

Guideline for international exchange students coming to TU Braunschweig within the framework of the “SE²A International Female Programme - International Master’s projects”

Programme description

The Cluster of Excellence SE²A - *Sustainable and Energy-Efficient Aviation* is a DFG-funded interdisciplinary research centre investigating technologies for a sustainable and eco-friendly air transport system. Scientists from engineering, economics, chemistry and biology work on the reduction of drag, emissions and noise, life-cycle concepts for airframes, improvements in air traffic management and new technologies for energy storage and conversion. Technische Universität Braunschweig (TU Braunschweig), the German Aerospace Center (DLR), Leibniz University Hannover (LUH), the Braunschweig University of Art (HBK) and the National Metrology Institute of Germany (PTB) have joined forces in this extraordinary scientific undertaking.

The "SE²A International Female Programme - International Master's projects" is aimed at excellent female students from abroad who are about to start working on their Master's thesis. Participants are given the unique opportunity to write their thesis at one of the SE²A participating institutions and join an excellent scientific network. In addition to interesting insights into research practice, they specialize in a possible future field of work during their studies.

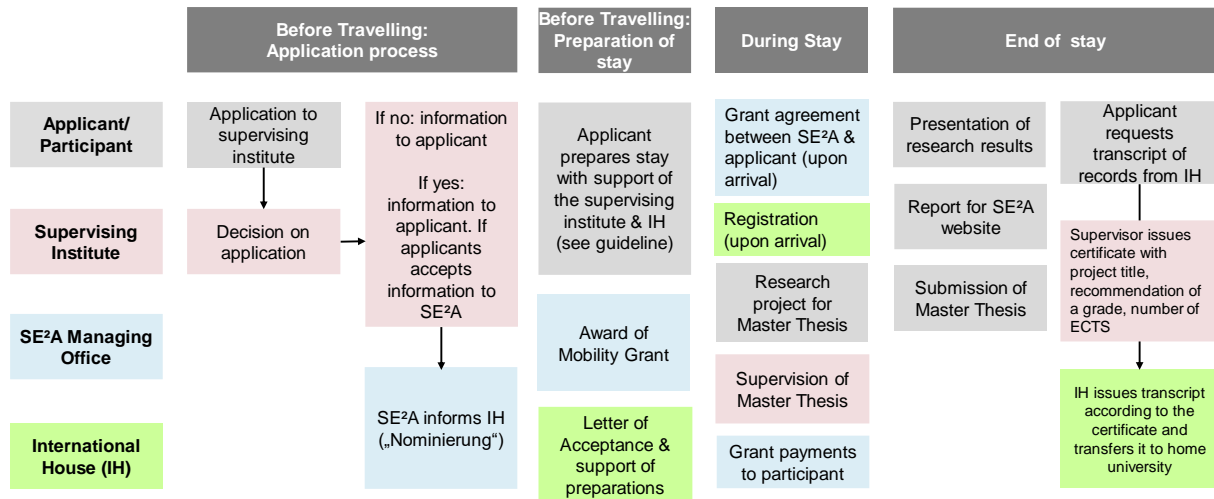
Possible proposals for project topics are regularly posted on the SE²A website and aimed at female students in relevant fields of study, especially engineering sciences. Please send your application directly to the contact named in the project proposal on the SE²A website.

<https://www.tu-braunschweig.de/se2a/open-positions/se2a-international-female-programme-international-masters-projects>

Mobility grant – financial support:

- Contribution to living expenses: 861 Euro/month for the maximum duration of 6 months
- Semester fee (single payment): 311 Euro
- Contribution to travel expenses (on request)

General process



Before Travelling

1) Application at the hosting institution

Possible topics are listed at the SE²A website:

<https://www.tu-braunschweig.de/se2a/open-positions/se2a-international-female-programme-international-masters-projects>

Please send your application directly to the contact named in the project proposal on the SE²A website. After you have been accepted by the hosting institution, please continue with the guideline.

2) Application at the Mobility Office of the International House

As soon as you have been accepted by the SE²A Coordinators* to take part in the programme please complete our online application for exchange students:

<https://www.tu-braunschweig.de/en/exchange-students/application>
<https://tubs.moveon4.de/locallogin/5d6cbb6c35c14e68985a7ae3/eng>

This should happen at least **5 months before the planned start of your stay**

3) Preparation for the exchange period

Finances

By German standards, Braunschweig is not an expensive place to study. Nevertheless, you need around 860 € per month. For your planning please note the average living expenses:

Living expenses per month	Budget	Normal	Luxury
Accommodation	€ 280	€ 320	€ 430
Food & drink	€160	€ 200	€ 200
Clothing	€ 35	€ 50	€ 55

Health insurance	€ 100	€ 100	€ 100
Liability insurance	€ 10	€ 10	€ 10
Study materials, textbooks	€ 45	€ 50	€ 65
Telephone & Internet	€ 35	€ 30	€ 40
Leisure, travel & sports	€ 65	€ 100	€ 100
Total expenses	€ 730	€ 860	€ 1000

Please be prepared to bring enough money for the first month, because besides the first rent you will have to pay the deposit, the “starter package” (mattress and bed linen) and the final cleaning. It usually takes a bit to open a bank account and receive the first grant payment.

Transcript of records: The TU Braunschweig supports the transfer of Credit Points to your home university with the help of a “transcript of records”. For this you note in a document the following information: Topic of your research project, Number of ECTS, supervisor of home university + signature, supervisor of institute at TU Braunschweig + signature:
https://www.tu-braunschweig.de/fileadmin/Redaktionsgruppen/Einrichtungen/International/1_Internationale_Studierende/2_PDFs/TUBS_Exchange_Course_Certificate.pdf We recommend that you consult with your Professor or Supervisor at your home university early in the planning process about the acceptance of the expected ECTS from TU Braunschweig.

Visa: If you come from a country which requires a visa, apply for a visa for educational purposes at the German embassy or consulate in your home country **at least two months before you leave for Germany**. You will need your letter of acceptance from the TU Braunschweig and your proof of financial resources. Not all nationalities must apply for a Visa to enter Germany. Please note the visa and travel information provided by the DAAD:
<https://www.daad.de/en/study-and-research-in-germany/plan-your-studies/visas/>

Accommodation

The Studentenwerk at the TU Braunschweig has several halls of residence with more than 1,800 rooms for university students. Please find the dormitories and room options here:

<https://www.stw-on.de/en/braunschweig/housing/dormitories/>

If you want to rent a room in a dormitory, the Mobility Office of the International House can register you. You will receive an accommodation application form with your letter of acceptance.

Health insurance:

For your enrolment at the TU Braunschweig you need a German statutory health insurance for students. You can take it out upon arrival in Braunschweig. It is available from all public health insurance providers and costs around **€ 100 per month**. Your buddy can help you, see below.

<https://www.google.com/maps/d/viewer?mid=1IE9qZDCL0n14LoKTerA-s5gftK5hh7S0&ll=52.2740266889428%2C10.52959384474593&z=15>

If you come from another EU Member State and you have the European Health Insurance Card you do not need to take out German health insurance. Please note that a travel health insurance does not provide adequate cover for the enrolment at the TU Braunschweig!

Liability insurance

We recommend that you also take out liability insurance in Germany. A liability insurance policy covers any accidental damage you might cause to other persons and their property. You can take out liability insurance once you are in Braunschweig for around **€ 10 per month**.
<https://www.google.com/maps/d/viewer?mid=1yhv4UzN9mltm-phvorqugAlPnSaG9m17&ll=52.27351171088066%2C10.527906567579985&z=15>

4) Buddy Programme

We recommend applying for one of our buddy programmes that are offered by our international student initiatives at the TU Braunschweig. A buddy can help you a lot especially during your first time in Braunschweig. Taking part in a buddy programme is an easy way to meet people and get to know your new surroundings:
<https://www.tu-braunschweig.de/en/welcome-programme/buddy-programme>

During Stay at SE²A partner institution

5) First Steps

Partial Scholarship Agreement with the SE²A Managing Office

Upon arrival a Partial Scholarship Agreement is established between the participant and the SE²A Cluster of Excellence which specifies the general framework. It contains the general conditions of the programme, e.g. amount of financial support, as well as the obligations of the participant. Major obligations are: short presentation of research results at a SE²A Meeting, short report on your experiences for the SE²A website, Submission of the master's thesis within two months after completion of the program to the host supervisor.

Arrival and Moving into your room

The closest international airport to Braunschweig is Hannover. From Hannover airport the suburban train S5 takes 20 minutes to Hannover main station. From there regional trains take 45 minutes to Braunschweig main station. For connections please check: www.bahn.de
Please inform your buddy at least one week prior to your departure when you will arrive in Braunschweig. Your buddy can pick you up from the railway station and accompany you to the Service Office of Studentenwerk where you get the keys for the dormitory room. If you arrive late in the evening or at the week-end you can arrange a key pick up from a "key box".

Welcome Programme

At the start of the semester, we organise an orientation programme for international students new to Braunschweig. It is offered by various international student societies and university groups. Please check the offer even if you arrive later on, because there are also regular events which take place throughout the whole semester:
<https://www.tu-braunschweig.de/en/welcome-programme>

Semester fee and Enrolment at the Orientation Meeting

The amount of currently **311€ for the semester** is used for student services including the Semester Ticket which entitles you to use all busses and tramways in the city and the local trains in the region free of charge. A proof of payment is needed for the enrolment which takes place at the "Orientation Meeting". Please find the payment information, the date of the meeting and the relevant supporting documents on your Letter of Acceptance.

Registration with the city and Opening a bank account

For your stay in Braunschweig you have to register with the city **within 14 days after arrival** ('Anmeldung' at 'Einwohnermeldeamt').

Students coming from outside the EU who don't have a Visa for the complete period of their stay must also apply for a residence permit (at 'Ausländerbehörde').

Address:

**Allgemeine Bürgerangelegenheiten
Friedrich-Seele-Straße 7
38122 Braunschweig**

We recommend to prepare and attend the appointments at the Registration (Einwohnermeldeamt) and Immigration Office (Ausländerbehörde) together with your buddy. As soon as you are enrolled and registered with the city, you can open a bank account at a local bank. You will need a German bank account to receive the monthly mobility grant and pay the rent.

TUcard and IT access

The TUcard is your student identity card. You will receive it two weeks after enrolment. The TUcard includes your semester ticket, your library card, your Mensa card and the payment card for your printing account. After enrolment you will also receive the user ID (**y-number**) for your student account and STUD.IP Login: <https://studip.tu-braunschweig.de/>
On Stud.IP you can register for courses and find all relevant information about the lectures. The y-number also allows you to use all services of the Gauß-IT Centre and WiFi on campus.

German courses

If you would like to start or continue learning German during your stay at Braunschweig you can join free German semester courses at all levels. An assessment test must usually be taken before the beginning of the semester or in the first week of the semester:

<https://www.tu-braunschweig.de/en/learning-german/daf>
<https://www.tu-braunschweig.de/en/learning-german/daf/registration>

Sports courses

The Sports Centre of TU Braunschweig offers a sports program to students and staff. There are around 90 different sports courses on different levels. For students most courses are free of charge, for some courses you must pay a small fee. You can also register for the gym:

<https://www.tu-braunschweig.de/en/sportzentrum/sz>

6) Scientific work

Contact your point of contact in supervising institute as soon as possible upon arrival in Braunschweig. The institute will provide you with all technical resources needed for your project. Your project supervisor will support you in getting familiar with the scientific subject and discuss the detailed project plans with you. The supervisor will also advise you on the question of attending particular classes in the area of your research.

7) Stay in Braunschweig

Location

Braunschweig is located in the north of Germany in the region of Lower Saxony. With around 250.000 inhabitants it is the second largest city in the region and a major centre of scientific research, but still very safe and liveable with a lot of parks and green areas. As historic and also modern city it offers a broad range of cultural, sporting and recreational activities:

<https://www.braunschweig.de/english/city/index.html>

Within the region of Lower Saxony there are a lot of attractive destinations that you can reach with the semester ticket - like the Harz Mountains, the North Sea or Luneburg Heath:

<https://www.niedersachsen-tourism.com/>

<https://www.nationalpark-harz.de/en/start/>

Health issues

If you fall ill, your first contact for all health issues is a general practitioner (**Hausarzt**). If necessary, you can then get a referral to a specialist (Facharzt). You are expected to make an appointment by telephone and to take your **health insurance card** with you. You can find a doctor who speaks good English or even your mother tongue with the Medical Directory:

<https://www.arztauskunft-niedersachsen.de/ases-kvn/>


Medication is only available at pharmacies. Some medicines like antibiotics require a doctors' prescription whereas medication for minor illnesses like a headache can be bought without.

Emergencies

If you are critically ill, if you are victim or witness of an accident please call the ambulance. If you are victim or witness of an illegitimate incident please call the police. State your name and location slowly and clearly. Describe what happened. Wait for questions and don't end the call on your own! The staff may still have important questions and hold the line.

Emergency numbers

 **112 Ambulances and fire brigades**

 **110 Police**

End of research stay at SE²A partner institution

8) Completion of the SE²A International Female Master's Program:

- Presentation of research results at a SE²A Meeting (Web Meeting possible). Details will be organized by your supervising institute.
- Report on your experiences for the SE²A website
- Submission of the master's thesis within two months after completion of the program.

9) Departure

Please note that there are also some issues you have to think of before you leave.

Transcript of Records

The credits you gain at the TU Braunschweig can be transferred to your home university with the help of a "transcript of records". This document will be issued at the Mobility Office of the International House. Your project supervisor must send us a certificate with the name of your project, your final grade and the number of ECTS credits awarded for the project work:

<https://www.tu->

[braunschweig.de/fileadmin/Redaktionsgruppen/Einrichtungen/International/1_Internationale_Studierende/2_PDFs/TUBS_Exchange_Course_Certificate.pdf](https://www.tu-braunschweig.de/fileadmin/Redaktionsgruppen/Einrichtungen/International/1_Internationale_Studierende/2_PDFs/TUBS_Exchange_Course_Certificate.pdf)

Please consider that it takes around two weeks to issue the transcript of records.

De-enrolment and de-registration

Please go to the Study Service Centre at “Haus der Wissenschaft” (**Pockelsstraße 11**) and terminate your enrolment at the TU Braunschweig with the help of the following form:

<https://www.tu-braunschweig.de/fileadmin/Redaktionsgruppen/Verwaltung/I-Amt/Formulare/exmatrikulation.pdf>

Please de-register yourself from the city of Braunschweig: [https://formular-](https://formular-server.de/BS_FS/findform?shortname=jue4031501003403&formtecid=8&areashortname=BS)

[server.de/BS_FS/findform?shortname=jue4031501003403&formtecid=8&areashortname=BS](https://formular-server.de/BS_FS/findform?shortname=jue4031501003403&formtecid=8&areashortname=BS)

You can send the completed document by postal mail to the following address:

Allgemeine Bürgerangelegenheiten

Friedrich-Seele-Straße 7

38122 Braunschweig

Terminations and room hand-over

Please make an appointment with the Studentenwerk to hand over your room at least two weeks before moving out. The room must be cleaned when returning it. If you have caused any damages to the room, the costs of repair will be subtracted from your deposit.

If you have a **health insurance or a personal liability insurance** policy in Braunschweig, you will need to cancel these before your departure to avoid any further payments. Go to your bank and **close your German bank account** after the last bookings have been made and the deposit has been received. Please also wait for the last debit of the health insurance.

Contact:

- 1) **SE²A Coordinators:** SE²A Managing Office, Maren Evers, Se2a-phds@tu-braunschweig.de
- 2) **Research Project Supervisors:** see project offer
- 3) **Mobility Office of the International House,** Bültenweg 74/75, 38106 Braunschweig:
Anne-Kathrin Kaiser, ☎ +49 531 391 14375, exchange@tu-braunschweig.de