



A PRACTICAL GUIDE FOR INTERNATIONAL STUDENTS

2009/2010

Welcome

Dear students,

We are very pleased you have chosen to study at Merseburg University of Applied Sciences in Saxony-Anhalt, Germany.

Whether you are coming here as an exchange student, a visiting student or embarking on a full-time study programme, you have certainly made the right choice! Our university has excellent conditions for studying. The modern buildings and facilities, the centralized undergraduate and post-graduate degree programmes, the close contact to professors and fellow students, the large library with current literature as well as the state-of-the-art computer network, all help to create an ideal working environment, conducive to both academic study and practical work.

However, Merseburg is not only a good place to study in; it is well worth a visit! The provincial town, with its some 34,000 inhabitants, is a charming mixture of both old and new. Juxtaposed with beautifully restored buildings from past centuries, modern shops and shopping precincts blend into the townscape.

Today magnificent works of architecture, such as Merseburg's famous cathedral and castle, bear witness to the former glory of this city, which is over 1,150 years old and was once the residence and seat of the bishopric.

Not so far away are the famous cities of Leipzig and Halle (approximately 30 km and 15 km from Merseburg, respectively) as well as many other beauty spots and places of interest, which is an enormous advantage for Merseburg as a university town.

The purpose of this brochure is to provide you with some important information about studying and living in the city of Merseburg and its beautiful surroundings. It is arranged in chronological order. If you have any questions, we – the staff of the International Office- are here to help you.

Dr. Gabi Meister
(Head of the International Office)

For further information, please visit the homepage of Merseburg University of Applied Sciences at: www.hs-merseburg.de.

You can contact us at:

Hochschule Merseburg (FH)

Akademisches Auslandsamt / International Office

Dr. Gabi Meister

Building 125, room 21

Geusaer Straße 88

D-06217 Merseburg, Germany

Tel.: +49 3461 462294 and Fax: +49 3461 462306

gabi.meister@hs-merseburg.de or cornelia.lorenz@hs-merseburg.de (secretary's office)

Office Hours: Monday to Thursday from 07:00 - 12:00 noon and from 13:00 - 15:00
Friday 07:00 - 13:00 or by appointment.

Contents

Before Leaving Your Country

Germany and the German People	5
Studying at Merseburg University of Applied Sciences	6
Degree Programmes and Departments	7
Application Procedure and Admission Requirements	8

Travel Arrangements

What do you need?	10
The University Schedule	10

Your Journey

... by car	11
... by plane	11
... by bus	11
... by taxi	12
Accommodation	12

The First Days

Registration at the International Office (AAA)	13
Enrolment at the Department of Academic Affairs	13
County Council Office	14
The District Council Office	14

Meeting People and Making Friends

The Buddy-System	15
Introductory Classes	15
The Freshers' Opening Party	15
Departments	15
Student Representatives	16
The Student Welfare Service	16
Psychological Counselling Service	16
A Campus Bristling with Life	16
Student Clubs	16
The Film Club and Theatre on the Campus (TaC)	16
Offener Kanal Merseburg-Querfurt e. V.	17
Campus Sport	17
Student Christian Communities	17

Important Services 18

Famous Sights

Merseburg	24
Leipzig	24
Halle an der Saale	25
Merseburg's Surroundings	25

Last but not least

Emergency Telephone Numbers	27
Subject Index	28
Merseburg and Local Area	29
The Campus of Merseburg University of Applied Sciences	30

GERMANY AND THE GERMAN PEOPLE

If you are contemplating studying here in Merseburg or have already made up your mind to come to Germany, you have probably read up on our culture.

No doubt you are familiar with the names of famous people such as Goethe, Schiller, Bach or Handel. But there is far more to Germany than meets the eye, so take a look and see for yourself!

Merseburg is located in the federal state of Saxony-Anhalt, comprising 6% of the total surface area of Germany. As only 3.5 % of the population lives here, Merseburg offers you the chance to experience life in a small city in the eastern part of Germany.

Saxony-Anhalt is steeped in history, for example some very famous people such as the first German emperor and the great reformer, Martin Luther, once lived here. Martin Luther and Philipp Melanchthon were both professors at the University of Wittenberg and their outstanding work dramatically changed the faith of people in Germany and that of people in many other parts of the world, too.

Merseburg's long historical traditions are reflected in the many places of interest in the city and its surroundings. Castles, cathedrals and churches along the old Romanesque Road, nestling hidden away in breathtakingly beautiful countryside, all bear witness to bygone days. The towns of Quedlinburg and Wittenberg, the city of Dessau and the beautifully landscaped Wörlitz Park are home to a myriad of world heritage sites.

The history of Saxony-Anhalt goes back many centuries. In 1999 the '*Himmelscheibe*', a 3,600-year-old bronze sky disc with gold and metal ornamentation, was discovered near Nebra. This disc is believed to be the first real image of the sky in the history of mankind. However, local people do not just gaze at the sky; they are also proud of their roots, warm- hearted and helpful.

Welcome to Saxony Anhalt!

For further information, visit our websites at:

www.campus-germany.de, www.sachsen-anhalt.de, www.merseburg.de

Before Leaving Your Country

STUDYING AT MERSEBURG UNIVERSITY OF APPLIED SCIENCES

Merseburg University of Applied Sciences is a relatively small university with approximately 3,600 students. This creates a familiar atmosphere and you can easily approach your professors if you have any questions. For specific information about courses, you can turn to our student advisers and some departments have special representatives who can advise you on traineeships and work placements.

The university has four faculties: the Faculty of Engineering and Natural Sciences, the Faculty of Computer Science and Communication Systems, the Faculty of Economics and Business Administration and the Faculty of Social Work, Media and Culture.

From now on the secretary's office and the members of your department's council are going to be important contact persons for you during your stay.

Tuition is given in the form of lectures, tutorials, sessions or project work. But studying is far more than just lessons!

Most important for you is learning to be independent, a good team player and coping with daily life. You will get plenty of help and support on the campus, but sometimes you will have to muster up the courage to go and ask for it!

The university has excellent facilities. Laboratory practicals, work placements or traineeships are well organised and studying is facilitated by the university's modern library, which stocks over 200,000 books, and the state-of-the-art computer network, linking the computer pool to the student halls of residence.

Many professors have connections to companies where you can do some training, and they can help you find a work placement or traineeship. But, very often the companies themselves are looking for trainees or graduates, and most of the bachelor's dissertations and master's theses, completed by students at our university, are written in close cooperation with municipal, academic, scientific or social institutions. This is why the university has signed so many cooperation contracts and, for years, has enjoyed partnerships with small, medium-sized and large-scale companies in the region. Among the university's biggest partners are DOW Olefinverbund GmbH, InfraLeuna GmbH and TOTAL Raffinerie Mitteldeutschland GmbH.

In Germany, as in every European country, degree programmes are divided into modules. Each module has a main theme, self-contained study units and interrelated modules. On completion of each module, an examination has to be taken. Your marks from different courses count towards your overall mark, which is awarded at the end of the academic year.

In the ECTS-Credit-System (the European Credit Transfer and Accumulation System), which was developed specifically for universities, marks are recorded throughout the study programme. One credit stands for approximately 30 hours of tuition or self-study assignments. According to this system every student has to gain 30 credits per term.

The system has made study programmes more transparent and has made it much easier for students to change universities. For example, to complete a bachelor's degree programme, covering six terms, students are required to gain 180 credits. For further information on this study system, go to www.hrk-bologne.de

The different admission requirements for students wishing to study full-time in Merseburg and those coming to study in Merseburg for part of a course, in the framework of a cooperation agreement or to do a work placement, are outlined on pages 8 - 9.

DEGREE PROGRAMMES AND DEPARTMENTS

Department of Engineering and Natural Sciences (INW)

- Chemical and Environmental Engineering, Bachelor of Engineering (B.Eng.)
- Mechatronics, Industrial and Physical Engineering, Bachelor of Engineering (B.Eng.)
- Industrial Engineering and Business Administration, Bachelor of Engineering (B.Eng.)
- Chemical and Environmental Engineering, Master of Engineering (M.Eng.)
- Mechatronics, Industrial and Physical Engineering, Master of Engineering (M.Eng.)

Department of Computer Science and Communication Systems (IKS)

- Applied Computer Science, Bachelor of Science (B.Sc.)
- Media, Communication and Automation Systems, Bachelor of Engineering (B.Eng.)
- Computer Science and Communication Systems, Master of Science (M.Sc.)
- Technical Communication, Master of Arts (M.A.)

Department of Economics and Business Administration (WW)

- Business Administration, Bachelor of Arts (B.A.)
- Business Administration (Distance Learning Course), Bachelor of Arts (B.A.)
- Engineering and Business Administration, Bachelor of Science (B.Sc.)
- Project Management, Master of Arts (M.A.)

Department of Social Work, Media, Culture (SMK)

- Culture and Media Education, Bachelor of Arts (B.A.)
- Social Work, Bachelor of Arts (B.A.)
- Applied Media and Cultural Studies, Master of Arts (M.A.)
- Sex Education and Family Planning, Master of Arts (M.A.)
- Systemic Social Work, Master of Arts (M.A.)

For further details, visit our website at: www.hs-merseburg.de or contact the university's

Student Advice Service: studienberatung@hs-merseburg.de

Contact person:

Ms Angelika Ehrlich

Building 124, room 8

Tel.: +49 3461 462321 and

Office Hours: Tuesday 09:00 – 12:00 noon and 13:00 – 15:00,

Thursday 09:00 – 12:00 noon and 13:00 - 18:00, and Friday 09:00 – 12:00 noon

Before Leaving Your Country

APPLICATION PROCEDURE AND ADMISSION REQUIREMENTS

Information for international students wishing to take up a full-time degree course at Merseburg University of Applied Sciences

Application forms and information on the admission procedure are available at UNI-ASSIST. UNI-ASSIST stands for: *Arbeitsstelle für internationale Studienbewerbungen*. It deals with the applications of international students, wishing to study at Merseburg University of Applied Sciences. First you have to pay a fee and then the programme checks whether you fulfil the admission requirements. If you get a positive reply, you are one step closer to studying at Merseburg University of Applied Sciences, but the university itself has the final say in the matter.

Please send your application to:
Hochschule Merseburg (FH)
c/o UNI-ASSIST e. V.
Helmholtzstraße 2 - 9
10587 Berlin
Internet: www.uni-assist.de

You can download an application form, which you can fill in and print out, from our website at: www.hs-merseburg.de.

Do not forget to enclose the following forms:

- your CV (in German) with a photo attached;
- official proof from your home country that you are entitled to study;
- copies of university certificates and transcripts of records, i.e. an overview of your marks if you have studied before;
- transcripts of marks pertaining to any study programmes (to date or already completed) which you have taken part in at a university in your home country or in Germany, as well as a certified copy of your certificate, testifying that your command of German is good enough to cope with the demands of a degree programme at our university.

If you are applying for a place on a course for second or third year students, you will require a record of all of the grades you have obtained to date. This document can normally be obtained from the Examination Board in your department.

UNI-ASSIST requires you to have all of these documents translated into German and certified officially.

Please enclose your application fee on submission of your documents. For further information, go to: www.uni-assist.de

Information for international students intending to study in Merseburg for part of a course, in the framework of a cooperation agreement, or intending to do a work placement

For ERASMUS exchange students, the procedure for getting admission forms and proof of enrolment is rather easy. First, you have to ask your university at home for an application form (*International Student Form*) which you then fill in. After you have signed this form, do not forget to have the form signed by an authorized person at your college or university. Then send the completed form and a list of all the courses and traineeships, you are interested in (*Learning Agreement*), to the International Office at Merseburg University of Applied Sciences (see page 3). If you are accepted on a course, you will automatically receive written notification thereof and a list of contact persons in your department from whom you can obtain further information about your

degree programme. The International Office will tell you how to get to the university and will send you full details of your accommodation.

We would advise you to read the university prospectus, i.e. the detailed commentary on the lectures and seminars, very carefully. You should pay particular attention to the programme entrance requirements, for example whether a basic or specialist knowledge is required. Although you do not need to take a language test, a good command of German is obviously an enormous advantage as most lectures and seminars are held in German. Some courses and project work can be done in English, but only by prior arrangement.

General Information

In Germany the academic year is divided into two terms (see page 10). At Merseburg University of Applied Sciences students may only enrol at the beginning of the winter term. As some of the courses have a limited number of places and a selection procedure applies, your average mark is vitally important for admission to a study programme.

Special Facilities

For detailed information on our new purpose-built buildings and the special facilities available at the university for the disabled, please contact the **Student Advice Centre**: studienberatung@hs-merseburg.de or Ms Lux, the representative of the Disability Advisory Service, at: rita.lux@hs-merseburg.de

Language Tuition

Throughout the year you can attend free language courses at the university, for example the course: *'German as a Foreign Language'*. International students, enrolled on study programmes with compulsory language modules, can take this course, too. Make use of this great opportunity to brush up your German! And, if you would like to learn another foreign language or improve your language skills, you can attend English, French, Spanish or Russian classes. The International Office provides detailed information on the language courses currently on offer.

Travel Arrangements

What do you need?

- A travel document, valid for your entire stay, and written acceptance of a place on a study programme at Merseburg University of Applied Sciences;
- Written proof of your financial resources, i.e. how you intend to finance your studies, such as a bursary, grant, scholarship or parental support. (Although tuition fees are not yet charged, your living expenses will still amount to about € 585 per month);
- In some cases you may need a visa – but not just a tourist visa. Your visa must be specifically for study purposes and a multiple entry visa might come in handy. All visa enquiries should be made to the German Embassy or German Consulate;
- Several passport photographs for the documents you will obtain from the German authorities;
- Proof of health insurance cover. Students from the European Union require a European Health Insurance Card (EHIC) (see pages 13 and 23);
- Your vaccination card / certificate – if you have one;
- An international driving licence - if you are planning to drive in Germany;
- Travellers' cheques and some ready cash, e.g. coins for toilets, luggage trolleys, etc. on your arrival in Germany;
- If necessary, a travel adapter - all wall sockets / power points run on a *220 Volt, 50 Hertz A/C* supply and are designed for two-point plugs.

If possible, try to avoid arriving at the weekend or on a public holiday as banks and offices are closed from Friday afternoon until Monday morning. The university and the student halls of residence are also closed so you might have to stay in a hotel or guest house for one night. So, if you are planning to arrive at the weekend, bring along everything you will need for the first few days of your stay.

But don't panic; although most shops are closed in Merseburg from Saturday afternoon until Monday morning, many local supermarkets, shopping centres and petrol stations stay open until about 8 p.m.

THE UNIVERSITY SCHEDULE

The summer semester commences at the end of March and finishes at the end of September. The summer break starts at the beginning of July and ends with the start of the new semester.

Although examinations are officially conducted in July, the examination period varies from department to department.

The winter semester commences at the beginning of October and finishes at the end of March. The spring break starts at the beginning of February and ends with the start of the new semester in April.

Officially examinations are conducted in February but, as in the case of the summer term, the examination period varies from department to department.

Public holidays in Saxony Anhalt:

New Year's Day (*Neujahr*): January 1st.

Epiphany (*Heilige Drei Könige*): January 6th.

May Day (*Maifeiertag*): May 1st.

The Day of German Reunification (*Tag der deutschen Einheit*): October 3rd.

Reformation Day (*Reformationstag*): October 31st.

Christmas and Boxing Day (*Weihnachten*): December 25th and December 26th.

Easter Sunday and Easter Monday (*Ostern*) (public holidays: differ from year to year)

Ascension Day (*Christi Himmelfahrt*) (differs from year to year)

Whitsun = Spring Bank Holiday (*Pfingsten*) (differs from year to year)

On some public holidays, there are no lectures or seminars. For current holiday dates, visit our website at: www.hs-merseburg.de.

One urgent request to Exchange Students: please let us know in good time when and where you will be arriving, so we can pick you up at the station in Merseburg, or give you directions to the university campus and let you know which member of the International Office staff has the key to your room.

... by car

Merseburg is quite easy to get to. You can drive to Merseburg on the A9 and A38 motorways. The A9 runs in a North-South direction from Berlin to Munich; the A38 runs from the West towards Merseburg.

... by plane

If you are flying to Germany, you will still have to take a train to Merseburg. First go to the railway station, then to a ticket desk or a ticket machine and buy a ticket to Merseburg. In the *Travel Centre* you can get information on rail services and even possible delays! At home, it is advisable to have a look at the *Deutsche Bahn* website at: www.bahn.de or www.mdv.de to check your departure and arrival times.

If you are arriving at the airport in Frankfurt/Main, you will need to take a train to Erfurt or Hanover. Then take a train to Halle/Saale (trains run every hour). Tickets can be bought at ticket desks in the main railway stations. In Halle, take the train to Eisenach/Naumburg from Platforms 7 or 9 (check the timetable), and get off in Merseburg. Trains run every hour and tickets cost about € 4.80. Please check the latest travel information at the station. On your arrival in Merseburg, if you are not being picked up, take a taxi to the university campus, (the fare is approx. € 8) or catch a bus in the direction of *Geusa* from the bus station at the side entrance to the main railway station.

If you are arriving at the airport in Berlin-Tegel, you will need to take a bus to *Bahnhof Zoo* (you can buy your ticket on the bus). From there, take the *Regionalexpress* train to Dessau and then catch a train to Halle /Saale.
(See above for instructions on how to get from Halle to Merseburg).

If you are arriving at the airport in Berlin-Schönefeld, you will need to take the *S-Bahn* (city train) to *Bahnhof Zoo*. From there, take the *Regionalexpress* train to Dessau and then catch a train to Halle /Saale.
(See above for instructions on how to get from Halle to Merseburg).

If you are arriving at Leipzig/Halle Airport, take the *S-Bahn* (City Train) or the *Regionalexpress* train from Platform 2 to Halle/Saale. Make sure you retain your train ticket from Leipzig as it includes your bus fare!
(See above for instructions on how to get from Halle to Merseburg).

... by bus

The bus station is right next to the railway station in Merseburg. The number 721 bus in the direction of Mücheln, the number 725 bus in the direction of Neumark and the City Line bus (A), run every 30 minutes until 9 p.m. from Bay 2. The bus-stops near the campus are called *Geusaer Straße* and *FH/Arbeitsamt*. If you want to go to the Students' Office, the International Office or the Accommodation Office, you have to get off at the bus-stop: *Geusaer Straße*. You can buy bus tickets in the travel centres at the railway stations in Halle, Leipzig and Merseburg until 6 p.m. on weekdays or you can buy a ticket on the bus itself (see on-line bus timetables at: www.mdv.de). It takes about 25 minutes to walk from the campus to the bus or railway station.

Your Journey

... by taxi

The taxi fare from Leipzig/Halle Airport to Merseburg is about € 45 and it costs about € 25 to go by taxi from the railway station in Halle to Merseburg (Tel.: +49 3461 737373). For further information, go to: www.bahn.de or www.mdv.de

ACCOMMODATION

... for long term stays

Campus University Accommodation

The *Students' Union* currently owns six student halls of residence in Merseburg. Depending on the location and type of accommodation, monthly rents range from € 150 to € 290.

A deposit (three months' rent) has to be put down on payment of the first month's rent which has to be paid in advance. Should you wish to cancel your rent contract, you are required to give three months' notice.

You are solely responsible for your own room.

Unfortunately, we cannot guarantee that there will be a refrigerator in your room.

The Students' Union Accommodation Office in Building 102, room 17, provides further information on accommodation. Please contact Ms Römbach.

Tel.: +49 3461 462589

Opening Hours:

Tuesday: 12:30 - 17:30

Thursday: 12:30 - 15:30

... if you are only staying here for a few months

The International Office has its own student hall of residence on the campus. Monthly rents are currently € 90 and € 170 for a double and a single room, respectively. Bed linen costs an additional € 4 per month but this surcharge does not apply if you bring along your own bed linen. The rooms are equipped with all the things you might need during your stay, such as cutlery and crockery, and many other things you will need on a daily basis. You must put down a deposit of € 175 for a single room and € 87.50 if you are sharing a room with another student.

For further information on rents or reasonably priced International Office accommodation, visit our website at: www.hs-merseburg.de

Or go to the university's homepage and click on:

- *Studium, Lehre und Weiterbildung,*
- *Studium International*
- *Für internationale Studierende.*

REGISTRATION AT THE INTERNATIONAL OFFICE (AAA)

After you have moved into your room and settled down, please go to the International Office to register and discuss further details of your stay. If you have come here to do a full-time degree programme, please don't forget that health insurance cover is mandatory in Germany. Therefore, you must get a local German health insurance company to confirm that your own insurance policy (from your home country) provides sufficient cover for your stay in Germany. If this is not the case, you must take out insurance cover here!

Monthly premiums, i.e. monthly insurance payments are about € 65, including medical care insurance. (The German health insurance companies have almost the same monthly premiums). Students may apply for an ID-card exempting them from prescription charges for medicines.

The health insurance companies nearby are:

Barmer, Entenplan 8

06217 Merseburg, Germany

Opening hours:

Monday 10:00 – 14:00

Tuesday 10:00 – 17:00

Thursday 10:00 – 18:00

AOK, Weißenfelser Straße 2a

06217 Merseburg, Germany

Opening hours:

Monday, Tuesday, Thursday 08:00 – 18:00

Wednesday and Friday 08:00 – 13:00

Please note that students from countries with whom Germany has entered into a social agreement with an insurance clause, may remain insured in their home country (Please check with your health insurance company at home).

You must first show proof of insurance cover to the local health insurance services.

ENROLMENT AT THE DEPARTMENT OF ACADEMIC AFFAIRS

Then you have to register at the Students' Office in the Department of Academic Affairs. If you have adequate insurance cover, you will be issued with a student matriculation certificate and an ID-card.

You also have to fill in a bank transfer form in order to pay your semester fee. This is currently € 40. On top of this, you have to pay a surcharge of € 5.60 to the Students' Union. Payment of the latter is compulsory for your first term, but after that it is up to you. However, it is advisable to pay this surcharge because you can get great reductions on tickets for concerts and events held on the campus. NB: Exchange students are exempt from these charges.

Students intending to stay for longer than one term must be matriculated for the coming term. (You can usually do this at the end of term). Students who fail to give advance notification of their return are automatically ex-matriculated!

Opening Hours of the Students' Office – Information Point

Monday 09:00 – 12:00 noon

Tuesday 09:00 – 12:00 noon and 13:00 – 15:00

Wednesday 09:00 – 12:00 noon

Thursday 09:00 – 12:00 noon and 13:00 – 18:00

Friday 09:00 – 12:00 noon

Your first days on the campus

COUNTY COUNCIL OFFICE

If you are staying here for longer than eight weeks, you must inform the County Council Office (*Einwohnermeldeamt*) in the Siegfried-Berger-Str. 5. You must do this during the first week of your stay.

Opening hours:

Monday and Friday 09:00 – 12:00 noon

Tuesday 09:00 – 12:00 noon and 14:00 – 18:00

Thursday 09:00 – 12:00 noon and 14:00 – 15:30

You will need your passport and visa (if necessary), your rent contract from the Accommodation Office and a completed registration form. You can get this form from the International Office.

NB: If you, as a student, agree that your permanent address is in Merseburg, the city will give you € 75 per annum. So, apply straight away for this bonus when you go to the County Council Office to register.

THE DISTRICT COUNCIL OFFICE: MERSEBURG - QUERFURT

Students planning to stay in Merseburg for over three months, must register at the **District Council's Immigration Office (*Amt für Ausländerangelegenheiten*)** Domplatz 9 (Kreisverwaltung Saalekreis), first floor, room 104.

Opening hours:

Tuesday 09:00 – 12:00 noon and 13:00 – 18:00

Thursday 09:00 – 12:00 noon and 13:00 – 15:00

You will need your passport and visa (if required), two recent passport photographs, your certificate of registration from the County Council Office (*Einwohnermeldeamt*), your matriculation certificate, proof of insurance cover and written proof that you can finance your stay in Germany.

NB: Students, who do not receive a grant, bursary or scholarship and are staying for more than three months, only have to pay a small fee. (The District Council's Immigration Office knows the exact amount payable).

If you have any trouble filling in your enrolment form and any other registration forms, the International Office's *Buddy-Service* will help you and, if necessary, take you along to all the offices.

Once you have settled in, you will automatically get to know other students and members of staff at the university. But, we will show you how to make friends quickly!

The Buddy-System

Our student *buddies* are here to help you. Apart from helping you solve any problems you may have, they will organise excursions and social events for you.

These social 'get-togethers' are intended to help you get to know lots of people very quickly. As the German Academic Exchange Service (the DAAD) supports these events, International Students only have to pay a small admission charge or they can get good reductions on tickets.

Our Buddy-Service will regularly email you information on important events. You can also find information on the noticeboard outside the International Office on the first floor in Building 125.

Introductory Classes

All of the university departments offer freshers, i.e. first term students, compulsory introductory classes. Even if you are not a fresher, you can still get a lot of interesting information about your study programme from these sessions. They are also a good way to meet fellow students. Information on these introductory classes and other important engagements can be found on the departmental noticeboards or websites as well as on the university's homepage.

The Freshers' Opening Party

Five student unions are currently based on the campus. During the first weeks of the semester they throw welcome parties for freshers. So you will have the chance to meet older students and hear about their experiences at our university. About a fortnight into the semester, a big freshers' party is held in the university refectory. Over 500 students usually come to this party and many students from other universities come along to join in the fun.

Departments

In general, you can get advice on your study programme from your department. Here you can also get information about your specific discipline, examinations, literature recommendations, and suggestions about which fields you can specialize in later on and far more!

To get in touch with the staff members responsible for you, just go to the secretary's office in your department.

Visiting students can turn to the following staff members if they have any questions about their courses:

Department of Engineering and Natural Sciences (INW), Building 122, Room 1/09
Professor Thomas Rödel

Department of Computer Science and Communication Systems (IKS), Building 123,
Room 3/013
Professor Joachim Kunze

Department of Economics and Business Administration (WW), Building 125, room 2/015
Professor Jörg Döpke

Department of Social Work, Media, Culture (SMK), Building 124, rooms D/002 and D/023
Ms Imbke Meyer-Kußmann and Professor Rolf Gloël

Meeting People and Making Friends

Student Representatives

The Students' Union (*Stura*), i.e. the student representatives of the university, meet in Building 106, Room 1. The members are elected by a group of students. Contact persons, responsible for many different problems, sit on this students' council. Among other things, you can ask them for an international student identification card (ISIC).

Office Hours: Tuesday 17:00 – 18:00

Thursday 15:00 – 16:00

www.hs-merseburg.de/~stura

Every department has its own Students' Council, called the *Fachschaftsrat* (FSR). Whereas the Students' Union deals with the general interests of students, the *Fachschaftsrat* helps to solve problems concerning more specific departmental matters. The Students' Union can inform you about the current opening hours of the *Fachschaftsräte* and where they meet.

The Student Welfare Service

For general information on student welfare matters, such as the financing of study programmes, family planning and studying with a child/children, please contact Ms Melanie Müller or call the free Hotline on: 0800 3096800.

Office Hours: Monday 13:00 – 15:00, Hall of Residence 1 (Building 102), Room 17

Tel.: +49 3461 342775

The **Psychological Counselling Service** offers help to students facing a crisis. Some have learning difficulties; others are afraid of examinations or they are lonely or depressed. Of course, your name and problem will remain strictly confidential.

Office Hours: Wednesday 18:00 – 20:00 or by appointment: Tel.: +49 3461 730393,

Ms Böhme, Hall of Residence 1 (Building 102), Room 17. During office hours:

Tel.: +49 3461 342775.

A Campus Bristling with Life

There is plenty to do on the campus in Merseburg. Bars, fitness clubs, concerts and exhibitions, a cinema and an on-campus theatre ensure that there is something for all tastes!

If you just want to relax, in the summer you can make use of the university's 44 hectares of gardens and lawns.

Student Clubs

The clubs' programmes are advertised on the noticeboards around the campus or in the *Campus Club Calendar*, which is published once a fortnight.

Five student clubs are currently based on the campus:

Wecker, Building 143, open on Wednesday and Friday from 21:00

Reaktor, Building 140, open on Thursday from 21:00

Wärmi, Building 102 (Hall of Residence 1), open on Monday, Wednesday and on Friday from 21:00

Alchimistenfalle, also known as the *Falle*, Building 104A (side entrance) - open on Sunday, Tuesday and on Thursday from 20:00

Höhe, Hall of Residence 12, 10th floor - open on special occasions.

The Film Club and Theatre on the Campus (TaC)

During the semester, the film club shows an interesting movie once a fortnight on Tuesdays at 20:15 in Lecture Hall 9 or in the student club: *Wecker*. New members are always welcome. The programme is advertised on the club's noticeboards or on its website at: www.filmclubmerseburg.de.

Throughout the academic year, the students studying Cultural and Media Education, perform plays on the stage of the campus' own theatre (TaC). Sometimes there are also guest performances.

Offener Kanal Merseburg-Querfurt e.V.

The "*Offener Kanal Merseburg-Querfurt*" is a registered association which broadcasts television productions 'made by citizens for citizens'. Here you can show your own homemade video or DVD, borrow a camera, cut a film and take up courses to improve your media skills in general.

The *Offener Kanal* is located in Building 102 (Hall of Residence 1), on the ground floor (at the entrance to the campus).

Campus Sport

We offer a wide range of sporting activities. You can choose between back exercises or power and rhythmic gymnastics, yoga, Pilates, callanetics, Power Stretch, Dance-Aerobics, Karate-Sound-Fitness, Qigong, and Step-Aerobic-Mix, Jazz Dance, swimming, water jogging, Shorai-Do Kempo, Kickboxing, self defence, Judo, table tennis, volleyball, basketball, badminton, tennis, football, squash, athletics, life-saving, fencing, horse riding, diving, modern dance, parachuting, Nordic Walking, boomeranging, bowling, ice skating, sailing, (you can even get your sailing or motor boat licence!) and many other sports.

With a few exceptions, the courses are completely free of charge for our students! You can obtain a programme, with the different sports activities on offer during the semester, from the Sports Office, located in Building 104A, room 38/41. The programme contains the times, places and details of each course. The Sports Office staff will help you choose the right sport for you!

Office Hours: Monday 10:00 – 12:00 noon
Tuesday 08:00 – 10:00 and 12:00 noon – 14:00
Thursday 10:00 – 12:00 noon
Friday 09:00 – 11:00

Student Christian Communities

Both a Catholic and Protestant Students' Community are based on the campus. You are very welcome to come along and members will help you find a church in Merseburg, preaching your religion.

The 'community evenings', run by the Protestant Students' Community, are always held on Mondays at 7 p.m. in Building 104A, entrance C in the Geusaer Str. Our university chaplain may be contacted on: +49 3461 213646.

The Catholic Students' Community meets every Wednesday in Building 104A, entrance C. To contact the students' priest, Johannes Zülicke, phone: +49 3461 210073. In Building 104 there is a little prayer room called "*Raum der Stille*" (*Room of Peace*).

Important Services

Pharmacists

The nearest pharmacy is the *Teichapotheke*, Eisenbahnstraße 1

Opening hours: Monday to Friday 08:00 – 18:00

Saturday 08:00 – 12:00 noon

The *Rabenapotheke*, Oeltzschnerstraße 61d

Opening hours: Monday to Friday 08:00 – 18:00

Saturday 08:00 – 12:00 noon

Banks

If you want to open a bank account, you will need your passport and proof from the County Council Office (*Einwohnermeldeamt*) that you are officially registered in Merseburg. Almost every bank in Merseburg offers free banking services for students, so it is advisable to bring along your student ID-card. If you want to pay certain bills in cash, such as your rent for your room in the hall of residence, you can pay cash directly into the university's account at any bank. However, traveller's cheques can only be cashed at the local savings bank: the *Saalesparkasse*.

There are many banks in Merseburg:

HypoVereinsbank, Bahnhofstraße 12

Opening hours: from Monday to Wednesday 08:30 – 12:30 and 14:00 – 16:30

Tuesday and Thursday 08:30 – 12:30 and 14:00 – 18:00

Friday from 08:30 – 12:30

Saalesparkasse, Gotthardstraße 48 und Klobikauer Straße 90

Opening hours: Monday 08:30 – 17:00, Tuesday and Thursday 08:30 – 18:00

Wednesday and Friday 08:30 – 14:00

Dresdner Bank, Gotthardstraße 1

Opening hours: Monday and Wednesday 09:00 – 16:00

Tuesday and Thursday 09:00 – 18:00

Friday 09:00 – 16:00

Deutsche Bank, Große Ritterstraße 1

Opening hours: Monday, Tuesday and Thursday 08:30 – 18:00

Wednesday 08:30 – 13:30

Friday 08:30 – 13:30

Commerzbank, Gotthardstraße 6

Opening hours: Monday and Wednesday 08:30 – 12:30 and 14:00 – 16:00

Tuesday and Thursday 08:30 – 12:30 and 14:00 – 18:00

Friday 08:30 – 12:30

Libraries

The university's library has a large stock of both academic and scientific literature. Your plastic student ID-card also serves as your library card. But, if you only have a slip of paper serving as a student card, you will have to join the library. To apply for full membership of the library, you will need your student ID-card, your passport (and visa) and your postal address.

The Natural Sciences and Technology library is located in Building 131A/1/104 and the Economics and Social Sciences library is located in Building 154, (in what was formerly the refectory), 1st floor). You may use the library free of charge.

Library opening hours during term-time:

Monday, Wednesday and Thursday 8:00 – 18:00

Tuesday 10:00 – 18:00

Friday 08:00 – 15:00

Please note that the library opening hours are different during the semester break. For further information on library services, please visit the library website at: www.bib.hs-merseburg.de

In addition to the university library, the city library - the "*Walter Bauer Library*" - stocks about 100,000 novels, cassettes and CD's. It is located in 20, König-Heinrich-Straße, right next to the railway station. To get a library card, you will need your passport or an identity card and you will have to pay a small user's annual fee.

Opening hours:

Monday and Friday 10:00 – 12:00 noon and 13:00 – 18:00

Tuesday and Thursday 13:00 – 18:00

Buses

The whole area around the city of Halle and Leipzig belongs to the *Mitteldeutsche Verkehrsverbund* and is divided into different travel zones. Tickets are valid for one zone or multiple zones. A ticket, valid for one and a half hours on any public transport in Merseburg, costs € 2.20. If you use the bus more often, you can also buy a so-called *4er Ticket* for four journeys. For information on other zones and prices, please go to: www.mdv.de.

Car Sharing

You can find a car sharing service at: www.mitfahrerzentrale.de. but students on the campus normally organise their own car sharing service.

Computers

The computer centre, known as the *Rechenzentrum (RZ)*, is located in Building 139. To use the computers on the campus, you need a *Rechenzentrum* 'user card', which you will be given at the matriculation ceremony or can get from the user's service in the computer centre.

You can also create your own email address and homepage. Contact the user's service for further information.

The service number of the computer centre (*RZ*) is: 03461 462515

NB: The *Rechenzentrum* also runs computer courses and IT workshops. Software is installed in the Multimedia-Pool for studying and learning languages on your own.

Shopping

Opposite the campus there is a small shopping precinct with the following shops:

- *Norma* – a supermarket,
- *Getränkemarkt* – it sells drinks including sparkling mineral water,
- A butcher's and baker's (for meat and bread),
- *Schlecker* (a chemist's),
- A hairdresser's,
- A snack bar (Turkish specialities),
- A newsagent's (for magazines, cigarettes, *Lotto* tickets),
- *Campus Café*,
- A photocopy shop,
- A travel agent's,
- A shop selling computers, mobile telephones and general office stationery and equipment,
- A flower shop.

Important Services

There is also a "*Netto*" supermarket in the Oeltzschnersstraße on the corner to the Klobikauer Straße as well as in the Geusaer Straße (opposite the 'rose garden').

In the centre of the town, in addition to lots of shops selling clothes, shoes, cosmetics, fruit and vegetables, etc. there are two book shops – in the Bahnhofstraße and the Kleine Ritterstraße - as well as a shop selling office stationery.

A mobile telephone shop is situated on the corner to Geusaer Straße and Klobikauer Straße.

The biggest shopping mall in the neighbourhood is "*Nova Eventis*".

Take the B 181 and drive for about 15 km. in the direction of Leipzig and you will find it at the end of the village of Günthersdorf. As well as all kinds of shops, there is a cinema and some restaurants.

There is a daily bus service to "*Nova Eventis*"; buses run every hour. For exact departure times, please enquire at the bus station.

The furniture store, *IKEA*, is located opposite "*Nova Eventis*". Among other things, *IKEA* is known for its DIY furniture which is very popular with students.

Bikes

A bike will come in very handy for getting around Merseburg, the local area and the university campus. If you are lucky, you can buy a cheap second-hand bike in the bike shop in the Hallesche Straße 53. Another reputable bike shop is *Zweirad-Riese* in König-Heinrich-Str. 3. Look out for the special bargains in many DIY stores and hypermarkets, such as *Kaufland* and *Real*.

Fax

You can use the International Office's fax machine, but for private matters it's best to go to the local post office or a photocopy shop.

The Lost Property Office

If you lose something on the campus, please go to the University's Lost Property Office and ask Ms Heusinger (Building 125, ground floor, room 024) whether it has been handed in.

Merseburg's Lost Property Office is in the Siegfried-Berger-Straße 5-7, Room 111. It has the same opening hours as the County Council Office.

Jobs

International students can only work for a few days – 90 days or 180 half days, without requiring a work permit. It makes no difference whether you work 12 hours a day or just one! Only students from the European Union and from Iceland, Lichtenstein, Norway and Switzerland are exempt from this ruling.

That is why it is important to work out your finances, live within your means and take proof of your earnings very seriously! The labour laws, governing international students who work, are very strict.

Moonlighting is dangerous! You may get deported if you break the Immigration Laws and you will certainly have to break off your studies prematurely.

Although student jobs at the university or other academic and scientific institutions are not subject to such stringent legislation, you will still have to get permission from the Employment Office if you want to work. You can get detailed information about the labour regulations in Germany from the DAAD or the *Agentur für Arbeit* (Job Centre), opposite the campus.

Cinema

Since 2005 a cinema has been open in Merseburg in König-Heinrich-Straße 7. The cinema has four screens and shows the latest movies as well as theme-based film reports. For the current programme, visit: www.domstadtkino-merseburg.de.

The cinemas in Halle are also very interesting, for example the *Lux* cinema, which has already won many awards.

In general, cinema tickets are expensive, but on so-called "*Kinotagen*" you can get special reductions. Tickets are even cheaper if you take along your student ID-card!

Photocopying Facilities

To use the big photocopier, you will need your plastic student ID-card. The copier automatically deducts 40 cents from your card even before you get started. **When you remove the card from the machine after you have finished copying, just press the "ENDE" key, and the 40 cents will be reloaded onto your card.**

Photocopying machines are located on the campus in:

Building 122b, 2nd. floor; Building 124, ground floor, room 011.1; Building 124, 2nd. floor, room 012.1; Building 125, 1st floor, room 004; Building 125, 3rd. floor, room 004; Building 131A, ground floor, room 104 (library); Building 131A, 1st. floor, room 204 (library); Building 139A, ground floor; Building 144, ground floor; Building 154, library.

A Copy Shop is also located in the shopping precinct opposite the university.

Medical care

In Germany you can choose your own doctor. Local doctors, specialists and dentists are all listed in the brochure about Merseburg, which the International Office will give you at the beginning of your stay. Further information can be obtained from the local health insurance companies or at *Merseburg's Information Point* in Burgstraße 1. Addresses and phone numbers of doctors are also listed in the telephone directory. If you fall sick, we would advise you to report to the International Office. Our staff will call a doctor and make an appointment. Bring your health insurance card with you, because the exact terms of your insurance policy have to be checked out. Normally, you first have to pay for the visit to the doctor's, then you take the bill to the International Office and they send it to your health insurance company.

The Refectory

The refectory is located in Building 122. To get student reductions, you need a '*Mensa*' card, which you can apply for in the refectory itself. Don't forget to take along your student ID-card.

Plastic *Mensa* cards can be reloaded at machines in the refectory. Visiting students, who are not in possession of a plastic student card, have to apply for a so-called "*Inhouse-Karte*". For a small deposit of € 3 and proof that they are a student, they can also get a *Mensa* card.

Opening Hours: The refectory is open from Monday to Friday 08:15 – 10:30 and 11:15 – 14:00.

Renting a car

Renting a car is quite expensive, but if you want to go on group excursions and wish to be independent, it's a good alternative to public transport. Local car hire companies are, for example, **EUROPCAR**, König-Heinrich-Str. 32, **Hertz**, Rischmühle 1b and **BB-Autovermietung**, Weißenfelser Str. 20.

Important Services

Deposit system

In Germany there is a deposit system for most cans and plastic and glass bottles. Deposits range from 8 cents to 25 cents, so it is advisable to return these bottles and cans to the supermarkets!

Mail

Your personal address is as follows:

First and second name

c/o Hochschule Merseburg

Number of student hall of residence and room number

Geusaer Straße 88

D-06217 Merseburg

Student letter-boxes are located on the ground floor or in front of the halls. Please do not forget to apply for a nameplate for your letter-box (this does not apply to hall of residence 104 – for guest students).

If you receive a reminder saying that you have received a parcel, don't forget to fetch it from the main post office within seven days. If not, your parcel will be returned to the sender!

Visiting students can fetch their parcels from the University Post Office (Building 125, ground floor, room 024).

A public letter box is located at the bus-stop in the Geusaer Straße.

The main post office is directly opposite the railway station. You can buy stamps at the desks or from the stamp vending machine near the entrance. Within Germany, a stamp for a postcard costs € 0.45, for a standard letter € 0.55 (20 g.) and, if you are sending a letter to another EU country, you have to pay € 0.70. Ask for further details at the post office in König-Heinrich-Straße 1.

Opening hours:

from Monday to Friday 08:00 – 18:00

Saturday 09:00 – 12:00 noon

or go to: www.post.de

Names of Buildings and Room Numbers

Initially, the rooms on the campus are quite difficult to find because the names are so complicated!

The ground floor is called *Erdgeschoss* (E) and the top floor is called *Dachgeschoss* (D). The first floor is called: *erster Stock* (1), *erstes Obergeschoss* or *erste Etage*. The same system applies to the names of the levels higher up. For example: G.125/1/009 means Building 125, first floor, room 9.

Travelling

The *Deutsche Bahn's* pricing system is not easy to understand either, so it is advisable to go to the station in good time to enquire about prices and arrival and departure times.

In general, the tickets you buy shortly before your departure, are the most expensive ones. However, if you buy your ticket four days before your journey, you can get a discount of up to 25 %.

What's more, the *Deutsche Bahn* offers many ticket reductions, which might be of interest to you. An example is the *Bahncard50 Junior*. This ticket is especially for

students who are under 26 and is sold at all railway stations. Of course, you need to bring along your student ID-card to prove that you are still a student. This ticket costs € 106 and is valid for a whole year. And, with the *Bahncard50*, you only pay 50 % of the train fare for any journey.

There are also cheap weekend tickets and other special offers, which are only valid for a limited period of time.

Don't forget, bus and coach tours, which you can book at any travel agency, are another convenient way of getting around and are highly recommendable.

Shoe repairs

Near the campus (Steffen Emmerich, Klobikauer Str. 8) there is a special shop for orthopaedic footwear where you can also get your shoes repaired.

Telephoning

Most telephone boxes in Germany take telephone cards; only a few take coins. There is a phone box on the campus next to Buildings 106/107.

You can buy telephone cards, for example, in the *Copy-Shop* or the newsagent's in the small shopping precinct opposite the campus, at the main post office or at Merseburg railway station. They cost about € 10.

Phone calls are most expensive on weekdays from 09:00 to 18:00.

You can also receive in-coming calls. The number is usually clearly visible on the inside of the phone box.

Mobile phones are sold in the *Telefon Center Merseburg*, Klobikauer Str. 2 or in many other stores where you can get advice, buy a phone or a prepaid card.

Telling the Time

In everyday German there are lots of different ways of telling and saying the time! To avoid any misunderstandings, always use the 24-hour system.

For example „*halb sechs*“ means 05:30 or 17:30. When local people say: „*Viertel sechs*“ and „*Viertel nach fünf*“ they mean 05:15 or 17:15, and 05:45 and 17:45 can be referred to as: „*Dreiviertel sechs*“ or „*Viertel vor sechs*“.

Accident Insurance

As a university student, you are insured on your way to and from the university.

Washing and Cleaning Services

A self-service launderette (*Schnellreinigung Lemke*) with a dry cleaning service is located in Querfurter Str. 2. There is another launderette in Klobikauer Straße, but, don't forget - you can also use the washing machines and airing cupboards in the student halls of residence.

Famous Sights

Merseburg

Forming a beautiful architectonic complex, Merseburg's cathedral (*Dom*) and castle (*Schloss*) reach out, high above the city. They are both over 1,000 years old and are well worth a visit.

The *Dom* and the *Neumarkt Kirche* (Church of St. Thomas'), which are located on the other side of the River Saale, are some of the most beautiful and most interesting places of interest along the „*Straße der Romanik*“ (The Romanesque Road).

Merseburg is also home to the *Merseburger Zaubersprüche* (the Magic Spells), the oldest document preserved in Old High German. For further information, visit the permanent exhibition in the cathedral.

Once a year, the *Merseburger Schlossfest* (Castle Fête) with its historical procession, the *International Castle Moat Festival* and the *Merseburger Orgeltage* (Organ recitals) take place. Particularly the *Orgeltage*, which are always held in September, are a 'must' if you are a music lover. The organ, which has approximately 6,000 pipes and was built by master organ builder, Ladegast, is famous for its voluminous and melifluous sound.

Located right next to the campus is the *German Chemistry Museum of Merseburg*, which was founded with the help of the university. Almost as exciting is the *Aviation and Technology Museum Park*. You can also visit the *Willi-Sitte-Galerie* (an art gallery) and the *Museum of History and Culture* in Merseburg's castle.

If you enjoy going for walks, the banks of the River Saale, at the foot of the castle, the public gardens on the banks of the Gotthard pond, and the *Südpark* (South Park), which is only a stone's throw away from the university campus, are probably the best places to go to.

Sports grounds such as the velodrome, a skittle alley and a bowling centre will ensure that you spend your free time wisely. But, if you would like to go in for a special sport, which is not on offer on the campus, please enquire at the numerous sports clubs in the city.

In Leunaer Straße 38, there is also a swimming pool with a fitness centre and sauna.

If you need some more information about Merseburg's history, culture and famous buildings, please go to the city *Information Point*.

Merseburg-Information
Burgstraße 5
06217 Merseburg

Opening hours:

Monday to Friday 09:00 – 13:00 and 14:00– 16:00

Saturday 10:00 – 16:00

Or visit the city's website at: www.merseburg.de

Leipzig

From the 7th. until the 9th. century Slavonic settlers, who worshipped the sacred lime tree, founded a rural settlement which later became Leipzig. The *Nikolai Kirche* (Church of St. Nicholas), from where the 'Monday Demonstrations' started in the autumn of 1989, was consecrated in 1175. Today it is the city's oldest church. Among other things, Leipzig has many beautiful Renaissance buildings such as the *Alte Rathaus* (Old Town Hall), the *Alte Waage* (the Old Scales) or the *Coffe Baum* with its baroque porch.

The University of Leipzig, founded in 1409, is one of the oldest universities in Germany. The library houses many valuable books and documents. In the centre of the city you can find the German national library.

The restaurant „*Auerbachs Keller*“ is world famous because of a scene in Goethe's *Faust*, set in *Auerbach's cellar*.

As choirmaster and town conductor, the German baroque composer, Johann Sebastian Bach, spent over 25 years in the fair city of Leipzig.

The centre of Leipzig was once a venue for trade fairs and has thus witnessed many highlights over the years; every year the *Leipzig Book Fair* is still held in Leipzig and many famous concerts are performed there.

A famous monument in Leipzig is the *Völkerschlachtdenkmal*, (the Monument to the Battle of the Nations) built to commemorate the 500,000 soldiers from all over Europe who were killed in the Battle of Leipzig against Napoleon and his army in October 1813.

Halle an der Saale

Halle is home to the *Martin Luther University, Halle-Wittenberg* and the *Burg Giebichenstein College of Art and Design*. Here you can also visit the oldest chocolate factory in Germany (the *Hallorenfabrik*) and the world famous Franke's Foundations (the *Franckesche Stiftungen*); the former centre of pietism in Germany.

The old part of the city is well worth a visit. It is very well preserved and has plenty of culture including student clubs and bars, the Moritzburg Castle and Art Gallery with its remarkable collection of expressionistic paintings, the theatres, the opera house and the Handel Museum – the birthplace of the composer, George Frederick Handel. The *Händel-Festspiele* (Handel Music Festival) and the *Music Days* are the city's annual musical highlights.

Halle and Leipzig have a vibrant cultural scene and a myriad of bars and restaurants, creating a very special atmosphere which is enhanced by the presence of so many students.

Cultural tips for Halle and Leipzig, for example the theatre programme, the opera house programme, the cinemas with movies in original languages, exhibitions, etc. you can all find in the city magazines: „*Frizz*“ and „*AHA*“ which are published once a month in Halle, and in the magazine: „*Zeitpunkt*“ in Leipzig.

These free magazines are available on the campus of Merseburg University of Applied Sciences.

For further information, visit the websites at: www.leipzig.de, www.halle.de, www.frizz-halle.de, www.aha-alleshalle.de, and www.zeitpunkt-kulturmagazin.de

Merseburg's Surroundings

Merseburg is the 'gateway to the Saale Unstrut valley', a region of extraordinary charm. Castles, which are over 1,000 years old and partly in ruins, reach out above the River Saale and the River Unstrut, providing a view in every direction in countryside, characterized by gently undulating hills and vineyards. Further south, lies Thuringia with many important places of interest nearby, such as Weimar, Jena or Eisenach and the beautiful Thuringian Forest.

Bad Dürrenberg

Bad Dürrenberg, whose trademark is the salt water spa and the 850-metre long salt refining works, is home to the biggest saltworks (*Gradierwerk*) in Europe. The high level of salt in the air around the saltworks is particularly good if you have a cough, bronchitis or suffer from an asthmatic disorder.

Famous Sights

Naumburg

Naumburg, with its beautiful cathedral, also prides itself on having one of the most beautiful late Romanesque churches in Germany. The twelve life-sized stone figures belong to a world famous monument. They are early masterpieces of 13th century realistic portraiture. The most beautiful is the sculpture of Uta.

Freyburg

Freyburg is known as one of the northern-most winegrowing areas in Europe but it has another tourist attraction. On a hill, overlooking the town, stands a magnificent fortified castle – *Castle Neuenburg*. Its unique feature is the late Romanesque twin chapel. Cultural events and exhibitions are regularly held in the castle grounds.

Bad Kösen

Bad Kösen's well tended public gardens and magnificent houses bear witness to its long tradition of being a health resort and spa. Today the town of Bad Kösen is the beginning of a short but picturesque hike to the *Rudelsburg* und *Saaleck*; two castles high up on the steep cliffs overlooking the River Saale.

Weißenfels

In Weißenfels you can visit a big 17th – century castle called *Neu-Augustusburg*. While this castle was under construction, the Duke of Saxony-Weißenfels tried to imitate the style of the French 'Sun King,' and, consequently, the unique architectural feature of the castle is the 365 windows; one for each day of the year.

Bad Lauchstädt

In the 19th century, thanks to a mineral source, the city became a spa and health resort and was very popular with the aristocracy. In those days the *Summer Theatre* was a great attraction but, even today, it is worth paying a visit to the health resort of Bad Lauchstädt and the well restored theatre, originally designed by Goethe.

And, if you have time, visit the unassuming little town of Querfurt, home to one of Germany's oldest and biggest fortified castles!

Edited by:

The International Office
Hochschule Merseburg (FH)
Geusaer Straße 88
06217 Merseburg
Tel.: +49 3461 462294

Emergency Telephone Numbers

On the Campus

Emergency Services
(Notification of a fire, accident or another emergency on the premises of the university or in the student halls of residence) 2666

Off - Campus

Police (call is free of charge) 110
Ambulance (in a life-threatening situation, free of charge) 112
Fire, accident or other emergencies 112
Cases of poisoning 0361 73030

Other Useful Telephone Numbers

Telephone Switchboard: Merseburg University of Applied Sciences 03461 46-0
Merseburg Police Department 03461 446-0
The International Office 03461 462294
National Enquiries 11833
International Enquiries 11834
Medical Emergency Service at night or at weekends 03461 200405
Merseburg Hospital 03461 27-0
Doctor's visit (if you are too ill to see a doctor during surgery hours) 03461 215178
Welfare Counselling Service run by the Students' Union in Halle (free of charge) 0800 3096800

Pastoral Care Hotline

Protestant Pastoral Care (free of charge) 0800 1110111
Catholic Pastoral Care (free of charge) 0800 1110222

Telephone Numbers in Germany and on the Campus

Dialling code for Germany 0049 or +49
Dialling code for Merseburg (0)3461

Service Numbers

The following dialling codes are **free of charge** 0800 and 0130
The following dialling codes have special charges attached and high costs may be incurred. 0190, 0173, 0180, 0700

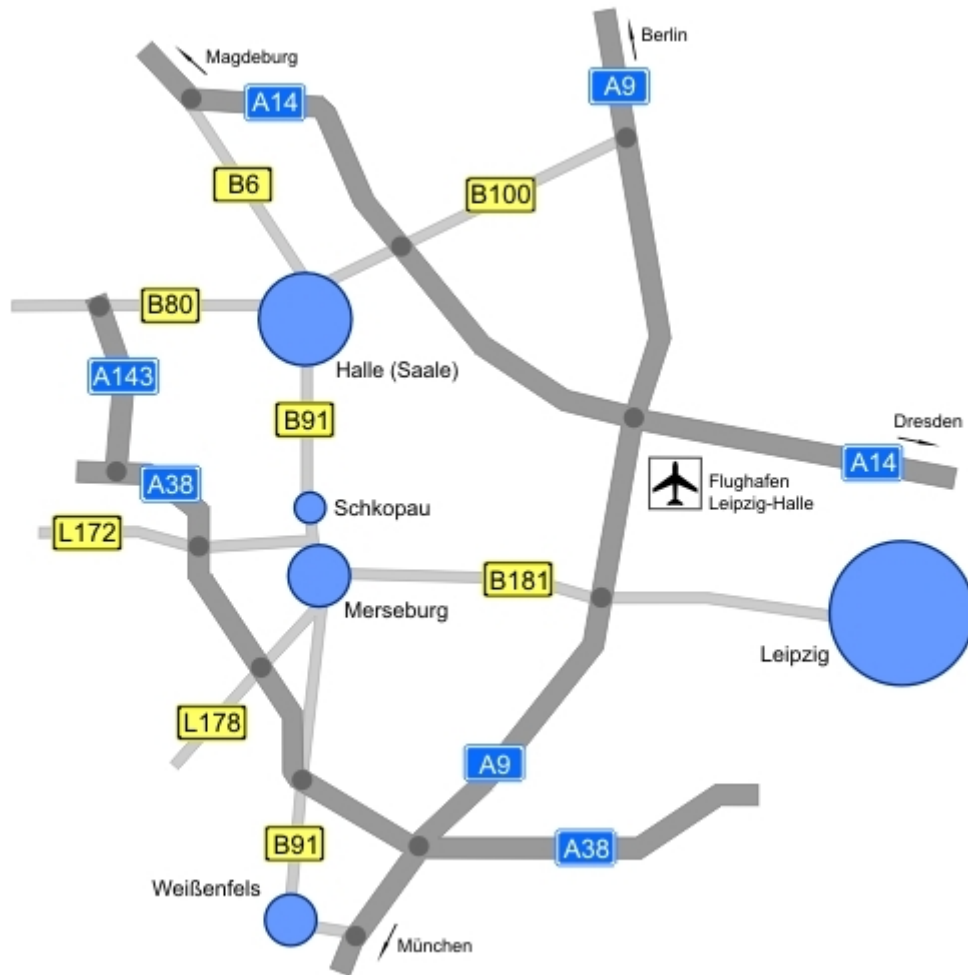
Last but not least ...

Subject Index

(The number after the keyword indicates the number of the page you have to turn to, to find the relevant information in this brochure.)

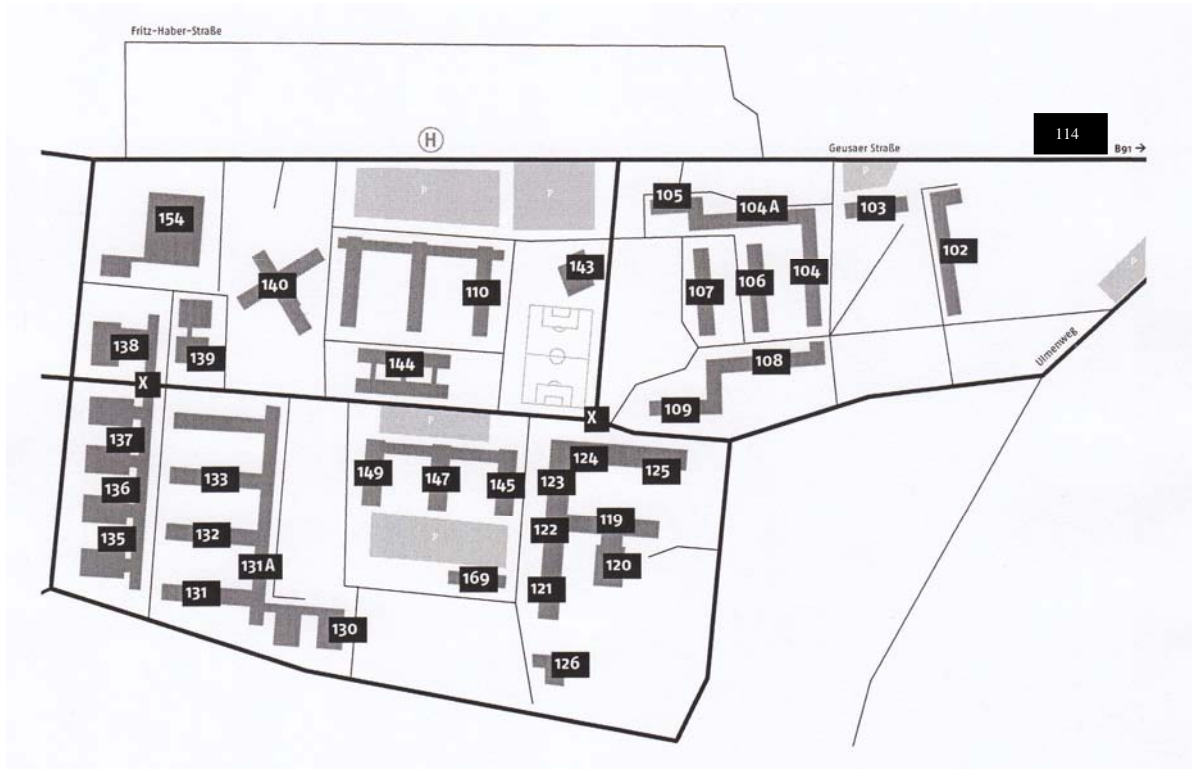
A ccident Insurance	23
Accommodation	12
Admission	8
Arrival	11 - 14
B anks	18
Bikes	20
Buses	19
C ar Sharing	19
Cinemas	21
Computer Service	19
County Council Office (registration)	14
D octors (medical care)	21
E mergency Numbers	27
Events for Freshmen	15
F ax machines	20
Food (refectory)	21
H ealth Insurance	13
Hire Cars	21
I mmigration Office	14
L aundry services	23
Libraries	18
M ail	22
Matriculation	13
Merseburg	3, 24
P harmacies	18
Photocopying	21
Psychological and Social Counselling	16
S hopping	19
Sport	17
Student Representatives	16
Student Christian Communities	17
Students' Clubs	16
T axi fares	12
Telephoning	23
Tourist attractions	24 - 26
Travel Documents	10
Welfare Counselling	16

Merseburg and the Local Area



Last but not least ...

The Campus of Merseburg University of Applied Sciences



Building 125	The Rector's Office The Faculty of Economics and Business Administration (WW) The Faculty of Social Work, Media and Culture (SMK) The Department of Academic Affairs The International Office/Language Centre
Building 123	The Faculty of Engineering and the Natural Sciences (INW) The Faculty of Informatics and Communication Systems (IKS)
Building 154	The Economics and Social Sciences Library
Building 132	The Natural Sciences and Technology Library
Building 139	The Computer Centre
Building 130	Lecture Halls: 6 - 9
Building 144	Seminar rooms
Building 122	Refectory
Building 140	Sports rooms and Student Club: <i>Reaktor</i>
Building 102	Offices of the Students' Union, Hall of Residence No. 1, Student Club: <i>Wärmi</i>
Building 103	Hall of Residence No. 6
Building 104A	The University Sports' Centre, Student Club: <i>Alchimistenfalle</i>
Building 104	Hall of Residence for exchange students
Building 108/109	Hall of Residence No. 5
Building 110	Hall of Residence No. 8
Building 114	Hall of Residence No. 12, Student Club: <i>Höhe</i>
Building 143	Student Club: <i>Wecker</i>

Imprint
Editor
Merseburg University of Applied Sciences
International Office
Geusaer Straße 88
0617 Merseburg
Tel.: +49(0) 3461 462294

