



Information Sheet for Partner Universities
2019/2020

Full Name of University	FH Münster - University of Applied Sciences
ERASMUS Code	D MUNSTER02
Official Address of University	Hüfferstraße 27, 48149 Münster, Germany
Internet Address	www.fh-muenster.de
Head of Institution / Function	Prof. Dr. Ute von Lojewski President
Dates for Academic Year 201/2020	Winter semester 2019/2020 01.09.2019 - 28.02.2020 Summer semester 2020 01.03.2020 - 31.08.2020 Please note that these dates also include the examinations period and that the actual start of lectures may vary from one faculty to another
Nomination Deadlines	15 th of May for Winter Semester 15 th of October for Summer Semester
Application Deadlines	15 th of June for Winter Semester 15 th of November for Summer Semester
ERASMUS Institutional Co-ordinator	Katharina Sarah Müller Johann-Krane-Weg 25, 48149 Münster, Germany tel : +49.251.83-64123 fax : +49.251.83-64104 Email: mueller.katharina@fh-muenster.de
Incomings Co-ordinator for Erasmus and guest students	Laura Paul Johann-Krane-Weg 25, 48149 Münster, Germany tel +49.251.83-64110 fax +49.251.83-64104 Email: laura.paul@fh-muenster.de
Contact for Bilateral Agreements	Maike Opie Johann-Krane-Weg 25, 48149 Münster, Germany tel +49.251.83-64109 fax +49.251.83-64104 Email: internationaloffice@fh-muenster.de
Website for Incoming Students	https://www.fh-muenster.de/international-students
FHiRST	The International Reception Service Team offered by FH Münster (FHiRST) helps international students to get started more easily and to become accustomed to student life in Münster and Steinfurt, offering guidance and assistance before and during their stay: https://www.fh-muenster.de/fhirst

Language Requirements and Foreign Language modules	<p>The primary language of teaching is German in most of the faculties. Sufficient knowledge of German is necessary in order to successfully follow courses and consequently to be able to acquire necessary credits. Guest students are expected to prove a B1 German Level for courses taught in German.</p> <p>Some faculties may offer courses in languages other than German. These courses can be found under: https://en.fh-muenster.de/internationaloffice/i_h/internationale_veranstaltungen.php?p=5,3</p> <p>For further information, please contact fhirst@fh-muenster.de</p>
Preferred semester for receiving incoming students	No preference, both semesters are OK, however students should check with the faculty about when courses they need and/or plan to take are offered, because not all courses may be offered during both semesters
(FHiRST) Orientation Weeks	Generally, orientation events are offered at the beginning of each semester followed by a 2-week intensive German language course (2 ECTS, no grades). Students are informed via email on time. All exchange students are also welcome to join these events.
Academic degree	<p>Unfortunately, obtaining an academic degree is <u>not</u> possible during an exchange. Only in <u>certain</u> cases is the obtaining of an academic degree possible, e.g. for students in a double degree course between their home university and FH Münster</p> <p>If ERASMUS students intend to obtain an academic degree at FH Münster during or following their exchange, please note that this is <i>only</i> possible if they fulfil the general requirements for admission. They need to clarify this individually with the Service Office for Students: serviceoffice@fh-muenster.de</p>
ECTS?	Yes
Nomination	<p>Ideally, the home universities should send the following details of their nominees to the Incomings Co-ordinator as soon as possible:</p> <ol style="list-style-type: none"> 1. Name of the Student 2. Sex (male/female/other) 3. Email Address 4. Subject Area 5. Study Period in Münster
Application Documents	<p>Please refer to the link given below for the information regarding the application procedure: https://en.fh-muenster.de/internationaloffice/international_students_staff/a2-austauschmoeglichkeit-an-der-fh-muenster-neu.php</p> <p>For more details please contact Laura Paul per E-mail: laura.paul@fh-muenster.de</p>
Where to send student application forms, Learning Agreement and Transcript of Records?	<p>FH Münster does not require a hardcopy of application documents. If however, the home university requires the signatures in original, the documents can be sent to the following address:</p> <p>Laura Paul International Office FH Münster- University of Applied Sciences Johann-Krane-Weg 25 48149 Münster Germany</p>
Letter of Acceptance	Students will receive a Letter of Acceptance soon after their application documents have been assessed and accepted by the respective faculty coordinator at FH Münster. Non Erasmus students will receive a letter of invitation directly from the faculty coordinator.
Documents required for enrolment	<ul style="list-style-type: none"> • Passport or Identity Card • European Health Card OR written proof of sufficient health insurance (in English or German) that needs to be certified by a German health insurance company.
Accommodation	Since FH Münster does not offer on-campus housing, students have to apply directly to the

	<p>Studierendenwerk*. The rooms are allotted on first come, first served basis. Information regarding application procedure is sent by the Incomings Coordinator https://en.fh-muenster.de/internationaloffice/international_students_staff/a3-start-in-muenster-und-steinfurt.php?p=3,1,2</p> <p>*Please note that the Studierendenwerk is a separate institution and does not belong to FH Münster.</p>												
Health Insurance	<p>Every student at FH Münster is expected to have enough health insurance cover in order to get enrolled. Please note that the European Health Card or equivalent does not necessarily rule out that extra costs may have to be covered by the student himself / herself. For this purpose it is important for students to contact their health insurance at home before arriving in Germany.</p>												
Average accommodation cost per month (in Euro)	<p>Costs for accommodation facilities of the Studierendenwerk range between ca. 250 Euros and 450 Euros depending on size and furnishing. In most cases, deposit has to be paid in advance</p>												
Average cost of living per month excluding accommodation (in Euro)	<p>Minimum of 450 Euros</p> <p>http://www.internationale-studierende.de/en/prepare_your_studies/financing/costs_of_living/</p>												
Sample prices (in Euro)	<table border="1"> <tr> <td>Lunch at Cafeteria</td> <td>Student menus begin from 2 Euros at some cafeterias of the Studierendenwerk: http://www.stw-muenster.de/</td> </tr> <tr> <td>Milk (a liter)</td> <td>from 60 cent</td> </tr> <tr> <td>Bread (a loaf)</td> <td>from 2 Euros</td> </tr> <tr> <td>Bus ticket</td> <td>Registered students can use buses in Münster free of charge with semester ticket. Also included in semester ticket is use of regional trains.</td> </tr> <tr> <td>Cinema ticket</td> <td>Cinemas offer special rates for students. Tuesday is students' day at Münster cinemas, tickets cost 5,50 Euros</td> </tr> <tr> <td>Copying</td> <td>3-4 cent per sheet</td> </tr> </table>	Lunch at Cafeteria	Student menus begin from 2 Euros at some cafeterias of the Studierendenwerk: http://www.stw-muenster.de/	Milk (a liter)	from 60 cent	Bread (a loaf)	from 2 Euros	Bus ticket	Registered students can use buses in Münster free of charge with semester ticket. Also included in semester ticket is use of regional trains.	Cinema ticket	Cinemas offer special rates for students. Tuesday is students' day at Münster cinemas, tickets cost 5,50 Euros	Copying	3-4 cent per sheet
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Additional payments (Students' ID, Library access, etc.)	<p>The usual social and student body contribution (not tuition fees!) which all students have to pay includes library access and semester ticket for use of regional buses and regional trains and currently costs 293.44 Euros (as of Winter Semester 2019/20)</p>												
Language Courses	<p>Intensive as well as extensive language courses are offered for students studying at FH Münster. Details for the coming semester will be sent directly to students. The courses are offered in collaboration with a local language school and are free of cost for FH Münster students.</p> <p>Moreover, the International Office also offers a language tandem called "Meet2Speak": https://en.fh-muenster.de/io-languagetandem</p>												
Sports	<p>"University sports" (Hochschulsport) in Münster organizes courses for all students in Münster, and is partly funded by the students' semester fee. Depending on the discipline of your choice, participation will cost between 0,00 and 95,00 Euros for one semester. To take part, you will need a university sports semester ticket, which is issued free of charge on request (online or on-site). You can then register for any of the disciplines on offer.</p>												
Disclaimer	<p>The International Office of FH Münster has made all reasonable efforts to ensure that this Information Sheet and all other information published on our university's web site is accurate and up-to-date, but the International Office can accept no liability for any errors or omissions or for any information on external links We advise you to check our website regularly for updates.</p>												
Status of Information	<p>August of 2019</p>												