



Hochschule Anhalt
Anhalt University of Applied Sciences



**Welcome to
Anhalt University
Campus Bernburg**

Guide for
international students



Bernburg, view at Bernburg castle



A warm welcome to Anhalt University of Applied Sciences in Bernburg!

This booklet provides you with all the necessary pieces of information that will facilitate your first steps at your new study location. It will help you to save time and make the first time much easier.

In every country, there are a lot of things that have to be done when starting as an international student. This is needed for getting registered as a resident in the new country and the university.

If you follow the points according to the numbers you will have finished all necessary things that are relevant for your start easily and in time.

Please pay attention to the order.

You will get several documents from the different authorities and you have to show them to the next authority.

You have already successfully completed the steps 1-5 and arrived safely in Bernburg. Congratulations, you have made a good choice.

The next steps are the registrations.

In this short tour you will also get a first impression of your new residence.

Some locations are situated in the interesting historical centre of Bernburg.

Use the time and combine the business with pleasure. Visit for example the medieval Renaissance castle with an impressive view to Saale Valley or the centre of Bernburg.

Enjoy and get started!



This symbol provides you with pieces of information relevant for your whole period of study.

Help and support

Once you have arrived at your place of study in Bernburg, we won't leave you alone. The staff of the Anhalt University of Applied Sciences as well as the students will help you.

Coordinators of the degree courses

The coordinators help you concerning the contents and organisational things during your study.

Contact persons for the following degree courses:

Landscape Architecture (Master)

Ms. Elke Eckhardt

Phone: +49 3471 355 1148

E-Mail: elke.eckhardt@hs-anhalt.de

Food and Agribusiness (Master)

Ms. Manuela Herrmann

Phone: +49 3471 355 1216

E-Mail: manuela.herrmann@hs-anhalt.de

International Trade (Master)

Mr. Anand Jayakrishnan

Phone: +49 3471 355 1325

Phone: +49 176 70789473

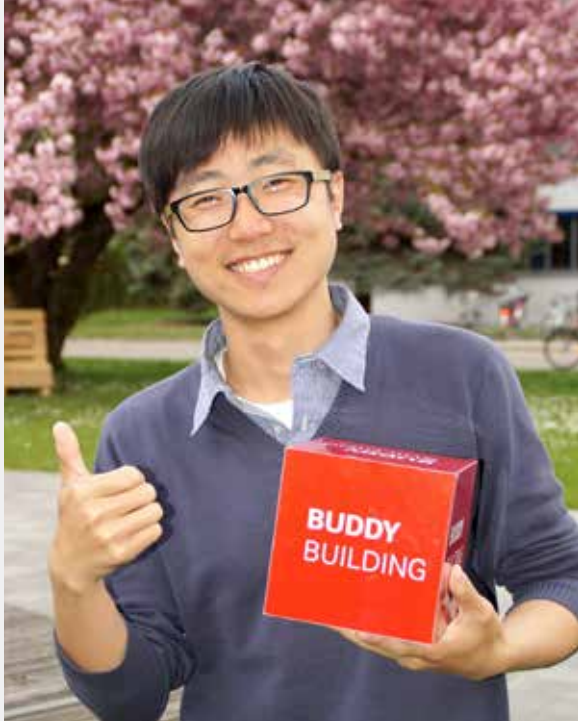
E-Mail: anand.jayakrishnan@hs-anhalt.de

International Business (Bachelor)

Ms. Isabell Höltge

Phone: +49 3471 355 1324

E-Mail: isabell.hoeltge@hs-anhalt.de



Buddies




















Students of the Anhalt University assist new international students with their questions and with settling in.

Buddies may answer questions remaining with you at this stage about your arrival and imminent start in Germany, assist you with arriving in Bernburg and then guide you through the registration processes awaiting you (local registration council, health insurance, registration at university, bank account, registration with local Foreigners Office) and assist you with finding your way around campus and town.

If you need buddy assistance, please contact the International Office of Anhalt University of Applied Sciences.

E-Mail: studybuddies@hs-anhalt.de

Guide for international students

step	to do	
1	Look for a degree course Home country	
2	Find out Anhalt University – Well done Home country	
3	Send an application to Anhalt University Home country	
4	Get an admission Home country	
5	Apply for a visa (not EU students) Home country	
6	Come to Germany (Bernburg) Home country	
7	Find accommodation Home country, Bernburg (Saale)	
8	Register with local council (Rathaus) Bernburg (Saale)	
9	Open a German bank account Bernburg (Saale)	
10	Get a valid health insurance Bernburg (Saale)	
11	Pay semester student fee Bernburg (Saale)	
12	Enrol at Anhalt University Campus Strenzfeld	
13	Apply for residence permit Bernburg (Saale)	
14	Register for using university library Campus Strenzfeld	
15	Using IT on Campus (IT-Pools, WLAN, E-Mail) Campus Strenzfeld	
16	Using university sports facilities Campus Strenzfeld	
17	Re-register each semester at Anhalt university Campus Strenzfeld	
18	Renewal of residence permit Bernburg (Saale)	
19	Termination of study, de-registrations Campus Strenzfeld	

Timeline (before departure)

Places for registration on the campus

Important Abbreviations and Websites

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Find accommodation

Please look for an accommodation or flat and make a rental agreement. In the following you find a selection of providers.

Options

You can either apply for furnished student accommodation in one of the student residence halls run by Studentenwerk Halle or you can search for a room or apartment by yourself on the private market.

What you need to show/have

- Passport
- Residence permit (non-EU citizens)
- Bank account
- In some cases, a deposit is necessary

All documents must be shown in original and as a copy.

Student Housing

Student Services Halle Housing

Student Services Halle (Studentenwerk Halle) provides single rooms and apartments in its student residences on Campus Bernburg and close to Bernburg town.

Address

Studentenwerk Halle
Wohnheimplatzvermittlung
Fasanerieallee 1a
D-06366 Köthen
Phone: +49 3496676424/-25
Email: wpvkoethen@studentenwerk-halle.de
Website: www.studentenwerk-halle.de

Accommodations in Bernburg

- Hall of residence 1
Theodor-Römer Straße 3 (Campus)
- Hall of residence 2
Theodor-Römer-Straße 3 (Campus)
- Hall of residence 3
Theodor-Römer-Straße 7 (Campus)
- Hall of residence 4
Magdeburger Straße 23
(periphery Bernburg, 2 km to Campus)
- Hall of residence 5
Magdeburger Straße 25
(periphery Bernburg, 2 km to Campus)

Apply online

You need to apply online for a place in one of the student residences.

Online application:
<https://tl1host.eu/SWHAL/>

Application deadlines:

31 August for following winter semester
28 February for following summer semester

Accommodation office

Campus Strenzfeld
Theodor-Roemer-Straße 3
student residence I (WH I)
(The office should be shown in location map)

Office hours (student residence I):

Tuesday, 15:00 - 17:00 hrs.
(during semester start only)
Phone: +49 3471 352056

Private student housing

Apart from individuals letting rooms and flats, housing associations have a larger pool of different accommodations on offer. Please note that these usually come unfurnished and you may have to pay separately for utilities (water, gas, electricity), since these are offered through utility providers.

For details, enquire with the housing associations listed.

Internationales Studentenhaus I

Rheineplatz 4
D-06406 Bernburg (Saale)
Website: +49 3471 621027
E-Mail: mikrabbg@t-online.de

Internationales Studentenhaus II

Bahnhofstraße 10
D-06406 Bernburg (Saale)
Phone: +49 15783051787
E-Mail: bila@gw-wohnen.de

Bau- und Wohnungsgesellschaft Bernburg

Friedensallee 1
D-06406 Bernburg (Saale)
Phone: +49 3471 34760
Website: www.wobau-bbg.de

Wohnungsgenossenschaft Bernburg

Semmelweisstraße 26
D-06406 Bernburg (Saale)
Phone: +49 3471 32280
Website: www.wg-bernburg.de

Bernburger Wohnstättengesellschaft GmbH

Liebnechtstraße 30
D-06406 Bernburg (Saale)
Phone: +49 3471 32790
Website: www.bwg-bernburg.de



Service provider

For private accommodation you need to contact the following service providers:

Electricity, gas

Stadtwerke Bernburg
Phone: +49 3471 36260
On-call service
Phone: +49 3471 32616
www.stadtwerke-bernburg.de

Water, wastewater

Wasserzweckverband
Phone: +493471 37570
On-call service
Phone: +49 3471 375721



Strenzfeld, Student housing

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Register with local council

Register within two weeks of moving into new place in Bernburg. You are legally bound to register your new address with your local authority.

Where?

Stadtverwaltung Bernburg (Saale)
Einwohnermeldeamt
Schloßstraße 11
D-06406 Bernburg (Saale)

Office hours

Mon: 09.00 - 12.00 hrs.
Tue: 09.00 - 12.00 hrs., 14.00 - 18.00 hrs.
Wed: 09.00 - 12.00 hrs.
Thu: 09.00 - 12.00 hrs., 14.00 - 16.00 hrs.
Fri: 09.00 - 12.00 hrs.

Contact

Phone: +49 3471 6590
E-Mail: stadt@bernburg.de
www.bernburg.eu

Documents you need to show

- Passport
- Rental contract
- Student ID or admission letter Anhalt University
- Confirmation of the house contract from the landlord or student dorm authority.

All documents must be shown in original and as a copy!



Location
at google maps

Notes

You have to fill in the registration form at the local council. Then, you will get a confirmation of registration.

Citizens from EU countries, Iceland, Liechtenstein, Norway or Switzerland already get a residence permit at the local council.

Any change of address must be submitted within a week to the local council.



City Bernburg
Local council

Open a German bank account

Make sure you have enough cash to see you through the first weeks. You may require a bank account for German health insurance and paying rent.

Where?

If you require a current account with a German bank you can contact the following banks on the right.

Please note:

You need to go there in person. Make an appointment. Service is mostly offered in German only.

Documents you need to show

- Passport
- Residence permit (non-EU citizens)
- Rental contract
- Confirmation of council registration (step 8)
- Student ID card or admission letter of Anhalt University
- Confirmation, that you have enough money on your bank account

All documents must be shown in original and as a copy.

 **Salzlandsparkasse**

Volksbank
Börde-Bernburg eG



Banks welcoming international students

Dessau

Deutsche Bank Dessau

Kavalierstraße 20-22
D-06844 Dessau-Roßlau
Phone: +49 340 252050

Bernburg

Salzlandsparkasse

Friedensallee 13
D-06406 Bernburg (Saale)
www.salzlandsparkasse.de



Sparda Bank

Karlsplatz 20
D-06406 Bernburg (Saale)
www.sparda-b.de



Volksbank Bernburg eG

Friedensallee 3b
D-06406 Bernburg (Saale)
www.vbbeg.de



Commerzbank Bernburg

Friedensallee 8
D-06406 Bernburg (Saale)
www.commerzbank.de



Note!

Non-EU students:

1. If you require a blocked account you may need to contact the local Foreigners' Office / talk to the bank you want to open an account with.
2. You already have an account with a German bank:
Your account may need activating. You need to go to the nearest branch of the bank you opened the account with. Activating will take some time.
3. Change blocked account 150 €
4. Give the confirmation from your bank to foreigners' registration office

Get valid health insurance

Every student enrolling at a German public university is basically required by German law (Social Security Statutes/SGB, paragraph 5, section 1, no. 9) to take out a statutory health.

Where?

Should you need a health insurance with a German provider, please contact the local branches of the public health insurances.

Contribution

All contributions are more or less the same in all statutory health insurances and are fixed to ca. 85.00 € monthly.

Documents you need to show

- Passport
- Residence permit (non-EU citizens)
- Bank details
- Passport photo

All documents must be shown in original and as a copy.

Notes

You have got the possibility to get a health insurance directly in Bernburg.

A travel insurance is only recommended until the beginning of your study. (Enrolment on 01.10. or 01.03.)

All contributions are more or less the same in all statutory health insurances in Germany. The valid contribution for the year 2015:

Insurances	EUR/Month
Health insurance	66.77
Nursing care insurance - mandatory – (for under 23 yrs of age)	12.24 14.40
Nursing care insurance - mandatory – (for over 23yrs of age)	15.00
Additional Contribution	5.00
Total	ca. 85.00



There are only a few exceptions to this legal requirement. For instance:

- You are entitled to a family health insurance cover (without additional charges) in Germany (usually via spouse or parents)

or

- You study at a non-public university or similar tertiary-level institution (e.g. Studienkolleg)

or

- For students over 30 years of age public insurance is tough to get and there are private insurance companies like Mawista, Care concept and more. Please check the term and conditions before taking one of those. You can have them via applying online.

or

- You are covered through your home country health insurance via a European Health Insurance Scheme and can prove that this insurance is active for the duration of your stay at Anhalt University

or

- You can submit a certificate exempting you from the otherwise mandatory statutory health insurance cover. This certificate can only be issued by a German statutory health insurance.

You are legally required (according to Paragraph 5, Section 1, No. 1 of the Residence Act / Aufenthaltsgesetz) to submit proof of a valid health insurance cover for enrollment at Anhalt University and for successful application for a residence permit in Germany.

Statutory health insurance providers

AOK Sachsen Anhalt

Friedensallee 11
D-06406 Bernburg
Phone: +49 800 226 5726
E-Mail: service@san.aok.de
www.aok.de



Barmer GEK

Rheineplatz 1
D-06406 Bernburg
Phone: +49 18500 17-6250
www.barmer-gek.de



BKK VerbundPlus

Friedensallee 43
D-06406 Bernburg
Phone: +49 3471 3084-0
www.bkk-verbundplus.de



Deutsche Angestellten Krankenkasse DAK

Friedensallee 3B
D-06406 Bernburg
Phone: +49 3471 300441
www.dak.de



Innungskrankenkasse Halle IKK

Karlsplatz 34
D-06406 Bernburg
Phone: +49 3471 3743-0
www.ikk-gesundplus.de



Important to know

A complete health insurance protection comprises the following services:

- Medical and dental treatment
- Supply with medicine, dressing material, remedies, and supporting material
- Hospital treatment
- Medical services for rehabilitation
- Services during pregnancy and childbirth

You can also get a private health insurance. Then, you have to check and prove that all services are covered. If you take out a statutory health insurance, you will always have sufficient protection. You need a translation of foreign health insurances that confirms sufficient cover and protection. *(Please check the terms and condition of the insurance provider before signing the contract.)*

Pay semester student fee

Payment of the semester student fee is compulsory for all students upon enrolment at Anhalt University.

How?

Please transfer your semester student fee to the following account:

Recipient: Hochschule Anhalt
Bank: Deutsche Bundesbank
IBAN: DE35 8100 0000 0081 0015 39
BIC: MARKDEF1810

Fill reference field of your transfer as follows:

- Applicant number (Bewerbernummer)
- Surname
- First name

Example: **xxxxx, First name, surname**

A cash payment is not possible.

Notes

This fee is made up of contributions towards student services (€ 70.00) and a fee towards membership in the student union (EUR 6.00).

Important!

If you need to pay further fees for your degree program at Anhalt, please do so in one bank transfer, i.e. program contribution + semester contribution.

E.g.: Gebühren + Semesterbeitrag

Please note!

For any problem concerning transferring money please contact the course coordinator. You may also take help from student buddy or any former student you know.



Campus Strenzfeld
Strenzfelds "Neue Mitte"

Enrol at Anhalt University

Register for student ID card and enrolment papers in person after your arrival in Bernburg.

Where?

Anhalt University
Students-Service-Center (SSC)
06406 Bernburg-Strenzfeld (Campus)
Strefelder Allee 28, Putzhaus

Office hours

Tue: 09.00 -12.00 hrs., 13.00 - 15.30 hrs.
Thu: 09.00 -12.00 hrs., 13.00 - 15.30 hrs.

Contact

Ines Krüger
Phone: +49 3471 355-5222
E-Mail: ines.krueger@hs-anhalt.de

Documents you need to show

- Copy of your admission letter
- Copy of your passport / national ID (for EU citizens)
- Proof of sufficient health insurance
- Paying in slip as proof of having transferred the semester contribution of EUR 76.00
- Non-EU students: Residence permit (may be submitted later)
- Biometric, passport-sized photo (for student ID)
- Certificate of BAföG number (if applicable)

All documents must be shown in original and as a copy.

[Location see flyer](#)
[campus map](#)

Notes

Your personal admission letter for Anhalt University is part of the package sent to you, after your application has been successfully processed.

You need to have an admission letter and applicant number for successful student registration.

With your enrolment at our Students Affairs Office you will receive an enrolment confirmation still made out of paper.

Please check your personal data (name, surname, date of birth). If there any mistakes please do inform the Student Affairs Office.

The student ID card

Your student ID smart card holds your personal data and also shows its validity for the current term. It is a smart card made out of plastic.

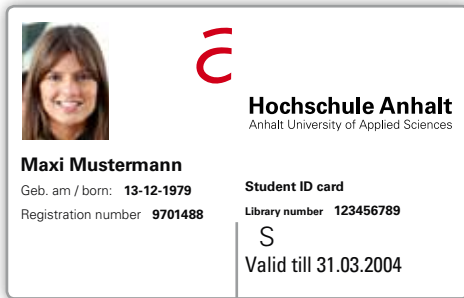
The issue of the smart cards takes place at the beginning of the semester according to the office hours:

Tue: 09.00 -12.00 hrs. 13.00 - 15.30 hrs.
Thu: 09.00 -12.00 hrs. 13.00 - 15.30 hrs.

Please inform us then about your BAföG number (if applicable).

The student ID card (smart card) will be your constant companion throughout your studies at our university .

Please handle your ID card carefully! A replacement card costs 20.00 €.



The service functions of your student ID card

1. Endorsement

Next to your photo you can find on the card:

- Name, surname
- Date of birth
- Registration number
- Library number
- Declaration of validity (is re-stamped each semester after re-registration)

2. Using dining hall

Your student ID card allows to pay at the dining hall without cash. You just have to load up the amount (5.00 to 50.00 €) at Cash point in Mensa (canteen) hall room.

3. Using library

After having received your student ID card you can register at the library.

The SSC-Service-Portal (HIS-QIS)

The platform for administrating and organizing your student data is the SSC-Service-Portal, named HIS-QIS.

You log in to this SCC-Service-Portal

<https://service.asa.hs-anhalt.de>

After successfully logging in, you have access to

- your personal data
- schedules *[for german-speaking programs]*
- examination schedules *[for german-speaking programs]*
- documents as Proof of registration -> "Studienbescheinigung"
- information on Registering back
- forms

Your received your personal login details (username +password together with your enrolment confirmation (box on bottom right). Please see point 5.

For additional questions please refer to an employee of the Student-Service-Center (SSC).



Roemer-Haus

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Apply for residence permit/Notify authority

If you come as international student from countries outside the EU to Germany, you have to deal with all important documents and show it to Foreigner's Office in Bernburg.

Where?

Ausländerbehörde Salzlandkreis
Friedensallee 25
D-06406 Bernburg (Saale)

Office hours

Mon: 09.00 - 12.00 hrs.
Tue: 09.00 - 12.00, 14:00 - 18.00 hrs.
Wed: closed
Thu: 09.00 - 12.00, 14:00 - 16.00 hrs.
Fri: 09.00 - 12.00 hrs.

Contact

Phone: +49 3471 684-1351
E-Mail: auslaenderbehoerde@kreis-slk.de

Documents you need to show

- Residence permit application form
- Signed form by your landlord in Germany/your rental contract
- Your valid passport, personal ID card
- Your enrolment confirmation
- Proof of financial resources/blocked account (see information on the right)
- Proof of valid and current health insurance cover
- Biometric, passport-sized photo (for student ID) (this must not be older than six months)

All documents must be shown in original and as a copy.

Students from the EU and Swiss students

It is not necessary to register at the Foreigner's Office. But it is important to give a copy of your residence permit to Mr. Anand Jayakrishnan.

Non EU-students

Your visa is valid up to 3 to 6 month only.

You have to make a request for a residence permit at the Foreigner's Office of the Salzlandkreis for the duration of your studies in Germany.

Make this request no later than 14 days after your arrival in Germany.

If all the information and documents are available, the processing and issuing of the electronic residence application will take at least 3-4 weeks.

If your visa ends and you have not received your residence permit yet, you have got the status of being illegally in Germany. Please remember it when you receive your visa.

Assistance in applying for the residence permit can be obtained by:

Mr. Anand Jayakrishnan
Phone: +49 3471 355 1325
Phone: +49 176 70789473
E-Mail: anand.jayakrishnan@hs-anhalt.de

Please note!

- Your application may be processed only if the documents are complete.
- Your application and any supplementary documents have to be submitted personally to the Foreigner's Office.



Location
at google maps

Charges

Processing your application for a residence permit is charged as follows:

- Applications for residence permits of up to one year validity (< 1 year): € 100
- Applications for residence permits of more than one year validity (> 1 year): € 110
- Extending residence permits: € 80

You need to pay in cash. Bank transfer or Visa card are not possible. German EC-Card accepted.

Exception

If you receive a scholarship that is paid through German public money, you will not have to pay the charges. You need to provide a scholarship certificate. Contact the Foreigners' Office and make sure that this holds true for you.



General notes

The Foreigner's Office is entitled at any time to terminate your stay in Germany, if you fail to comply with the legal requirements.

You have to notify any change in your registration status.

Inform the Foreigner's Office if:

- You change your residence address,
- You change the degree course,
- You change the university in Germany
- You are de-registered from Anhalt University (the reason does not matter) and
- You receive a new passport.

Proof of financial resources

With the proof of financial resources you should initially prove that you have enough money available for one year.

The amount you have to prove is constantly changing. At the moment you have to prove 725.00 € monthly and 8,700.00 € annually. This must be on a blocked account and be approved.

Here are the ways to prove this:

- Proof of income and financial circumstances of the parents

or

- Declaration of commitment to the Foreigner's Office or the diplomatic representation to pay for the costs of living of the foreign student (e.g. issued and signed by parents / relatives / acquaintances)

or

- Security payments into a blocked account in Germany - with a German bank account on your name. You can dispose of 659.00 € monthly, but not more. (You can receive the letter for the bank showing the establishment of a blocked account at the Foreigner's Office.)

or

- Depositing an annually renewable bank guarantee at a financial institution in the federal territory

or

- Scholarships of German organisation or of an organisation of your home country (Ask the staff of Anhalt University what you need to show as evidence.)

Please note:

Check with Foreigners Office Salzlandkreis whether these are acceptable.

Register to University Library

To register, please bring your University ID card.

Where?

Anhalt University
University library
06406 Bernburg-Strenzfeld (Campus)
Strenzfelder Allee 28
Main Building (Hauptgebäude) 2nd floor

Opening hours:

Monday to Thursday:
9:30 to 19:00 o'clock*
Friday 9:30 to 15:00 o'clock

*limited service after 17:00 o'clock
Opening hours change during non-teaching period. Please check online.

Contact

Tel. + 49 3471 355 5690
E-Mail: ausleihe.bbg@hs-anhalt.de .

Website

www.hs-anhalt.de/en/university/institutions/library/welcome.html

Documents you need to show

- Student ID card

Location see flyer
campus map

Service

At our three campus sites in Köthen, Bernburg and Dessau we offer more than 385,000 volumes of scientific literature that are easy to find, reserve or renew within the web OPAC or our library APP. Moreover, within the campus network or, after a small configuration and authentication from your home, we offer digital access to more than 64,000 eBooks and 69,000 e-magazines. For your professional research for new literature, magazines and articles you can use the campus access to various specialized databases. We also assist in researching and sourcing current standards or patents.

If you should have any additional requests, please contact our staff directly or via our web forms at

www.hs-anhalt.de/en/university/institutions/library/welcome.html



Registration and lending literature

Please register to Anhalt University Library to borrow printed literature in your local library. If a medium is not marked otherwise, the loan period is 4 weeks and you can renew up to seven times as long as the title is not reserved by another user.

Reading rooms and Shelving

The media can be found shelved systematically according to the specified subject group (notation) and signature and can be borrowed unless marked otherwise. If a book is located at another campus, we will gladly procure it for you!

Please note: bachelor's, master's and diploma theses and publications starting with the SR signature must be ordered and will be made available to you.

Please feel free to ask if something is too hard to find!

Remote Access

To access our digital services outside the campus network please authenticate for the campus network via your browser settings. Please follow the instructions "Remote Access" at our "service"-websites. Detailed information on our offers you will find at our "research" websites.

www.hs-anhalt.de/en/university/institutions/library/welcome.html



Library APP

This free app for Android and iOS allows convenient access to our online catalog and your user account of the university library. The functions include research, reserving, renewing media as well as notifications about expiring media!

Please visit your App- or Play-Store and search for "Bibliothek Hochschule Anhalt"!



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Using IT on Campus

There are a number of IT pools on Bernburg Campus, though not all of them offer Internet access.

Where?

Anhalt University
06406 Bernburg-Strenzfeld (Campus)
Strenzfelder Allee 28

Department 1

Contact

Mr Malte Klein
Verwaltungsgebäude, 2. OG
Phone: +49 3471 355 1152
Email: malte.klein@hs-anhalt.de

Department 2

Contact

Mr Andreas Hummel
Verwaltungsgebäude, 2. OG
Phone: +49 3471 355 1323
Email: andreas.hummel@hs-anhalt.de

Location see flyer
campus map

IT-Services

The following IT-services are available to enrolled students:

- Email (student account)
- PC/Internet in the PC-pools, laboratories
- Wifi Network of Anhalt University
- Filr Cloud (data storage)
- Programme websites /Professor websites
- Moodle (eLearning system)
- HIS-QIS (student service portal)
- Online Research (Library)

Access

On your enrolment confirmation under "Wichtige Informationen" **1** (Important Information) you can find your Username and initial password.

Important! Upon first login to the HIS-QIS portal, you are asked to change your initial password. The new password however only remains valid for the HIS-QIS, there is no automated update with other services.

After logging in to other services you need to change your password as well. You may choose the new password(s) in accordance with your HIS-QIS, so you need to remember only one password.

Important Information

1

SSC-Service-Portal (HIS-QIS)

Web address: <https://service.asa.hs-anhalt.de>

User name: xxxxxxxx

Passwort: xxxxxxxx

Registering back for Summer Semester 2019

Period from: 15.02.2019 until 15.03.2019

Student email address (Example email address)

E-Mail: max.mustermann@student.hs-anhalt.de

This is an example

E-Mail

Every student registered at Anhalt University receives their own email account. Email accounts have the following structure:

firstname.lastname@student.anhalt.de

Email accounts may be accessed via the webpages of your department and degree course (icon in top right-hand corner of screen).

IT Pools

Students may use the IT pools during classes and also outside classes.

Please note:

- It is not permitted to make changes to hardware or software components on pool computers.
- Please contact departmental system administrators in case of system faults or breakdowns.
- Data is only saved on IT pool computers you are logged on. Once logged off, all data is removed.

The location of the PC-pools can be found on the attached campus map.

WiFi

Once you have registered at Anhalt University you are automatically entitled to use WiFi technology provided. Instructions on how to set up your Wifi can be found here:

<https://helpdesk.afg.hs-anhalt.de/netzzugang/mobil-laptop-smartphone.html>

The Wifi-hotspot areas can be found on the attached campus map.

FilrCloud

Micro Focus Filr is a platform enabling you to access your data globally using your desktop, browser or mobile device.

Moreover, you can share your data with other users to collaborate on projects.

<https://helpdesk.afg.hs-anhalt.de/netzdienste/filr-cloud.html>

Websites

The courses offered at Bernburg campus provide specific websites containing general information but also organisational functions for enrolled students.

You can reach these sites via the following link-structure:

Example: <https://lw-intern.loel.hs-anhalt.de>

- **Course Abbreviation:**
lw – Agriculture.
- **Department Abbreviation:**
loel-Department 1
wi-Department 2
- **Anhalt University of Applied Sciences** (Hochschule Anhalt) - [hs-anhalt](https://www.hs-anhalt.de)

An overview of abbreviations of all courses can be found on the second last page.

Moodle

Moodle is an open source e-learning platform for software-supported cooperative teaching/learning methods. Individual courses have to be unlocked. Please refer to the responsible lecturer.

<https://www.hs-anhalt.de/moodle>

In case of issues/questions you can find support at the IT-Helpdesk of the university, under the following link:

<https://helpdesk.afg.hs-anhalt.de>

Using university sports facilities

All staff and students of Anhalt University are invited to join courses offered by uni sports.

Where?

Anhalt University
Sports office
Campus Bernburg-Strenzfeld
gym (Sporthalle)

Office hours

Mon - Thu: 11.30 - 14.00 hrs.

Contact

Olaf Hoffmann
Phone: +49 3471 355 5712
E-Mail: olaf.hoffmann@hs-anhalt.de

Website

www.sport.hs-anhalt.de

Documents you need to show

- Student ID card
- Passport-sized photo

Location see flyer
campus map

Notes

The sports schedule is being updated on a regular basis and is usually available in the second week of studies after the semester start (flyer, Internet). For orientation, the programme of the previous semester remains available on the Internet.

Sports facilities may also be used during semester break. Opening hours and plans can be viewed on the Internet or at the sports hall.

Enrolment for the different courses is processed online as well. Please refer to additional information on the individual pages.

Unfortunately, course-capacities are limited. It is therefore recommended to sign-up as early as possible. Alternatively, talk to Herr Hoffman (responsible person for university sports).



The different sports-classes in the last semester:

- Women's football
- Football (Soccer)
- Hyper-condition
- Skittles
- Kickboxing
- Barbell training
- Horse-riding
- Swimming
- Self-defence
- Table tennis
- Yoga

Liability

The university does not assume any liability for cases of theft within the sports-facilities. We urge students not to leave their belongings unattended and to use the lockers.

In case of theft, a charge against an unknown person has to be filed.

Insurance

All students and employees are insured via the Accident-Fund Saxony-Anhalt for all official sports-courses led by a formal instructor. Any incidents violating this condition are not covered in the insurance.

There is no insurance-coverage for guests.

All participants of the sports courses are recommended to have private liability insurance in case they harm a third person during sports-activities.

A sports accident has to be filed immediately (within 3 days) at the university sports-office using the provided form. The responsibility for filing the accident lies with the injured person.



Re-register each semester at Anhalt university

At the end of each semester you need to re-register for the following semester, should you wish to continue your studies at Anhalt University.

Deadlines

Winter term :

You need to pay the semester contribution (EUR 76.00) and further contributions between 15.08. and 15.09. If you miss these dates, you may pay until 30.09. You then pay an extra EUR 15.00.

Summer term:

You need to pay the semester contribution (EUR 76.00) and further contributions between 15.02. and 15.03. If you miss these dates, you may pay until 31.03. You then pay an extra EUR 15.00.

How?

Bank transfer to university account (see step 11 for bank details)

Notes

At the end of each semester you need to re-register for the following semester, should you wish to continue your studies at Anhalt University.

Once the money is available, you will receive a new certificate of registration for the new semester. You may download it in the HIS-QIS portal and print it out (about 1 week after receiving the money). Students who study over four semesters of the standard period of study, are obliged to pay additionally 500.00 € (long-term tuition fees). They can be transferred together with the semester contribution.

In the transfer, the registration number must be entered left-justified and without spaces as a purpose.

Please follow this example with your data:

1234567_RM20191_Mustermann, Max

1234567: your personal student ID number, **'RM'** stands for 'Rückmeldung'(re-registration), followed by the academic year which your transfer refers to (here: **2015**), followed by either **'1'** for re-registration for the summer semester or **'2'** for the winter semester.

'Mustermann, Max' Provide your family/last name, followed by your first/given name, and separate these using a comma.

After you have paid in the money, you will be able to print of a confirmation by logging on to the service portal (HIS-QIS).



Biotechnikum

Renewal of residence permit

A renewal of the residence permit is possible at any time.

Where?

Ausländerbehörde Salzlandkreis
Friedensallee 25
D-06406 Bernburg (Saale)

Office hours

Mon: 9.00 - 12.00 hrs.
Tue: 9.00 - 12.00, 14:00 - 18.00 hrs.
Wed: closed
Thu: 9.00 - 12.00, 14:00 - 16.00 hrs.
Fri: 9.00 - 12.00 hrs.

Contact

Phone: +49 3471 684-1351
E-Mail: auslaenderbehoerde@kreis-slk.de

Documents you need to show

- Request for a renewal of residence permit
- 1x biometric, passport-sized photos
- Passport (original and copy of photo-page)
- Student ID or registration certificate of Anhalt University (original and copy)
- Proof of sufficient health insurance cover in Germany
- Proof of sufficient financial means as student in Germany
- Confirmation of the landlord
- Fee (EUR 80.00)

All documents must be shown in original and as a copy!

Notes

At the last apply for renewal 8 weeks before expiry of current permit.



[Location at google maps](#)



Bernburg, city centre

Termination of studies and de-registrations

If you have completed your studies, you must de-register personally at the local registration office and the Foreigners' office.

Where?

Ausländerbehörde Salzlandkreis
Friedensallee 25
D-06406 Bernburg (Saale)

Office hours

Mon: 9.00 - 12.00 hrs.
Tue: 9.00 - 12.00, 14:00 - 18.00 hrs.
Wed: closed
Thu: 9.00 - 12.00, 14:00 - 16.00 hrs.
Fri: 9.00 - 12.00 hrs.

Contact

Phone: +49 3471 684-1351
E-Mail: auslaenderbehoerde@kreis-slk.de

Documents you need to show

- De-registration certificate local council
- De-registration certificate Anhalt university
- Passport
- Airline ticket for a flight from germany to your home country (non EU-Students)

All documents must be shown in original and as a copy.

Notes

You will receive then:

- a border crossing certificate (you are allowed to leave Germany then) and
- a certificate for the bank to cancel the blocking notice, so that you are allowed to dispose of your account



Location
at google maps



Bernburg, Saaletal near Bernburg

Timeline (before departure)

4 months left
or depending on final
examination/defence thesis



Foreigner's Office

- Enquire about what needs to be done before you depart (forms to fill in, etc.)
- Foreigner's office has to have a copy of your de-registration from Anhalt University

Flat/Residential accommodation

- The cancellation period is given in the rental contract, enquire when the deposit will be paid back, leave an alternative bank account if your account will be closed

Energy Supply

- Leave your address for final accounts at the energy supplier of your flat if you had to contribute to electricity and heating expenses
- Check the termination dates and cancellation periods of all contracts you signed in Germany

Cancel telephone/mobile, internet, bahn-card (rail concessions card), magazines and other subscription

1 month left



Health Insurance

- Cancel contract if applicable to you
- NB: if necessary, pay the last two fees in one go

GEZ (radio and TV licencing fee)

Also remember to do the same for:

Pensions and social insurance

- If you had a job in Germany and you had to pay for pensions insurance, your contributions can get paid off - in case there is no social security agreement between Germany and your home country
- If there is an agreement, the amount will be returned later. Further information (also in English): www.deutsche-rentenversicherung.de

Foreigner's Office

Where

Ausländerbehörde Salzlandkreis
Friedensallee 25
D-06406 Bernburg (Saale)

Office hours

Monday, Tuesday, Thursday
9.30 - 17.00 hrs.
Wednesday, Friday
9.30 - 15.00 hrs.

Contact

Phone: +49 3471 684-1351
Email: auslaenderbehoerde@kreis-slk.de

Documents you need to show

- de-registration certificate local council
- de-registration certificate Anhalt university
- passport
- airline ticket for a flight from Germany to your home country (non EU-Students)

2 weeks left



Bank account

- Close your bank account
NB: Leave bank details of a reliable / trustworthy person, so transfers arriving after the account has been closed can be received.
- The person receiving the transfer meant for you can then transfer the money to your account

Library

- Return loaned items and close account

Certificates

- Certificates and reports (e.g. employer's references, etc.) may be translated into your national language or English and accredited

Flat/Residential accommodation

- Contact landlord to arrange a date for handing over the flat/room and the keys

1 week left



Local registration office

- Notify about terminating your residence

De-registration (Exmatrikulation)

- Contact the university's Student Affairs Office and fill in the de-registration form
- NB: Once de-registered your residence permit as a student becomes invalid

Local registration office

Where?

Stadtverwaltung Bernburg (Saale)
Local registration office
Schloßstraße 11
D-06406 Bernburg (Saale)

Office hours

Monday, Wednesday, Friday
9:00 - 12:00 hrs.
Tuesday
9:00 - 12:00 hrs and 14:00 - 18:00 hrs.
Thursday
9:00 - 12:00 hrs and 14:00 - 16:00 hrs.

Contact

Phone: +49 3471 6590
Email: stadt@bernburg.de

Documents you need to show

- Passport (original)

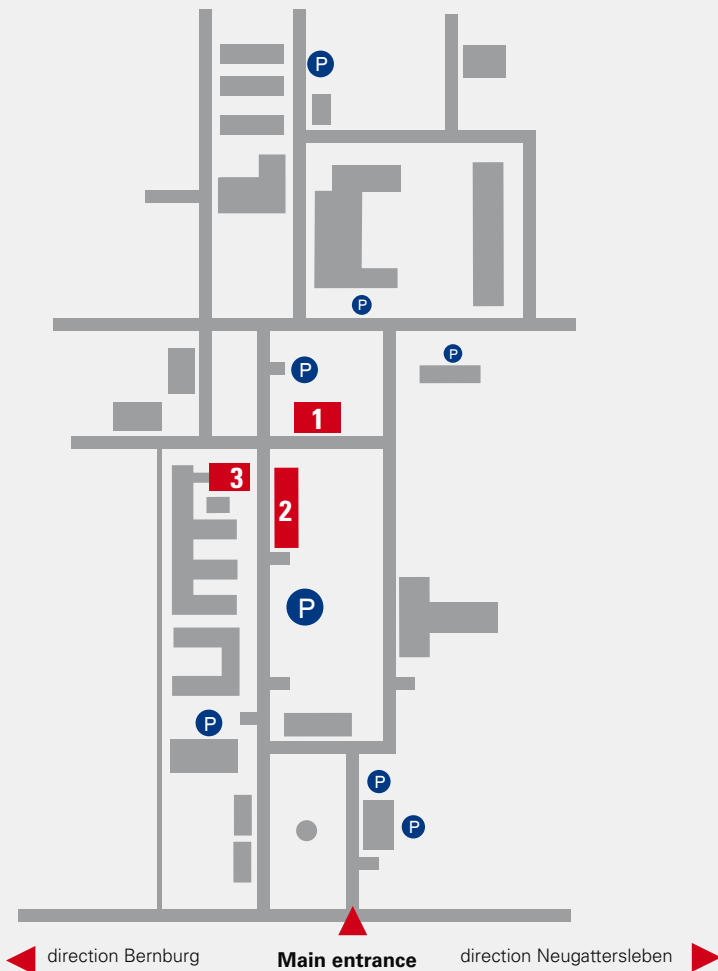


Location
at google maps



Places for registration on the campus

Application, Enrolment, Re-registration	1	Putz-House (PH, 1. OG)
Registration university library	2	Main building (HG, 2. OG)
Dean`s Offices, Departments 1 and 2	2	Main building (HG, 1. OG)
Contact persons IT-Pools, E-Mail etc.	3	Administration building (VG, 2. OG)
Porter, Information point	3	Administration building (VG)



Important Abbreviations and Websites

Anhalt University		Internet www.
HSA	Hochschule Anhalt	hs-anhalt.de
Departments of Anhalt University of Applied Sciences - Bernburg		
LOEL	FB Landwirtschaft, Ökotrophologie, Landschaftsentwicklung	loel.hs-anhalt.de
WI	FB Wirtschaft	wi.hs-anhalt.de
Degree-Courses at Anhalt University of Applied Sciences - Bernburg Campus		
MAF	Agrarmanagement Führungskräfte (MA) - berufsbegleitend	hs-anhalt.de/maf
BWL	Betriebswirtschaftslehre (BA)	hs-anhalt.de/bwl
MBU	BWL/Unternehmensführung (MA)	hs-anhalt.de/mbu
ERN	Ernährungstherapie (BA) - berufsbegleitend	hs-anhalt.de/ern
MER	Ernährungstherapie (MA) - berufsbegleitend	hs-anhalt.de/mer
MFA	Food and Agribusiness (MA)	hs-anhalt.de/mfa
MHR	Human Resource Management (MA)	hs-anhalt.de/mhr
MIB	Immobilienbewertung (MA)	hs-anhalt.de/mib
IWI	Immobilienwirtschaft (BA)	hs-anhalt.de/iwi
IBS	International Business (BA)	hs-anhalt.de/ibs
MTR	International Trade (MA)	hs-anhalt.de/mtr
MLA	Landscape Architecture (MA)	hs-anhalt.de/mla
LAU	Landschaftsarchitektur und Umweltplanung (BA)	hs-anhalt.de/mla
MLU	Landschaftsarchitektur und Umweltplanung (MA)	hs-anhalt.de/mlu
LW	Landwirtschaft (BA)	hs-anhalt.de/lw
FLK	Landwirtschaft/Agrarmanagement (BA) - dual	hs-anhalt.de/flw
FLW	Landwirtschaft/Agrarmanagement (BA) - berufsbegleitend	hs-anhalt.de/flw
MLM	Logistik- und Luftverkehrsmanagement (MA)	hs-anhalt.de/mlm
NLP	Naturschutz und Landschaftsplanung (BA)	hs-anhalt.de/nlp
MLP	Naturschutz und Landschaftsplanung (MA)	hs-anhalt.de/mlp
OE	Ökotrophologie (BA)	hs-anhalt.de/oe
MOE	Ökotrophologie (MA)	hs-anhalt.de/moe
MOK	Online-Kommunikation (MA)	hs-anhalt.de/mok
RUS	Recht und Steuern (BA) - dual	hs-anhalt.de/rus
MSR	Steuer- und Rechnungswesen (MA)	hs-anhalt.de/msr
WRE	Wirtschaftsrecht (BA)	hs-anhalt.de/wre
MWR	Wirtschaftsrecht (MA)	hs-anhalt.de/mwr



Hochschule Anhalt
Anhalt University of Applied Sciences
Departments 1 and 2
Strenzfelder Allee 28
06406 Bernburg (Saale), Germany

July 2018

