Information and Assistance for Students from RMIT for their Stay Abroad at Hochschule Karlsruhe (HsKA), Germany
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1 Introduction

Congratulations, you are about to participate in the Australian-German Study Centre for Optofluidics and Nanophotonics (SCON) program at HsKA Karlsruhe, Germany. The SCON program offers students a great opportunity to travel to Germany and experience a country which is reveling in history, beauty, culture and modern technology.

This guide was written by students just like yourself who have experienced the same opportunities you will have when participating in the program. We have loved our experience here in Germany and we have corrected any mistakes that we have made so that your stay at HsKA Karlsruhe will be pleasant and worry free.

2 Information before Departure

In this section, all the information which is necessary during your stay in Karlsruhe will be explained. It is extremely important for you to read this section carefully since there will be some documents which you have to prepare before being able to go through this program.

2.1 Brief Overview

This document will explain how to settle in Germany without going through some obvious hard ship. We will try best to explain each point in great detail. We participated in the program for the first time, every point in this document was new to us and these points highlight our experiences and knowledge gained from the program. Since the aim of this program is for you to work in a certain project as soon as you arrive, you will not have a lot of time to be able to understand the system which is currently running in Germany. Therefore, it will be wise to follow these instructions to avoid any unnecessary issues during your stay in Karlsruhe, as well as to prepare all your documents in Australia.

2.2 Preparatory Measures

In this section, you will be prepared with all the preparation which needs to be done before you are going to Karlsruhe. It is crucial that you prepare and bring all the documents which will be mentioned in this section.

2.2.1 SCON program acceptance

If you have been offered a place in the SCON program, congratulations! Your first priority should be to complete the online form ‘Application for exchange students’. Once you have completed your form you will need to send an email to Angelika Günter-Warth [1] with your printed application for exchange student form and a copy of your passport. You will then receive an invitation letter by email and mail from the international office at HsKA Karlsruhe. You will need to accept this invitation in order for the administration to be processed, as well as getting your visa for the Federal Republic of Germany.

If you have any further questions about the administration process at HsKA then you should contact Angelika by email or phone, details have been given in the reference section.
2.2.2 Visa Application Process
Germany is part of the Schengen convention (http://www.smartraveller.gov.au/zw-cgi/view/TravelBulletins/Europe_Schengen), which allows Australian citizens to enter Germany without a visa for a period of time. However if you wish to stay in Germany for a period longer than 90 days then it is a must to apply for a German visa. As an Australian citizen you can apply for the student visa at the “Ausländeramt” as soon you have arrived in Germany, for Non-Australian citizens participating in the SCON programme it would be appropriate to apply for a visa 3 months prior to your arrival in Germany since the visa application process will take roughly about one to two months. Non-Australian participants can find information on the visa application process here [http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html]

2.2.3 Health Insurance
Health Insurance plays a major part in getting your student visa. The German government requires that you purchase international travel insurance until a local insurance in Germany covers you for your period of stay. However, it is practical to purchase insurance cover for the entire period of your stay in Germany before you leave Australia rather than purchasing cover just for the student visa and then travelling to Germany, being uncertain about the contrasting local policies in Germany.

There are a number of international travel insurance agencies that provide internal travel insurance cover for the period of stay in Germany and are recommended by the Insurance council of Australia (http://www.insurancecouncil.com.au/).

If you would like to conserve a sufficient amount of money then it would be a good option to purchase one way trip insurance. With this particular option you will only have to pay international travel insurance for the period that you are staying in Germany, so you not only save money but are covered the entire time of your stay with just a few clicks online.

2.2.4 Finance and Budget
It is unnerving to make an arduous journey half way around the world and then realize that you do not carry the sufficient funds to live a week in Germany. When we flew to Germany, it was the first time that the SCON program was administered, so finance was a major concern when we arrived. We were forced to use our own finances for two weeks before we got any funding from the programme. We do not want this to happen to you, so we have corrected some of the mistakes that we made upon arrival. You will find a budget which was comprised by us during our visit from the 07.11.2012 to the 28.02.2013. This budget report will give you a rough estimation of how much money you will need as well as how much you will receive during the SCON program.

You must keep in mind that the German economy is different to the Australian economy. Expenditure is a lot less in Germany due to the wages earned there, so the budget may look inadequate in terms of Australian standards but we assure that it is
beyond adequate in terms of German standards of living. We will discuss the different expenditures in great detail later in this document so that you are not fearful of joining this program.

2.2.5 Flights and Hotels
In order for your experience to advance smoothly, you should only book your flights once your visa has been issued which once again reiterates the fact that you should apply for your visa as soon as possible. Airline transportation prices remain a developing issue day by day as airlines change their flight schedule as well as their prices.

You will receive an air fare to cover the biggest part of your flight and visa, but all additional costs have to be paid by yourself. You will have to search around for a good deal. We would recommend buying your tickets from a website, as this would be the cheapest option.

Depending on your arrangements made prior to your departure it may be a good idea once you have arrived at HsKA Karlsruhe to arrange for accommodation at a hotel or hostel. We were lucky to find accommodation at Jugendherberge Karlsruhe (http://karlsruhe.jugendherberge-bw.de/). Prices are 22.70 € per night including breakfast and is located just over the street from HsKA. It is advisable to book a room at Jugendherberge Karlsruhe well before your arrival in Germany. If you would like to explore other hotel options (http://www.hotel.de/de/karlsruhe/hotels-36171/) in Karlsruhe then be advised that this could be an expensive option as more and more students are searching for accommodation. Also, your German counterparts might be able to arrange accommodation in one of the universities dorms, so you might want to talk to them before booking any accommodation.

3 Final Measures

3.1 Apartment Search and Contract
This section only applies for students who are planning to live by themselves or do not have pre-arranged accommodation either with their family, a guest family in Karlsruhe or a dorm. As mentioned earlier, Karlsruhe is congested with students both international and local and numbers will keep on increasing each year. You will need to arrange for housing accommodation well before your arrival in Germany if you would like to avoid headaches. It took roughly 3-5 days for one of us to find an apartment and an extra week after that to find another one.

We are aware that this may be impracticable as the language barrier can become an issue, so once you arrive you can search for suitable housing arrangement at Studentenwerk Karlsruhe (http://www.studentenwerk-karlsruhe.de/en/wohnen/wohnheime_ka/) as well as Quoka (http://www.quoka.de/). The SCON program members can help you with this process further. A good price for private furnished accommodation can be anywhere from €250 through to €370 per month.

Once you have chosen the right house you will need to arrange a meeting to inspect the house and familiarize yourself with your potential house mates, you can find
further details of this on the website itself. There are certain agreements which need to be negotiated with the contract owner before the contract should be specified such as bond, duration of lease, furniture and rules of the household. After all affairs have been sorted and you have been assured that you can move into the room you will be offered a contract which will state a few conditions like home address, bond payment, monthly rent payment, which bank account does the bond and rent money need to be transferred to, who the bank account is under etc. Read these conditions thoroughly and make sure that you are happy with this contract, only then should you sign it. It is advised that you take a German colleague along before signing any contract so that you are aware of what is going on.

If however you remain without accommodation prior to leaving Melbourne, it would be a good idea to book a hotel for a few days until an arrangement has been made. This option remains expensive but ask the hotel manager for the cheapest rooms available.

Below is a list of hotels and contacts:

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Hotel Address</th>
<th>parking</th>
<th>internet</th>
<th>phone</th>
<th>fax</th>
</tr>
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<tr>
<td>1</td>
<td>Hotel Berliner Hof</td>
<td>yes (3C)</td>
<td>yes</td>
<td>+49 (0) 721/18280</td>
<td>+49 (0) 721/1828100</td>
</tr>
<tr>
<td>2</td>
<td>Hotel Eden 19 Bahnhofstr, 15-19</td>
<td>yes (3E)</td>
<td>yes</td>
<td>+49 (0) 721/18180</td>
<td>+49 (0) 721/1818222</td>
</tr>
<tr>
<td>3</td>
<td>Hotel Erbringenhof</td>
<td>yes (7E)</td>
<td>yes</td>
<td>+49 (0) 721/27954</td>
<td>+49 (0) 721/26950</td>
</tr>
<tr>
<td>4</td>
<td>Hotel Markgräfler Hof</td>
<td>yes (7E)</td>
<td>yes</td>
<td>+49 (0) 721/6278b- 400</td>
<td>+49 (0) 721/695332</td>
</tr>
<tr>
<td>5</td>
<td>Hotel Hasen Kampstraße 47</td>
<td>no</td>
<td>yes</td>
<td>+49 (0) 721/96370</td>
<td>+49 (0) 721/9637123</td>
</tr>
<tr>
<td>6</td>
<td>City-Hotel Sanderstr, 10A-10C</td>
<td>yes (6C)</td>
<td>yes</td>
<td>+49 (0) 721/253303</td>
<td>+49 (0) 721/22622</td>
</tr>
<tr>
<td>7</td>
<td>Hotel Residence Bahnhofstr 18</td>
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<td>yes</td>
<td>+49 (0) 721/3712-0</td>
<td>+49 (0) 721/3712-111</td>
</tr>
<tr>
<td>8</td>
<td>Hotel Kaiserhof, Kaiserstrasse 12</td>
<td>yes (12C)</td>
<td>yes</td>
<td>+49 (0) 721/9170-0</td>
<td>+49 (0) 721/9170-180</td>
</tr>
<tr>
<td>9</td>
<td>Hotel Kebler Bahnhofstr, 37-43</td>
<td>yes (9C)</td>
<td>yes</td>
<td>+49 (0) 721/144-0</td>
<td>+49 (0) 721/144-444</td>
</tr>
<tr>
<td>10</td>
<td>Renaissance Hotel Mendelshofplatz</td>
<td>yes (17C)</td>
<td>yes</td>
<td>+49 (0) 721/37170</td>
<td>+49 (0) 721/3717156</td>
</tr>
<tr>
<td>11</td>
<td>Corfit Novotel Freiburgplatz 2</td>
<td>yes (16C)</td>
<td>yes</td>
<td>+49 (0) 721/35280</td>
<td>+49 (0) 721/3528100</td>
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<tr>
<td>12</td>
<td>Cogdorenbau Heinrich Hotz Engelhardstr, 3</td>
<td>yes (free)</td>
<td>yes</td>
<td>+49 (0) 721/964530</td>
<td>+49 (0) 721/9645350</td>
</tr>
<tr>
<td>13</td>
<td>Best Western Quers ellenstr, 15</td>
<td>yes (12C)</td>
<td>yes</td>
<td>+49 (0) 721/3727-0</td>
<td>+49 (0) 721/37 27170</td>
</tr>
</tbody>
</table>

1: analog Internet connection (56K)
2: wireless LAN connection
3: wired LAN connection

Figure 1: Hotels List in Karlsruhe, Germany
3.2 Information after Arrival
In this section, all relevant information which is crucial after you arrive in Germany will be addressed. Please be aware that it is strongly recommended that you have a good understanding in this section in order to be able to enjoy your stay in Germany.

3.3 Foundations
In this section, all the basic needs during your stay in Germany, such as telephone, bank, internet provider, and several other things will be addressed.

3.3.1 Mobile and Internet
There are a relatively large number of mobile phone and internet providers in Germany which is similar to Melbourne that provide good services and performance depending on who you choose.

Many phone companies in Germany offer long-term contracts or pre-paid cards with various conditions. In order to purchase a contract or a pre-paid card you will need to have a valid ID card and home address. Pre-paid cards and refills can be purchased at any electronic stores (A major electronic store in Karlsruhe is Saturn) or the company outlet itself.

Since your stay in Karlsruhe will not be more than six months it is recommended that you purchase a pre-paid card rather than a lengthy contract to save you both time and money.

Germany has 4 major companies that own the mobile phone network:
1. T-Mobile
2. Vodafone
3. O2
4. Base/E-Plus

In addition to this there are secondary providers that offer cheap rates:
1. 1 & 1
2. Alice
3. Congstar
4. Blau.de
5. Simyo
6. Fonic

In this section we will discuss only the 4 major phone companies in great detail.

T-Mobile is very similar to Telstra, they offer good rates and is the best developed network in Germany which covers almost all populated areas. If you are more concerned with coverage rather than cost then it is highly recommended that you purchase a T-Mobile pre-paid card.

Vodafone has the best rates for coverage and is similar to Optus in Melbourne. Almost everybody we know uses Vodafone in Germany and this can help in saving a lot of money. It is highly recommended that you purchase a Vodafone pre-paid card to save money and have a good network.
O2 and Base/E-Plus are cheap and have many centres throughout Karlsruhe and are similar to Vodafone in Melbourne. They do not have the best service and do not cover all populated areas but again it is cheap and gets the job done.

Internet is somewhat difficult to judge in Karlsruhe. Certainly you are able to purchase a broadband plan from many providers but this can be expensive. If you wish to do so however, an option could be INKA eV who are a non-commerical internet provider for the Karlsruhe region who offer full, unlimited internet access for €8. There is also an option for accessing internet through HsKA Karlsruhe. The procedure is as follows:

There are certainly many internet café which provide internet at cheap rates, but the best option would be McDonalds who do not charge any money for internet access.

3.3.2 Banking
One of your first questions arriving in Germany would be “How or where do I open a bank account?". The primary reasons that this step is so important is simple, you will not receive any funding money until you have got a bank account. But without an apartment contract and being registered in Karlsruhe, you can’t open a bank account.

With online banking the process of opening up a bank account is a lot easier, but is not recommended because unless you are a local and understand the banking system you may miss some of the unnecessary clauses that may be added to your contract.

If you choose to open a bank account in person you can visit a branch with a minimum of a passport as well as a home address or residence and discuss opening up an account with a customer service representative at that bank. You will need to make an appointment before hand to see the representative otherwise they will generally not accept you.

There are a couple of problems that may occur while trying to open a bank account:

a) Some banks do not accept a customer who will only stay in Germany for 6 months and will refuse to open up a bank account for you. So you will need to ask a representative at the bank about their policies. The reason for this is till not known.

b) You are required to have a residential address to open up a bank account. This is because your bank card and details will be sent to this address.

So please be aware of this and we will recommend various other banks that you can visit later in this section.

If you are however with the Australian and New Zealand Banking Group (ANZ) in Australia then you are eligible to open up a bank account straight away with Deutsche Bank in what they call ‘partner banking’. This is far easier option than having to run around to various banks and making appointments.
In saying that here is a list of banks in Karlsruhe:

- Deutsche Bank
- Dresdner Bank
- Commerzbank
- Hypovereinsbank
- Post Bank
- Comdirect Bank
- Norisbank
- Bankhaus Neelmeyer
- Bayerische Hypo- und Vereinsbank
- Berliner Bank
- DAB Bank
- Oldenburgische Landesbank
- Reuschel & Co.
- BBBank eG
- Citibank
- Degussa Bank GmbH
- GE Money Bank
- National-Bank
- Santander Consumer Bank
- SEB
- Sparkasse Banken
- Südwestbank
- Wüstenrot

If you would like a comparison of the various banks mentioned in the list above then visit [http://www.aspect-online.de/](http://www.aspect-online.de/).

A bank will usually take a week to process all your information and send you your bank card. You will then receive a pin to that bank card a couple of days after that. Closing a bank account is fairly simple. Go to the bank and tell them you would like to close your account, you should receive a closing bank statement and confirmation, this can be found in Appendix 1.

4 Transport

The preceding section will be broken into two parts. The first part will cover transportation from various airports to Karlsruhe. The second part will be a brief overview about the public transport links in Karlsruhe as well as various ticketing information. If you require general information you can visit [http://www.kvv.de/](http://www.kvv.de/).

4.1 Karlsruhe from the airport

Karlsruhe can be reached by the following airports:

1. Frankfurt Airport, 66 min by train [http://www.frankfurt-airport.com/content/frankfurt_airport/en.html].
2. Stuttgart Airport, 90 min by train [http://www.flughafen-stuttgart.de/en/].
For further information refer to:
http://www.bahn.de/p/view/international/englisch/international_guests.shtml.

4.2 Karlsruhe Public Transport

Karlsruher Verkehrsverbund (KVV) is the main central authority for public transportation in Karlsruhe (http://www.kvv.de/).

A public transportation map of Karlsruhe has been provided for you in figure 12. This map covers all forms of public transportation in Karlsruhe including busses, trams and trains. Transportation in Germany is efficient and reliable.

There are various ticketing options available for public transportation in Karlsruhe:

- Citikarte solo: This is a day trip around Karlsruhe and as far as Ettlingen, Wörth, Stutensee, Pfinztal, Rheinstetten or Weingarten. This ticket usually costs around €4.90.
- City plus: For a group of up to 5 people there is the city plus ticket option which costs €7.70 for a day.
- Regionkarte solo: For journeys which exceed the local region this can be an option. It costs €8.60 for an individual ticket for a day.
- Regionkarte plus: Are for journeys which exceed the local region and costs €14.50 for a group up to 5 people
- Single ticket: If you wish to pay for just one ride then you can purchase a single ticket from driver. Prices vary according to zones.

However, as you are students at HsKA, there is an option of getting a cheap 6 month ticket, valid in the whole region, as shown in Figure 8.

The ticket can be purchased a ticket from the KVV information center located at Marktplatz. For a period from November 2012 to April 2013 it cost 141,50 € and entitles you to travel anywhere in Karlsruhe as far as Ettlingen, Wörth, Stutensee, Pfinztal, Rheinstetten or Weingarten. While travelling on any public transportation services please ensure you carry your student card at all times as ticket inspections are regular.

If you would like to travel around Germany the best way to do so is by train and you are able to purchase tickets online through Deutsche Bahn (http://www.bahn.com/i/view/index.shtml). There are two types of tickets available, a normal ticket or an ICE ticket. ICE is an Express Train service from Deutsche Bahn and is fast over long distances, it is rather expensive though. An cheap alternative is MeinFernbus (http://meinfernbus.de/), it is like Greyhound.

5 University Overview

In this section, an overview of Hochschule Karlsruhe will be presented. You might be interested in this section since you will be spending six months in this university during SCON program.
5.1 HsKA Karlsruhe
A map of HsKA Karlsruhe has been provided in Appendix 2 for your convenience. Make sure you visit each site on campus to familiarize yourself with the surroundings.

Upon arrival to HsKA Karlsruhe you will receive a welcome package from the university. Essentially it contains the instructions for getting a student card and user ID. Follow these instructions to get well accustomed to life on campus. You will also need to register officially with the university and this will cost you an amount of 67.70 €. It is crucial that you pay this amount for your student exchange otherwise you will not have access to any of the school's facilities and it will be rather difficult to get your sponsorship money.

5.2 Karlsruhe City registration
Under German law every resident must register themselves at their local council. In Karlsruhe this is the Karlsruhe: Stadt und Verwaltung office. You are required to provide them with your passport, student ID, acceptance letter and residential address. An example has been provided for you in Figure 20. This also tells you the address.

6 Karlsruhe
Karlsruhe is one of the most beautiful and youngest cities in the world. It is located in the south of Germany 15 km from France. The town may be small in comparison to Melbourne but it is one of the friendliest, heartwarming and entertaining cities. It contains a lot of history and culture created in 1715 by Margrave Karl Wilhelm. There is an extraordinary amount of attractions and many historical sites to discover. We cannot mention all of them in this document but we will highlight only a few main attractions.
6.1 Major Public Attractions

In this section, several major public attractions which can be found in Karlsruhe will be addressed. It is your choice whether you will go to this place or no. However, we strongly recommend you to drop by since you will not be able to find this in Australia.

6.1.1 Badisches Landesmuseum

![Figure 19. Karlsruhe Castle](image)

The city center is represented by the Karlsruhe castle. The city was organized around this beautiful attraction and it is worthwhile to go and discover the history of Karlsruhe by visiting the museum located in the castle itself. It also contains a lookout tower which shows the entire city.

6.1.2 Christmas Market

![Figure 20. Karlsruhe Christmas Market in Marktplatz](image)
The Christmas market takes place every year from the middle of November till Christmas. It contains many stalls with wonderful food, “Glühwein” and gifts. It is the heart of Christmas and Karlsruhe has one of the best Christmas markets in Germany.

6.1.3 ZKM

![Figure 31. ZKM](image1.jpg)

This is the art capital of Karlsruhe. It features modern contemporized art by local and international artists. The theme changes every few weeks, so it is worthwhile checking in on a regular basis.

6.1.4 Wildparkstadion

Karlsruhe had one of the best football teams in all of Germany, although it has been a while since there has been some glory. However, football in Karlsruhe is unlike any other in the world and this is highlighted by the local football stadium. Every game is celebrated by die hard locals and the atmosphere remains unique to those who experience it.

![Figure 42. Karlsruhe Football Stadium](image2.jpg)
6.1.5 Karlsruhe Hauptbahnhof

Figure 53. Karlsruhe Main Station

As Mentioned earlier, Karlsruhe is 15 km from France. So why don’t you hop on a train at Hauptbahnhof (main station) and travel to France. A ticket to Strasbourg, France costs €8.

6.2 Bars, Sports and Culture

Karlsruhe is a small town compared to Melbourne. All bars and clubs are located close to the city and usually transport is readily available to get to any destination. You will find that most of the student bars and clubs are located near Karlsruhe Institute of Technology (KIT) along Durlacher Tor, so here you will find cheap food and drinks. Karlsruhe’s bars are some of the most laid in the world so there will never be a dull moment in Karlsruhe!

Le Club Carambolage

Carambolage very laid back bar/club that features rock music from the ‘70s to the ‘80s and includes pool and table football.

Badisch Brauhaus

Classic German brewed beer and cocktails, one of Karlsruhe’s youngest breweries. There are four different levels so it is dependent on your mood which one to choose.

Spa and Fitness

One of Karlsruhe’s many popular nightclubs. It is a nightclub, café and lounge as well as a selection of house, R&B and Latin music.

Marktlücke

One of Karlsruhe oldest and best nighclubs/bar and is located in the heart of the city offering multiple dance floors and modern house music. A definite must whilst in Karlsruhe.

For detailed information about various other places and events, visit http://www.karlsruhe.de/de.

Oxford Café

If you would like the best burgers in town, then the Oxford Café is a must. It has got one of the most relax atmospheres and is perfect for a cold wintery night in Karlsruhe.

The list of breweries located in Karlsruhe is endless. It is a must to visit a few if not all of them:

- Badisch Brauhaus
Gasthausbrauerei Der Vogelbraeu
Brauhaus Kuehler Krug
Wirtshaus Wolfbraeu
Brauhaus Moninger

This is the end of documentation. We hope that you do follow these instructions and that they do help you in any sort of way. Have a good stay in Germany, it will definitely be a once in a lifetime experience!

If you have any further questions then please do not hesitate to contact me Kashka Irani [kashkairani@ieee.org] or contact either Arnan Mitchell [arnan.mitchell@rmit.edu.au] or Christian Karnutch [optofluidics@ionas.eu].

7 References
[1]
Ms Angelika Güнтер-Warth

Incoming Students Advisor
Office hours:
Mon-Thur 9:30 a.m.-12:30 p.m.
Mon-Wed 2-4 p.m.
and by appointment.

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Moltkestr. 30
76133 Karlsruhe

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