

Joint International Master's Program

Information Technology

Students' Handbook

Vers. 7, 06.08.2011



Halmstad University
School of Information Science,
Computer and Electrical
Engineering
Halmstad, Sweden



Wrocław
University
of Technology

Faculty of Computer Science and
Management
Wrocław, Poland

Hochschule Ostwestfalen-Lippe
University of Applied Sciences

Department of Electrical
Engineering and Computer Science
Lemgo, Germany



Department of
Computer Science and Engineering
Esbjerg, Denmark

Welcome to the joint Master's Program offered in cooperation with

Halmstad University, Sweden
Aalborg University Esbjerg, Denmark
Wroclaw University of Technology, Poland
Ostwestfalen-Lippe University of Applied Sciences, Germany

Information about the course as well as contacts can be found on our leaflets and on our website:

www.it-master.org

Non European Students

Becoming a resident of Sweden, Denmark, Poland and Germany

Students from countries which do not belong to the European Union (except for Iceland, Liechtenstein and Norway) need a residence permit for studies in Sweden, Denmark, Poland and Germany. For starting the first semester of the international Master's Programme in Halmstad, Sweden or Wroclaw, Poland please contact the nearest respective Embassies or Consulates in your home country as soon as possible. To be sure of obtaining your residence permit on time, we request you to apply for your respective visas 3 months prior to your departure. The regulations concerning residence permits vary depending on the country from which you are applying.

The next two paragraphs will explain how to apply for the Swedish or the Polish visas. Later you will find how to proceed to obtain your residence permits for the next countries!

Documents that you need for your visa application for Sweden:

- You must be able to show that you have been granted university admission in Sweden.
- You must show that you have enough finance to support yourself throughout **your entire study period**. Proof of your finance must be provided in the form of: some kind of documentation certifying your own bank assets, or documentation certifying that you have received a scholarship or any other document which proves that you can finance your stay abroad.
- You are required to show that you have SEK 7,300/month at your disposal for at least 10 months/year.
- You should also consider the SEK 1,000 visa application fee.
- A high quality passport photo
- You need to show proof of a health insurance covering your stay in Sweden.

For additional information contact the Swedish Embassy in your home country or visit their website at: www.migrationsverket.se/english.html

More information can also be found here:

http://www.studyinsweden.se/templates/cs/Article___4937.aspx

Documents that you need for your visa application for Poland:

For the detailed list of documents required, please contact the Polish Embassy or Consulate in your home country, as the requirements may differ slightly from country to country.

Documents which are required in all countries are:

- an admission certificate from a university/academy in Poland
- a confirmation that the fees were paid,
- all documents confirming the education level of applicant
- all documents confirming the financial status of applicant and his/her family.

Please note that visas issued for studies in Sweden or Poland are **not** valid for the other countries. These visas must be obtained from the respective authorities! Therefore, please apply for **the German visa while studying in Sweden** at the German Embassy in Stockholm, respectively for **the German visa** at the German Consulate in Wroclaw **while studying in Poland**.

If you chose the second semester to be in Sweden, please apply **for the Swedish visa** at the Swedish Consulate in Warsaw **while studying in Poland**.

(The international offices in Halmstad and Wroclaw University will assist you with your application procedure).

Important Aspects – Important Documents to be considered

Please be aware that you will not be let alone with the visa issues. All four international offices are ready to assist you, but we count on your cooperation and readiness to provide all necessary documents in due time! The following paragraphs will explain how to obtain the respective visas for your next destinations.

Documents needed for the German visa for applying from Sweden:

- two sets of application forms (handed out by I.O. of Halmstad University)
- admission letter from Hochschule Ostwestfalen-Lippe (can be sent to your address in Halmstad upon receipt of your filled in application form for us)
- valid passport
- 2 biometric passport photos
http://www.bundesdruckerei.de/de/service/service_buerger/buerger_persdok/persdok_epassMstr.html
- proof of being able to finance your studies for 12 months (670,-€ /month x 6 = 4.020,- €)
- **attention:** you will have to open a blocked German bank account (on your own name!) which allows you to withdraw a max. amount of 670,- Euros per month during your stay in Germany. This account can be opened from Halmstad by contacting

Deutsche Bank, Hamburg,
Student Account
Email: db.student@db.com
Phone: +49 / 40 3701-5146

In order to open this bank account you will need your signature to be notified. You can do this at the German Honorary Consulate in Malmö.

- You can apply for the mandatory German health insurance before you start applying for the German visa in the International Office, contact: kerstin.rosemann@hs-owl.de

The health insurance will be valid with the start of the semester in Germany and costs approx. 70,-€ /month. Any other foreign insurances or travel insurances cannot be accepted at Hochschule OWL.

You need to go to the German Embassy personally for handing in your visa application. It will approximately take 3 – 4 weeks to obtain your German visa from the day of submission.

The German Embassy in Sweden is located in Stockholm. The person in charge at the visa office is

Mrs. Häger,
Artillerigatan 64,
S - 114 45 Stockholm
Phone: +46/8-6701546

Office hours: please contact the Embassy before going there, sometimes the visa department has different office hours than the Embassy itself!

Please note: It is not necessary to go to Stockholm more than once!

If you go there for submitting your documents, you can pay a fee for getting your passport back by registered post. Before you do so, however, talk to the local post office in Halmstad in order to find out which document they would accept for your identification when picking up your registered post –since your passport will be in the envelope..

It would also be possible to authorize another person to pick up your passport (In case other students need to go to Stockholm).

If you organise yourself properly you can save a lot of time and money!

Documents needed for the Danish visa for applying from Sweden:

- two sets of application forms (pink) issued by the Danish Embassy in Sweden and forwarded to you via the International Office of Aalborg University in Esbjerg
- 1 ST1 form (supplement to the application form for residence permit in DK issued by Aalborg University Esbjerg)
- admission letter from Aalborg University (which can be collected from the International office of Aalborg University, Esbjerg)
- valid passport
- 2 passport photos (normal size)
- copy of your birth certificate
- transfer slip after having transferred 680,- DKK fees to the Danish Embassy in Stockholm
- proof of being able to finance your studies for 5 months (4.200 DKK /month x 5 = 21.000,- DKK)

important: you can use your Swedish Bank account for the Danish visa application

- health insurance: as soon as you have obtained the Danish CPR-number (The social Security Number) you'll be included in the Danish Health Insurance, i.e. you can see a doctor for free. Please note that the insurance is not valid until you receive your health insurance certificate. It takes 5 – 6 weeks.

You need to go to the Danish Embassy personally for handing in your visa application. It will approximately take 3 – 4 weeks to obtain your Danish visa from the day of submission.

The Danish Embassy in Sweden is located in Stockholm.

Royal Danish Embassy in Stockholm, Sweden
Kgl. Dansk Ambassade
Jakobs Torg 1
Box 1638
111 86 Stockholm

Phone: (+46) (8) 4067500

Fax: (+46) (8) 79172

Documents needed for the Danish visa for applying from Germany:

you have to hand in following documents to the international office at Hochschule Ostwestfalen-Lippe:

- 2 filled in application forms (pink) issued by the Danish Embassy in Berlin via Hochschule Ostwestfalen-Lippe
- 1 filled ST1 form (supplement to the application for residence permit in DK issued by Aalborg University via Hochschule Ostwestfalen-Lippe
- 2 passport photos (normal size)
- passport
- copy of your birth certificate
- transfer slip after having transferred 91,-€ fees to the Danish Embassy in Berlin

Bank data: Berliner Bank, Bank code: 100 200 00, Bank account #: 9915385800

- proof of being able to finance your studies for 5 months (4.200,- DKK or 563,- €/month x 5 = 2.815 €)

important: you can use your German Bank account at Deutsche Bank for the Danish visa application

- health insurance: as soon as you have obtained the Danish CPR-number ((The social security number) you'll be included in the Danish health insurance, i.e. you can see a doctor for free Please note that the insurance is not valid until you receive your health insurance certificate. It takes 5 – 6 weeks.

The application documents will be collected by the International Office of Hochschule Ostwestfalen-Lippe and then forwarded to the Danish Embassy in Berlin.

The Danish Embassy will inform Hochschule Ostwestfalen-Lippe about the individual residence permits obtained. You will be able to collect the visa stamp for your passport at the local police station in Esbjerg after your arrival in Denmark.

Documents needed for the Polish visa for applying from Germany:

you have to hand in following documents to the international office at Hochschule Ostwestfalen-Lippe:

1 set of application form

<http://www.msz.gov.pl/Visa,Application,Forms,2348.html?PHPSESSID=1952585452e129f96387b3e3053fdc1e>

- 2 passport photos (normal size)
- passport
- invitation letter issued by Wroclaw University of Technology

The application documents will be collected by the International Office of Hochschule Ostwestfalen-Lippe and then forwarded to the Polish Consulate in Cologne.

The Polish Consulate will return the passport with the visa sticker to Hochschule Ostwestfalen-Lippe.

Documents needed for the German visa for applying from Denmark:

- two sets of application forms (<http://www.auswaertiges-amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/Download/AufenthaltDt.pdf>)
- admission letter from Hochschule Ostwestfalen-Lippe (which can be collected from the International office of Aalborg University Esbjerg)
- valid passport
- 2 biometric passport photos (http://www.chip.de/ii/73121513_ef4a3e7ff7.jpg)
- proof of being able to finance your studies for 6 months (670,-€ /month x 6 = 4.020,- €)
- **attention:** you will have to open a blocked German bank account (on your own name!) which allows you to withdraw a max. amount of 670,- Euros per month during your stay in Germany. This account can be opened from Esbjerg by contacting

Deutsche Bank, Hamburg,
Student Account
Email: db.student@db.com
phone: +49 / 40 3701-5146

- You can apply for the mandatory German health insurance before you start applying for the German visa in the International Office, contact: kerstin.rosemann@hs-owl.de

The health insurance will be valid with the start of the semester in Germany and costs approx. 70,-€ /month. Any other foreign insurances or travel insurances cannot be accepted at Hochschule OWL.

You need to go to the German Embassy personally for handing in your visa application. It will approximately take 3 – 4 weeks to obtain your German visa from the day of submission.

The German Embassy in Denmark is located in Copenhagen. The person in charge at the visa office is

Mrs. Simonson,
Stockholmsgarde 57,
2100 Kopenhagen
phone +45/354599-73

Office hours: Monday and Wednesday – Friday: 09.00 h– 12.00 h
Tuesday: 13.00 - 16.00 h, it would be better to book an appointment

Please note: It is not necessary to go to Kopenhagen more than once!
If you go there for submitting your documents, you can pay a fee for getting your passport back by registered post.

It would also be possible to authorize another person to pick up your passport
(In case other students need to go to Kopenhagen).

If you organise yourself properly you can save a lot of time and money!

Documents needed for the German visa for applying from Poland:

- 2 sets of application forms (<http://www.auswaertiges-amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/Download/AufenthaltDt.pdf>)
- admission letter from Hochschule Ostwestfalen-Lippe (which will be sent to you, or – if no address available- can be collected from the International office of Wroclaw University of Technology)
- valid passport
- 2 biometric passport photos (http://www.chip.de/ii/73121513_ef4a3e7ff7.jpg)
- proof of being able to finance your studies for 6 months (670,-€ /month x 6 = 4.020,- €)
- **attention:** you will have to open a blocked German bank account (on your own name!) which allows you to withdraw a max. amount of 670,- Euros per month during your stay in Germany. This account can be opened from Wroclaw by contacting

Deutsche Bank, Hamburg,
Student Account
Email: db.student@db.com
phone: +49 / 40 3701-5146

- You can apply for the mandatory German health insurance before you start applying for the German visa in the International Office, contact: kerstin.rosemann@hs-owl.de

The health insurance will be valid with the start of the semester in Germany and costs approx. 70,-€ /month. Any other foreign insurances or travel insurances cannot be accepted at Hochschule OWL.

You need to go to the visa office of the German Consulate personally for handing in your visa application. It will approximately take 3 – 4 weeks to obtain your German visa from the day of submission.

The German Consulate in Wroclaw is located in:

ul. Dworcowa 16
Wroclaw
Tel.: ++48-71-335 2100
Fax.: ++48-71-372 4616

Office hours: Monday – Friday: 08.30 h– 11.00 h

Living and Learning in Halmstad

All practical information on studies at Halmstad University, concerning for example residence permit, travel, pick-up on arrival, accommodation, and living in Sweden is found at <http://www.hh.se/english/education/internationalstudent/admittedinternationalstudents.5831.html>

You can also find useful information about Halmstad at the town council's web page www.halmstad.se

Student union

At all Swedish universities you will find a Student union. This is a student controlled organisation working with student support in matters ranging from accommodation and social activities to educational quality work and representation in university boards. Membership is optional and basic support is given also to non-member students.

The fee to Halmstad student union for the upcoming semester is for a fulltime student 400 SEK. For this fee you get a complete safeguarding of all education and research, social activities and the complete arrangement around your arrival, pickup and accommodation. You will also get a student ID card that will give you access to the student pub, library, computer rooms and the rest of the university buildings during evenings and weekends. You also get discounts at local stores.

Bank

We recommend you to open a Swedish bank account enabling you to transfer money from your home bank account and avoid high fees. Remember to bring your passport to open an account. Addresses and phone numbers can be found in the Yellow Pages.

Living expenses

Living expenses will of course vary according to personal requirements and standards. In most cases you will have to take transportation costs (bus or buying an old bike) into your budgeting together with costs like rent, laundry, food, social life, trips, books and study material, etc. You will need around 5.400 SEK (533,-€) per month to live in Halmstad.

Tuition fees

There is no tuition fees for EU/EEA residents. NON-EU/EEA students pay a fee of 61 500 SEK per semester, about 6800 euro.

**Visit the university's homepage: www.hh.se
e-mail contact: fdia@hh.se**

Visit the Student Union's homepage: www.studentkaren.hh.se

Living and Learning in Lemgo

You can find a lot of useful information about Lemgo at the town council's web page www.lemgo.de

When you arrive in Lemgo, the International Students' Officer will pick you up and take you to your new home. The International Officer will also be there to help you accommodate and answer any questions you might have.

Visit the university's homepage: www.hs-owl.de
Visit the International Students' homepage: www.hs-owl.de/aaa
e-mail contact: kerstin.rosemann@hs-owl.de

Student ID Card and Semester fees

The international students' office will help you to fill in the appropriate form to get registered and to obtain the student ID card. On this occasion you will have to buy your health insurance and pay the social fees for the semester starting. Every student has to pay the fee of 130,00 €. With your student ID card you will be able to use all public trains, busses, street cars, etc. in the region. You will have discounts on the food at the students' restaurant (Mensa) and on a lot of leisure activities like cinema, swimming halls, etc.

Housing / Accommodation

If you notify the International Students' Office they will be happy to help you find a suitable place to stay.

Information on Student Accommodation of HS OWL (International Office)

The International Office is renting out apartments which can be shared by 5 students each. These apartments are located in a 3 minutes walking distance to the university. They are a part of a condominium building, i.e., you will be living among a mix of: students (German and international), families, singles, couples, younger and older people. All apartments have 3 bedrooms of which two are used as double rooms and one is rented out as a single room. Furthermore, the apartments have a common kitchen, a bathroom with tub/shower, a guest toilet, a corridor with a storage facility and a balcony.

All rooms are fully equipped with furniture, i.e., the bedrooms have a bed + mattress + pillow + blanket + covers, a closet, a desk, a chair, a paper basket and a table light for each person. The kitchen has a stove, a fridge, a table + 5 chairs, cupboards and shelves and a litter bin. A laundry machine will be installed in the bathrooms.

Please bring your own kitchen utensils, plates, cups, glasses, cutlery, etc. for using the kitchen!

Regarding room rent, we would need to charge as follows:

Double room, 22 m²: 185,- € per person

Double room, 16 m²: 170,- € per person

Single room, 12 m²: 195,- € per person

These monthly rates include rent, side costs such as garbage disposal, water usage, heating as well as Internet access and electricity. You will need to pay a deposit of one month room rent (cash) which will be refunded at the end of your stay if nothing has been damaged or broken in the apartment during your stay. You will need to transfer your room rent directly from your German account. You can open an account after your arrival in Germany.

Please note that our apartments will always be rented out for one entire semester!!! Summer term: from 1 March until 31 August and Winter term: from 1 September until 28 February. Independent from your individual plans of arrival or departure, you would need to pay for the entire period of time mentioned.

Since our rooms are very popular among the students, we would like to ask you to inform us as soon as possible and no later than 1 December for the Summer term and 1 June for the Winter term if you are going to rent a room in one of these apartments. Upon receipt of your accommodation request, we will inform you about the availability and ask you to transfer a deposit which will be offset against your first room rent after your arrival.

Here are some pictures of the accommodation: <http://www.hs-owl.de/aaa>

For further questions, please refer to: kerstin.rosemann@hs-owl.de

Private Students' home „Haus Baule“:

This privately owned students' home is located close to the town centre of Lemgo and approx. 20 minutes bus drive away from Hochschule OWL

All rooms are furnished and equipped with access to internet, TV and phone.
Common kitchens and bathrooms on each floor have to be shared with 3 or 4 students
A standard apartment of 12 m² costs approx. 210,-€ all inclusive
More info at: www.kuhlemann-lemgo.de

Contact: Ernst-August.Kuhlemann@t-online.de (Mr. Kuhlemann)

Phone: + 49 / 5261 / 171 61

Living expenses

Living expenses will of course vary according to personal requirements and standards. In most cases you will have to consider costs like rent, laundry, food, social life, trips, books and study material, etc. You will need around 600,-€ per month to live in Lemgo.

Tuition fees

There are no tuition fees in Lemgo as of September 2011

Living and Learning in Esbjerg

You can find a lot of useful information about Esbjerg at the town council's web page

www.visitesbjerg.com

When you arrive in Esbjerg, a buddy (tutor responsible for international students) will meet you and take you to your new home. Your buddy will also be there to help you accommodate and answer any questions you might have.

Visit the university's homepage: www.en.esbjerg.aau.dk

Visit the homepage of the International Office: www.auc.dk/international/index_uk.htm

International student counsellor: Heidi Valdkilde Jensen hvj@staff.aau.dk

Contact the Accommodation Office in Esbjerg at www.e-k-f.dk if you want to find accommodation by yourself. Otherwise please contact Heidi Valdkilde Jensen at

hvj@staff.aau.dk

General information for international students can be found at:

www.en.aau.dk

Housing / Accommodation

To be able to book rooms for international students, so that you can move in the very same day you get here (if it is a working day), the University charges you a deposit of DKK 2000 (€ 270) in advance. The deposit must be paid to Aalborg University Esbjerg by transferring the amount to the university bank account no later than June 30th for the autumn semester. The money will later be deducted from the deposit you pay to the local student accommodation office once you get here.

Sydbank a/s

Registration code: 7701

Account number: 1409406

Swift number sybkdk22

IBAN (International Bank Account Number): DK9877010001409406

(Please write your name on the transfer, so the I.O. can see who sends the money)

Please note, that if you do not pay the university deposit you will have to find accommodation yourself.

Halls of Residence:

the rooms (12-15 m²) are furnished with own or shared bathroom and kitchen. Costs vary between DKK 1.800,- to DKK 2.200,-

Deposit: DKK 3.500 – 4.000,- (bring your own bedsheets)

Residences in the centre of Esbjerg:

own rooms (15 m²) but shared bath and kitchen. Costs: DKK 1.800,-

Deposit: DKK 3.500,-

Insurance

If you have a residence permit to stay in Denmark, you are automatically included in the Danish Health Insurance, which means, that you can see a doctor for free. Please note, that the insurance is not valid until you receive your health insurance certificate. It takes 5- 6 weeks.

Bank

We recommend you to open a Danish bank account enabling you to transfer money from your home bank account and avoid high fees. Remember to bring your passport to open an account. Addresses and phone numbers can be found in the Yellow Pages. The most convenient bank is the Danske Bank.

Living expenses

Living expenses will of course vary according to personal requirements and standards. In most cases you will have to take transportation costs (bus, train or buying an old bike) into your budgeting together with costs like rent, laundry, food, social life, trips, books and study material, etc. You will need around DKK 4.500,- (600,- €) per month to live in Esbjerg.

Student ID card

The student ID card gives discounts for rail travel and some social activities

Tuition fees

There will be no tuition fee in Esbjerg for students from the European Community (EU) or from Norway, Iceland or Switzerland. For students from other countries there will be a fee of 50.000 DK (about 6.700,- Euros) for the **fourth** semester spent in Esbjerg.

Living and Learning in Wrocław

You can find a lot of useful information about Poland and Wrocław at the town's web page and the country's webpage:

<http://www.poland.pl/>
<http://www.poland.gov.pl/> ; <http://www.wroclaw.pl/ms/english/> ; <http://www.wroclaw-online.eu/>

When you arrive in Wrocław, a representative will pick you up at the airport or railway station and take you to the dormitory. They will also answer your questions and inform you about your next step and our orientation programme/introduction days plan.

Visit the university's homepage: www.pwr.wroc.pl
e-mail contact for **1st semester students**: admission@pwr.wroc.pl
e-mail contact for **3rd and 4th semester students**: emilia.chojnacka-ryśnik@pwr.wroc.pl

Identity card

After you arrive you will also get a student ID card that will give you access to the student library, computer rooms and will entitle you to discounts in public transport, some cinemas and others.

Accommodation

Students who wish to stay in a dormitory need to inform us about this while applying. A monthly cost of living in a dormitory is between 60-80 EUR. The dormitories are situated close to the campus - students can walk or take a tram/bus.

Private housing: Students who wish to rent an apartment or a room should do it on their own or use a room search service. The cost of renting a room is approx. 90-180 EUR per month.

Bank

We recommend you to open a bank account in Poland enabling you to transfer money from your home bank account. Remember to bring your passport to open an account.

Health Insurance

The National Health Service is available to all international students who register with the students' or public medical centre on arrival. Basic medical care (including hospitalization) is free of charge for EU students. Non EU students should buy basic medical insurance at the National Health Fund NFZ (ca.10 Euro per month). We strongly advise, however, that you should arrive in Poland with a basic insurance policy for the first few weeks in Poland so that you are secured before you actually register here.

Living expenses

Living expenses will of course vary according to personal requirements and standards. In most cases you will have to take transportation costs into your budgeting together with costs like dormitory, laundry, food, social life, trips, books and study material, etc. You will need around 300 EUR per month to live in Wrocław.

Tuition fees

Students from EU do not pay tuition fees, only application fees of 22,- EUR.

Students outside EU need to pay 2.000,- EUR per semester and application fees of 200,- EUR.

The application fee is non-refundable in case of admission rejection.

General information on all four study locations:

Fees

	Tuition fees for Non-EU students from September 2011 for the first semester:
Halmstad	6.827,36 EUR, the second semester can be exempt if you have done your first semester at Wroclaw University and join as an exchange student
Wroclaw	Students outside EU have to pay 2.000 EUR per semester and an application fee of 200 EUR, Students from EU do not pay tuition fee, only application fee of 22 EUR
Lemgo	No tuition fees from September 2011
Esbjerg	Students from partner universities inside and outside EU/EEA will not be charged tuition fees for the third semester spent in Esbjerg. Halmstad, Wroclaw and Lemgo are partner universities. Attention: For the fourth semester spent in Esbjerg, NON-EU students will need to spend tuition fees of 6.704,93 EUR.

Please note: The announced information concerning study fees are subject to possible changes. You may ask the local contact persons for any additional information.

Living expenses

Halmstad	approx. 600 EUR per month
Wroclaw	approx. 300 EUR per month
Lemgo	approx. 600 EUR per month
Esbjerg	approx. 600 EUR per month

Scholarships

Organizations like the DAAD may offer support. Please contact DAAD well in advance when you are still in your home country. See (www.daad.de) for details.

Additional possible scholarships in Lemgo:

Scholarships granted by Studienfonds-OWL on behalf of Hochschule Ostwestfalen - Lippe: Prospective MIT students can apply for scholarships simultaneously with the programme application for our Master's in Information Technology or during their first semester in Sweden or Poland.

Scholarship applications can be handed in only once in a year during the period 15 January until 31 March! If successful, the payments will start for the following winter term September/October.

The scholarship application has to be sent directly to the Studienfonds-OWL

Please visit following website : www.studienfonds-owl.de or contact Mrs. Julia Buschmann: j.buschmann@studienfonds-owl.de