

International Office – Incoming Students

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Buddy-Programme - Support for International Students

Guidelines

We are very pleased that you are getting involved as a buddy and making it easier for a new international student to start at Nordhausen University of Applied Sciences. With this guide, we would like to give you an overview of your tasks as a buddy, provide helpful information and name the most important contact persons whom you can turn to with questions or whom you can recommend to your incoming buddy. Of course, you can also contact us at any time.

Participation in the Buddy Programme can be credited towards the "Certificate in Intercultural Competence". You can find more information at: <https://www.hs-nordhausen.de/en/international/certificate-of-intercultural-competence/>

The International Office hopes you have a lot of fun participating in the Buddy Programme!

General Information

Buddy

By "buddies" we mean committed students interested in international contact who support one or more international students during the semester and especially in the often difficult initial phase of the study stay.

Incomings

We use the term "Incomings" to refer to all international students, whether international direct students (students who complete their entire studies in Nordhausen) or exchange students (students who study at HSN for one or two semesters), who come to Nordhausen to study at the university.

Problems and Questions

In case of problems with contacting or problems after the arrival of the incoming buddies, please report DIRECTLY to the International Office:

E-mail: wewin@hs-nordhausen.de,

Phone: (03631) 420 139

Consultation Hours: Wednesdays 12:30 – 14:30

<https://www.hs-nordhausen.de/international/come-in/>

Overview of the tasks of a buddy

Organisational tasks

include in detail:

- If necessary, helping the incoming buddies to find accommodation
- welcoming the students at the train station
- accompanying students to their accommodation
- assistance in dealing with the authorities (e.g. registering with the city, foreigners' registration office)
- assistance with opening a bank account and, if necessary, taking out health insurance
- answering initial questions about the city of Nordhausen and the university
- getting to know the cultural offers of the city and the International Office.

Contacting each other before arrival

We will inform you and your incoming buddy of each other's names, e-mails and other information in good time before their arrival. Please check with your incoming buddy when and where he/she will arrive in Nordhausen and whether he/she would like to be picked up from the train station. Your incoming buddy may already have questions about their stay at Nordhausen University of Applied Sciences before their arrival.

For example, you can give tips on how to get there by plane, train or car and provide information about the university and the city. You can also arrange an appointment for a first meeting in Nordhausen.

When contacting the students for the first time, please put the International Office (wewin@hs-nordhausen.de) in Cc of the email so that we know that you are in contact.

Accompany to the accommodation

Buddies should help their incoming buddies to collect the keys to the flat or hall of residence and accompany them both to the handover of the room and to the signing of the tenancy agreement. If your incoming buddy is staying in a student hall of residence and arrives at the weekend or during the week outside opening hours, it is important that you collect the flat key beforehand. Please discuss this directly with your incoming buddy and the hall of residence administration (Mr. Fritsch).

There are also volunteer welcome tutors in the residence halls who help international students. You can find the contact details of the respective tutors on the notice board in the hall of residence.

If your incoming buddy does not yet have a place to stay for the semester, please support him/her with information and tips on finding a room. You can find information about student housing in Nordhausen at the following addresses or websites:

Studierendenwerk Thüringen

<https://www.stw-thueringen.de/en/housing/>
Tel. for Nordhausen: 03631 901028
holger.fritsch@stw-thueringen.de

Wohnungsbaugenossenschaft eG (WBG)

Bochumer Str. 5, 99734 Nordhausen
Tel.: 03631 697-0
www.wbg-suedharz.de

Studentenzentrum Taschenberg

99734 Nordhausen
Tel.: 03631 47 30 88-0, 0176 84040895
<https://studizentrum.de/mietobjekte-frei.html>
E-Mail: ndh@studizentrum.de

Websites:

<http://www.studentenhotel-nordhausen.de/>
<http://www.wohnpark-nordhausen.de/zimmer>
www.wg-gesucht.de
<https://www.ebay-kleinanzeigen.de/s-wohnung-mieten/nordhausen/c20313576>
<https://www.ebay-kleinanzeigen.de/s-auf-zeit-wg/nordhausen/c19913576>
www.immobilienscout24.de

Formalities and Authorities

Incoming students have to complete certain organisational steps:

<https://www.hs-nordhausen.de/en/international/come-in/formalities/>

Your task as a Buddy can be to support and accompany your incoming buddy. These might include registering with the city office/residence registration, opening a bank account, going to the immigration office or similar.

1.

All newcomers to Nordhausen must register at the Residents' Registration Office of the City of Nordhausen (Bürgerservice in the New Town Hall) within 2 weeks of their arrival. We would like to ask you to accompany your Incoming buddy if possible. Especially when visiting to the authorities' offices, the unfamiliarity and language barriers can be a greater challenge. It will be helpful to have someone with you who speaks the language confidently or at least had the same experience with the authorities.

2.

Students who do not come from an EU member state must apply for their residence permit within 90 days of entry. It's best to make an appointment with the foreigners' registration office as soon as you arrive. Your incoming buddy will certainly be happy if you help him/her to put together the necessary documents. He/she may need your accompaniment (also due to language barriers) when going to the authorities.

3.

Your incoming buddy may also need a German bank account. Students from EU countries can also use their home bank account for transfers, but do not always have a corresponding bank card (other than a credit card) for cashless payments. Almost all banks offer free accounts for students. So your buddy may need help opening a bank account.

4.

All students in Germany are required to take out a compulsory health insurance. No student can be enrolled without proof of valid health insurance in Germany and/or even be ex-matriculated if they can't provide it in time. Please inform your incoming buddy and help him/her to get in touch with the right contact person in case of questions.

First Steps in Town

In the first few days, it is important for the incoming students to familiarise themselves with their new surroundings. Ask yourselves what would be important for you to know in the first few days in a foreign city. Where can you find shopping facilities? How does the local transport system work? How can I spend my free time? Where are the cafés, bars, etc.? Buddies may be able to help their incoming buddies get the first necessary utensils.

First Steps at University

In order to orientate at the university, it might be a good idea to take your incoming buddy to a short campus tour. Where is the library or the cafeteria, etc.? How and where do I charge the Thoska card? How do the copiers/printers work? How to use Moodle and QISPOS? Furthermore, it is advisable to introduce international students to terms such as: Lecture, seminar, exercise, c.t./s.t. (lecture timings) etc. Please also explain your incoming buddy how to keep oneself updated, where to find helpful information and why it is important to regularly check and read the student e-mails account.

International Activities @ HSN

Every semester, the International Office organises an extensive cultural programme for all students. The

programme ranges from cultural evenings and excursions to leisure activities and our weekly International Get-together (Stammtisch). Your incoming buddy should learn about our varied programme that will help him/her get to know Nordhausen and the university as well as finding new friends at university.

More information can be found here: <https://www.hs-nordhausen.de/international/international-activities-at-hsn/>

These are not your duties:

Since you are working as a buddy on a voluntary basis, you do not have to and are not allowed to take on an official advisory function. If your incoming buddy has questions about immigration law, examination matters or any other problem that requires official advice, please always refer them to the International Office.

If your incoming buddy has not yet found accommodation when he/she arrives in Nordhausen, it would be nice if you could give him/her tips on finding a flat or room. You should not take over the search for him/her or feel obliged to let him/her stay in your own flat/room - not even temporarily.

The Buddy Programme does not involve any financial obligations on your part and we do not recommend that you enter into any guarantees or other financial obligations towards your incoming buddy. If your buddy has financial difficulties, please refer them to the International Office.

Further questions? Doubts? Please contact the International Office directly:

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Thank you for your interest and commitment!