to go: The municipal administration for passports and registration

[Bürgeramt](http://www.zittau.eu/2_rathaus/stadtverwaltung/struktur/buergeramt.htm) – Referat Pass- und Meldewesen

Franz-Könitzer-Str. 7, Room 216

02763 Zittau [Next to the local fire department]

Telephone: 0049 3583 / 752450

**Opening Hours:**

**Mon**, **Wed** and **Fri**: 9 – 12

**Tue**: 9 – 12 and 13:30 – 18

**Thu:** 9 – 12 and 13:30 – 15

**Documents to bring**: passport/ID, rental contract and visa certificate.

**Only for Non-EU Nationals:**

***Registration at the foreign citizens’ office 🡪 application for a residence permit***

**Documents** to bring with you (Original + Copy): passport/ID, rental contract, proof about your protection of subsistence, proof about DSH-course, proof of health insurance, registration certificate (registration office), application form for the residence permit and visa certificate.

**Important**: apply for your residence permit **IMMEDIATLY**!

If you do not, you **need** to re-apply for another Visa with foreigner's registration office 10 weeks before the previous Visa expires.

**Foreign registration office for the district of Görlitz**

Landratsamt Görlitz, Außenstelle Zittau

Hochwaldstraße 29

02763 Zittau

E-Mail: info@kreis-gr.de

Telephone: 0049 3581 / 663-5190

**Opening Hours:**

**Tue, Thu:** 8:30 – 12 and 13:30 – 18

**Fri:** 8:30 – 12

Contact for Zittau: Ms. Gringmuth

Telephone: 0049 3583 / 722 562

E-Mail: bettina.gringmuth@kreis-gr.de