If you have any questions about the program do not hesitate to contact us. But please, read this booklet first; the answer to your question might be there already.

Current Information: look for updates and news on our website: www.uni-stuttgart.de/ia/internat/summeruniversity/
ATTENDANCE AND PERFORMANCE POLICY

Please be sure you understand the following:

- German classes are from Monday through Friday, 8:45 am – 12:15 pm.
- Subject courses are from Monday through Thursday, starting at 1:30 pm.
- A strict attendance in all classes is required.

Due to the high number of credits attached to each class, we require a high classroom presence. Therefore we cannot grant a certificate with a grade if you miss more than 8 teaching units (one teaching unit = 45 minutes) in the German class and more than 4 teaching units in the subject course. Absences from class can only be excused with a written doctoral note. If you miss more than the said hours, you can still continue to attend classes but you will not receive a grade or any credits at the end of the course.

Excused absences:
German class: 8 teaching units (accumulative)
Subject course: 4 teaching units (accumulative)
ORGANISATIONAL INFORMATION

CONTACT INFORMATION
The Summer University is held by the University of Stuttgart. Please contact:

Dr. Karin Herrmann
Universität Stuttgart
Dept. of International Affairs
Pfaffenwaldring 60
70569 Stuttgart
Germany
Phone: (0711) 685-68564
Fax: (0711) 685-68586
Email: herrmann@ia.uni-stuttgart.de

PRE-ARRIVAL COMMUNICATION

First steps:
After approval of your application you will receive an official letter of acceptance from us. Following this, you will receive an invoice with exact instructions on how and when to pay the participation cost (for exact amount please check our web site or ask your international program advisor).

Deposit
We ask that upon registration in Stuttgart, you provide us with a deposit of 100 € in cash or check. This deposit is completely refundable and will be held until your departure to ensure that you leave your room tidy and in good standing. The deposit will be returned to you on the last day of the Summer University.

E-mails:
You will receive quite a number of e-mails from us giving you vital information about our program, your living situation, etc. Therefore, it is crucial that you check your e-mails using the account that you stated on your application form at least once a week.

Fee:
The participation fee includes the following:

• Housing during the Summer University
• Unlimited public transportation (bus, subway, underground) within the greater Stuttgart area
• Excursions during subject courses (entrance fee to museums, galleries, guided tours, etc.)
• Weekend excursions (bus, train, guided tours, entrance fees; except a 15 EUR registration fee and spending money)
• Program administrative costs

The fee does not include:

• Tuition from your own university
• A fee your own university might need to charge to cover their costs
• Transportation to Stuttgart
• Transportation to the university before registration
• Lunch and dinner (except on the weekends)
• Medical/accident insurance
• German class textbooks
- Personal expenses

**Housing:**
We will contact you about housing information about one month prior to the beginning of the Summer University.

**ARRIVAL AND DEPARTURE**

**Official arrival: Saturday, May 16th or Sunday, May 17th**
Please note: Although we understand that sometimes it is easier to book a flight a few days earlier or leave a few days later, **we cannot accommodate you before or after the set dates!** If you chose to arrive earlier or leave later, you must make your own housing arrangements.

**Official Departure: Friday, June 26th**
Please note: it is NOT possible to stay in your accommodations until the end of the month in June. If you would like to stay until the end of the month, you must check out and book into a hotel or hostel room on your own.

**No Premature Departure**
We ask that you do not leave before the official departure date. Although classes often end on Wednesday, the official Farewell Party on Thursday night is an integral part of and most often THE funnest day of the whole program. So please plan to stay and attend. You will also receive your grades on that night.

**Booking a Flight**
When you plan to come to the Summer University you should try to fly directly to Stuttgart: The three-letter code for its airport is STR. Another possibility is to arrive in Frankfurt (FRA) or Munich (MUC) and to take a train to Stuttgart (approx. 2 hours). For train schedules, please check the website at: [www.bahn.de](http://www.bahn.de)

**COMMUNICATION WITH YOUR HOST FAMILY**

When you are given the name and address of your host family, please contact them immediately by e-mail, letter, phone or fax. Please don't wait until departure time because it is always good to get to know each other ahead of time. This is a good time to clear up questions, get to know the family, etc.

**ARRIVAL in Stuttgart:**
You will be picked up by your host family (or, if you're staying in a dorm by a “buddy”) at the airport in Stuttgart (if you fly into Stuttgart) or at the train station in Stuttgart. Make sure that you have some small Euro bills or even coins to buy a ticket for public
transport. You will not receive your public transport pass until the first day of Summer University.

LIVING SITUATION (DORM & FAMILIES)

While participating in the Summer University we offer the following accommodations:

- with host families (at least two people households, often with children)
- in single households
- or in student dormitories (shared by male and female students)

Cost:

Of the fee we charge, 600 EUR go to the host family or your dorm accommodation. For the students who stay with a host family, this includes breakfast and food on the weekends. For the students staying in a dorm room, this includes bedding (pillow, sheets, and linen) and access to internet.

When you live in a dorm:

Communal Living:
There are no separate dorms for male and female students. Please notice that we can’t arrange ‘woman only’ or ‘men only’ apartments. You will have a medium-sized room on your own, but you will share the bathroom and the kitchen with other students (male and female!). There a different dorms, in some of them you will share your kitchen and your bathroom with about 4 other students, but there are also dorms which are more like a big house. There are a lot of rooms along a corridor and you share the kitchen and the bathroom with about 8-12 other students. In the kitchen you will be given a spot in the fridge and freezer for your food. We can not offer any meals for the students staying in the dorms.

Cleaning:
To keep everything tidy there is a plan for cleaning the bathroom and the kitchen. You form a temporary community in which every member will have certain duties towards the community and has to respect the other members in his/her behaviour.

Rooms:
Your private room has a bed, a desk, shelves, a closet and a washstand but no air-conditioning. You will not be provided with towels, dishes, silverware, glasses and pots or pans. You'll either have to make an arrangement with the other students in your kitchen or buy your own kitchen hardware. You won’t find sheets, linen or a pillow as well. The dormitories charge a one-time fee of 35.- EUR in order to provide you with all the above (pillows, linen and sheets).

Location:
The dorms are located on Vaihingen Campus of Stuttgart University and it will take you about 20 minutes (with public transportation) to get to your class rooms which are located at Erwin-Schöttle Platz in the city center of Stuttgart. Living off campus is more suitable for you if unisex accommodation is unsuitable.
When you live in a host family:

We strongly recommend accommodation with either host families or in single households.

Advantages: We have met all hosts - families and single households - in person and have had very good experiences over the course of the years. In many cases the hosts have been offering their private homes for years to participating students and have shown outstanding hospitality.

Our hosts are actually representing German society: Small and larger families with toddlers and/or older school kids, singles, or apartment-sharing communities with two or more residents. As in real life we have young and older hosts, some of them smoking, some with pets, foreigners, working moms, single moms, and stay-at-home moms. In order to match you according to your personal needs and wishes, it is essential for you to send us the housing questionnaire and let us know of your likes and dislikes.

Unfortunately it isn’t possible to meet with all your requests, but please feel assured that we are trying our best to offer you accommodation according to all your needs and wishes. Even if we can’t offer the ‘perfect’ match, please give your hosts the chance of getting to know you. Living in private homes will offer you intercultural experiences that you won’t be able to make otherwise.

Please don’t expect to stay within walking distance to the university building. Especially families tend to live within the greater Stuttgart area and are willing to commute for up to 60 minutes on a daily basis.

Some hosts offer to accommodate more than one participant. In case you would like to stay with your friend in a private home, please let us know. We will try to plan accordingly.

Very important:
When you are given the name and address of your host family (usually 1 month prior to the Summer University but it can be as late as 1 week before), please contact them immediately by e-mail, letter, phone or fax. Please do not wait until your departure because it is always good to get to know each other ahead of time. This is a good time to clear up questions, get to know the family, etc.

Communication: Some of our hosts speak English fluently but not all do. You are here to learn and speak German anyways.

Internet access: Please do NOT expect your host family to be able to provide you with internet access. Not all families have internet access but if they do, please make sure to talk to them about if and how you can use it.

Duties of student: always remember: you are a guest and they are your hosts. Therefore, be nice and polite and take care of their property; be as quiet as possible when you come home late and keep your room tidy.

Duties of host family: your host has to provide you with the things you need (i.e. a towel), with a key to their house and with food, namely breakfast on the weekdays and
meals on the weekends. Dinner is NOT included and you should take care of dinner provisions yourself. Often, host families with children who cook dinner anyway will ask you to join them, but it is not a MUST.

**Food:** German food depends a lot on meat (mostly beef, pork and chicken), carbohydrates (pasta, potatoes) and vegetables (mostly a salad; green vegetables like broccoli and zucchini). If you have any allergies or special dietary needs, please let us and your host family know in advance so the diet can be adjusted.

**Phone use:** Most families will allow you to use their phone if you have a phone card which you can purchase in Stuttgart for about 5 €. But please be mindful to not occupy the phone for very long at a time. The same goes for incoming calls: it’s of course alright to have your family contact you but the calls should be limited to a healthy number.

**Laundry:** You can do your laundry at your host family’s but please discuss with them how often you can use their washing machine. Some host families have a certain rhythm of doing their laundry and do not wish the washing machine to be used at all times.

**Location:** Some of our host families may live as far as a 45 minute bus ride away. This may seem far, but we try to pick good families over short distances, and in the past, the student feedback we got has proven us right. And in a large metropolis such as Stuttgart, everything is spread out anyway, and you will find that it is not such a long ride after all.

**Staying out overnight:** If you decide to stay out overnight, please make sure to inform your host family. Otherwise, they might worry about your whereabouts.

**Alcohol:** Naturally, during your stay in Stuttgart, you want to explore the city’s nightlife and enjoy the good German beer and wine. But please remember that you are here not as a tourist but as a student representative of your university and as a guest of your host family. Therefore, do be careful with how much you drink and do not let it interfere with your studies or your host family’s life.

**Guests:** If you have friends or family who wish to visit you during your stay, make sure to ask your host family before you invite them to stay with you.

**In general:** Stay in touch with your hosts, talk to them about dinner plans, excursion plans or if you plan to stay out late. If you have a problem do not hesitate to talk to us and them, a solution can mostly be found very quickly.
ACADEMIC INFORMATION

ABSENCE POLICY

Since you will be receiving a large number of ECTS credits for the courses taken at the Summer University, we have a very strict absence policy which allows no unexcused absences. If you have to miss a class, please inform your instructor. It is your responsibility to make up homework assignments. Note: if you are ill and bring a medical note from a doctor, the missed hours do not count as an absence.

CLASSES

Here is a typical day at the Summer University:
The first thing you have to get to is German class. It starts at 8:45 am SHARP! and ends at 12:15 pm. Of course you will have a half hour break in between. From 12:15 pm to 1:30 pm you will have a break to get lunch – either at a nearby “Döner Shop” or pizzeria or wherever else you wish to eat. Starting at 1:30 pm you will attend your chosen Subject Course which continues until (barring excursions or long-sentenced teachers) 3:00 pm. Then you will be set free until 8:45 am the next morning.

And please remember: although we definitely want you to have a great time while in Germany, we also expect you to take your studies seriously. This includes attending all your classes regularly, participating in class actively, and doing your homework diligently.

As our regular students are still in class until the end of July, your classes won’t be on campus but in a university building on Böblinger Street 78 E. Böblinger Street is conveniently located near downtown Stuttgart. It is in the middle of a lively neighbourhood with lots of little restaurants and coffee shops that can be explored during the breaks.

CLASS PARTICIPATION

Attendance, homework, daily preparation, and in-class participation are vital to your success in this course.

EXCURSIONS

During the Summer University, we offer you a variety of sight seeing events. They are day long trips and will take place on Saturdays only. You can register for these day trips on Wednesday, May 21st, with a reservation fee of 15 € for each trip. This reservation fee is non-refundable. You will find out and can register for them during the first week of classes. Please note that the excursions are for SU participants only as the field trips are sponsored by the university. Of course you are free to arrange your own excursions and trips throughout Germany and Europe on the weekends. Flights have become cheaper in Europe so it is easier for students to explore and discover. Check www.fly.de for the cheapest flights or
The German train provider can be found at: www.bahn.de
Coach and bus services can be found at: www.Eurolines.com

HEALTH INSURANCE

You will have to get health insurance on your own at home. If you have to visit a doctor here you'll have to pay cash up front (some doctors will accept credit cards!) and then get it back from your health insurance at home. The Universität Stuttgart does not provide you with health insurance.

**Prescriptions:** Ask your doctor whether any prescription drugs you take might be available abroad. If you take a large amount of prescription drugs, obtain a statement from your doctor explaining why they are needed as well as a copy of the prescription with the SCIENTIFIC name. Make sure all medications, including over the counter products, are carried in their original containers. For prescription drugs, make sure your name appears clearly on the label to avoid any difficulties when going through customs.

**Note:** Do NOT mail any prescription drugs to Germany. Customs will not allow them to enter the country under any circumstances but will destroy them instead.

INTERNET ACCESS

Please do not expect to have internet access around the clock, esp. not at your host families’. There is, however, a computer lab in the university building where your classes are held. You will be given a password upon registration with which you have access to the internet. The lab is open from 8 am to 4 pm so you can surf and chat in breaks between the classes. Due to safety issues the last teacher leaving the building will have to lock the lab. So you will be able to surf and chat in breaks between classes.

If you wish to use a computer during other hours, you will have to go to a commercial computer center or use the computers on our other campus.

Feel free to bring your own laptop but we do NOT have wireless access or LAN at our facilities.

PLACEMENT TEST

There will be a general language placement test on the first day. You will then be placed in a corresponding class. Students with no prior German will start classes immediately.

TEXTBOOKS

For your German class, you will need to buy a textbook which costs approx. 24 €. During your first class the teacher will tell you which book to purchase. You do not need to bring your own textbooks.

There is no textbook requirement for the subject course.
GENERAL INFORMATION ABOUT GERMANY

ALCOHOL

The drinking age in Germany for the lighter alcoholic beverages (beer and wine) is 16, for the heavier beverages (spirits, liquors, everything above 12.5% Alcohol) 18. Since you are older than 18 – and therefore an adult in Germany – we cannot keep you from drinking. But we ask you to drink responsibly, since you represent not only yourself, but also your country, your university and the Universität Stuttgart.

BANKING & MONEY

The currency in Germany is the Euro: €. The Euro is also the currency in other European countries like Italy, France or Austria.

Probably the easiest way to handle money is with a widely accepted “check card.” If you have a debit card with a Visa or Master card symbol, you should be able to use it at ATMs in most European countries. If you have a Personal Identification Number (PIN) that is more than 4-digits, make sure to call your bank and have it changed to a 4-digit PIN (here, only 4-digit PINs are used). Also, contact your bank to ask about associated fees for withdrawing money from a bank outside your network.

A major credit card can be helpful in case of an emergency or to draw emergency cash advances. VISA and MASTER seem to be the most widely accepted credit cards, but other major credit cards are accepted as well.

Note: Although more and more stores – especially department stores – accept credit cards, many grocery stores and smaller shops do not. Therefore, always have some cash on you.

Banks in Stuttgart: e.g. BW Bank, Volksbank Stuttgart, Dresdner Bank.
Banks in Germany: e.g. Volksbank, Dresdner Bank, Deutsche Bank, Commerzbank.
We would recommend you bring about 200 € with you to have some money to get started. Make sure that you have small bills for buying the first ticket for public transport.

CALLING HOME

If you or your family and friends want to call Stuttgart use the following system:
++49 711 xxxxxx  -> ++ = dialing code for a foreign country
    49 = area code for Germany
    711 = local dialing code (here: Stuttgart)
   xxxxxxx = phone number (in Stuttgart 6-8 digits)
CELL PHONES

There are four cell phone providers in Germany: Vodafone, T-Mobile, e-plus and O2. You can use their services here with your cell phone from home if you have a cell phone which works on GSM 1800 MHz and GSM 900 MHz, a so-called “tri-band cell phone”. Those providers also have cheap offers for usage here (pre-paid starting at 15 € for a phone including 5 € credit).

ELECTRICITY

Germany’s electrical system runs on 220 Volts.

The plug looks like this:

The socket looks like this:

So you will need an adapter accepting your plug into the German socket. Please make sure that the electric devices you bring with you work on 220 Volts and don’t melt or explode upon high-voltage contact.

LANGUAGE & DIALECTS

The official language in Germany is of course German but in Stuttgart many people still speak a dialect called Svabian. So don’t be surprised if at first you don’t understand everything. Also many Germans speak English quite well and are eager to communicate with English speakers. People in Stuttgart and Germany are generally nice and patient and very helpful to foreigners who struggle with the language. But they are a little reserved and shy as well, so don’t be offended if you have to “make the first step”.

METRIC SYSTEM

In Germany, distances, heights, and other measures are given in the metric system. We use meters and kilograms here.

PUBLIC TRANSPORTATION

During your stay you will be provided with a public transportation pass from the Stuttgart bus and train system which allows you to travel freely in and around Stuttgart at any time. Your classrooms will be within five minute walking distance to the next bus- or train stop.
When you’re out on the town, please note that public transportation usually stops running around 0:30 am and that there are only a few night busses.

SHOPPING

Germany's stores and shops might have different opening hours from what you’re used to. Grocery stores are generally open Monday through Saturday 8 am – 8 pm. The large department stores in downtown Stuttgart are open Monday to Saturday from 10 am to 8 pm. Smaller stores like butchers or bakeries mostly open at 7 am and close at 7 pm Monday through Friday and are open until 1 pm on Saturdays. Some might be closed on Wednesday afternoons. All stores and shops – except gas stations – are closed on Sundays. If you are to arrive on a Sunday please make sure that you have what you need for the first day.

TRANSPORTATION

In Stuttgart and Germany you don’t really need your driver’s license. The public transportation system is very good and has fair prices and rental cars are very expensive.

TIME ZONES

Germany is in the Central European Time Zone (+1:00 h Greenwich Time) and also has daylight savings time. Therefore Eastern Australia is ten hours, Western Australia and Singapore eight hours ahead. America’s east coast is six hours behind, the west coast nine hours.

WEATHER

Stuttgart’s climate consists of mild winters (usually!) and warm summers. All information offered here is based on average data. The operative terms are “normally” and “generally”. Of course we cannot guarantee the weather. 😊 SUMMER: The summers in Stuttgart are generally warm. Temperatures are mostly between 20° C (68° F) and 30 ° C (86° F) during the day and a little below that during the night. The days are mostly sunny but, of course, sometimes it rains. When it is hot there is a high chance of thunderstorms in the afternoons and evenings. So bring a waterproof coat with you and a sweater for the evenings outside. Also, most buildings, including our classrooms, do not have air-conditioning.

WHAT TO DO

For information on what to do in Germany please take a look at these pages:
www.touristeninformation.de
www.reise-deutschland.de
www.tourismus-bw.de
For information about Stuttgart check out the website: www.stuttgart.de