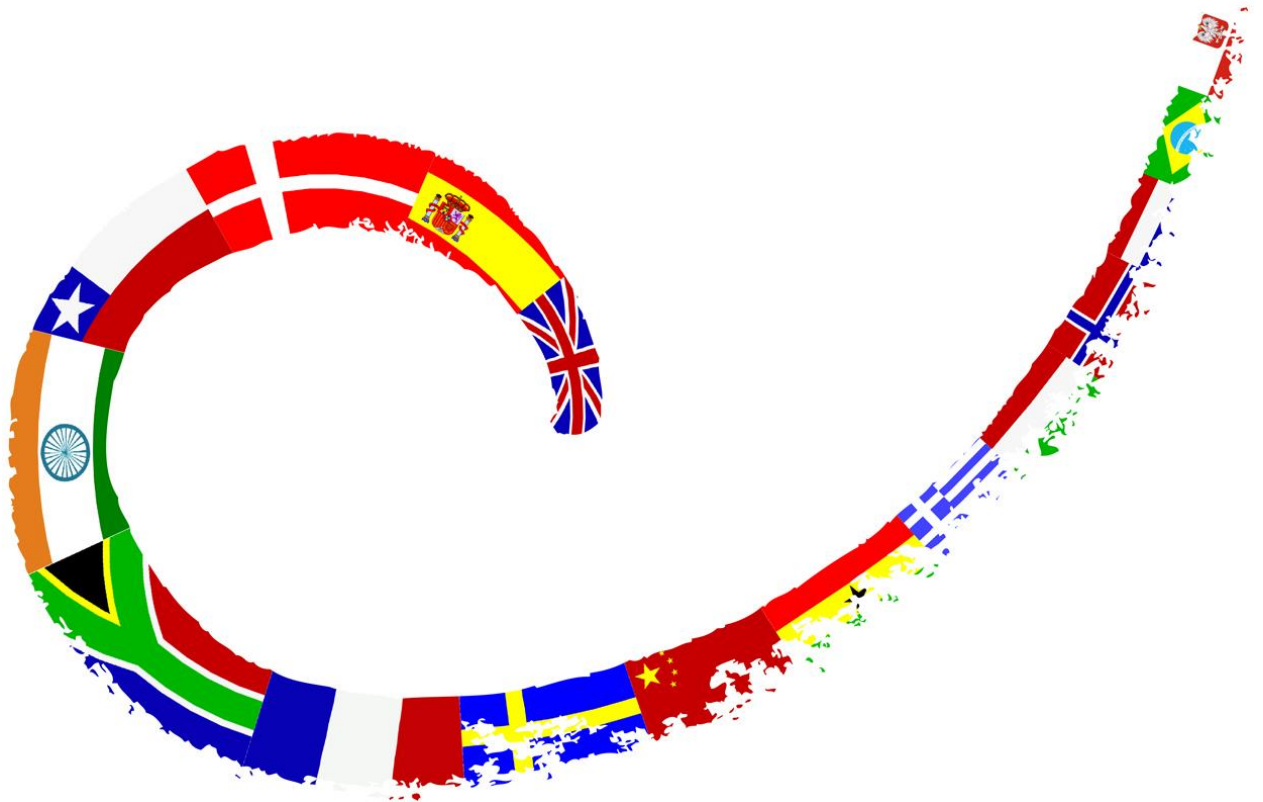


**Guidelines for the application process at the
University of Education Weingarten**

Academic Year 2018/2019



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Akademisches Auslandsamt/*International Office*

Dear Students,
Dear Partners,

Thank you for choosing Weingarten as your study destination!

We would like to make the application process as easy as possible for you. This guideline will direct you step by step through the process and will hopefully answer many of the questions you may have.

However, should you have any further questions or need any more information, please do not hesitate to contact the International Office Team. We will be happy to help!

Best regards,

Your International Office Team

This guide is subject to changes.

B. Contact details

The International Office team welcomes you. Please do not hesitate to ask questions should you have any questions.

Beate Irion	- International Coordinator
E-Mail	irion@ph-weingarten.de
Phone	+49 751 - 501 8050
Anna Anderson	- International Coordinator
E-Mail	anderson@ph-weingarten.de
Phone	+49 751 - 501 8945
Kim Enderle	- Coordinator Assistant
E-Mail	enderle@ph-weingarten.de
Phone	+49 751 - 501 8945
Petra Vins, M.A./M.A./OStR´	-Director of the International Office
E-Mail	vins@ph-weingarten.de
Phone	+ 49 751-501 8238
Dr. Marcia Schillinger	- Vice Director of the International Office and ERASMUS+ Coordinator
E-Mail	schillinger@ph-weingarten.de
Phone	+ 49 751-501 8238

C. General information

1. Studying in Weingarten

1.1 Information about the Pädagogische Hochschule Weingarten(PHW)

- Number of students 3.500 students (as of winter term 2017)
- Range of studies

Bachelor degrees	<ul style="list-style-type: none"> ■ Teacher Certification in Primary Education ■ Teacher Certification in Secondary Education
	<ul style="list-style-type: none"> ■ Exercise and Nutrition Science ■ Early Childhood Education ■ Educational Support ■ Speech Therapy ■ Multilingualism and Intercultural Education ■ Environmental Education ■ Media and Education Management (M.A.)
	<p>In cooperation with Hochschule Ravensburg Weingarten:</p> <ul style="list-style-type: none"> ■ Automotive Engineering/ Manufacturing Technology PLUS Teaching (B. Engl.) ■ Electrical Engineering PLUS Physics Teaching (B.Engl.) ■ Computer Science/ Business Administration/ Economics PLUS teaching (B.Sc.)
Master degrees	<ul style="list-style-type: none"> ■ Teacher Certification in Primary Education (M.Ed.) - starting winter term 2018/19 ■ Teacher Certification in Secondary Education (M.Ed.) - starting winter term 2018/19
	<ul style="list-style-type: none"> ■ Literacy and General Education ■ German as a Foreign/ Second Language and Intercultural Education ■ Early Childhood Studies – <i>in cooperation with PH St. Gallen</i> ■ Educational Science ■ Intercultural Education / Cultural Education ■ Media and Education Management ■ Music-Movement-Language ■ School Development – <i>in cooperation with PH St. Graubünden, PH St. Gallen, PH Schaffhausen, PH Thurgau, PH Vorarlberg</i>
	<p>In cooperation with Hochschule Ravensburg Weingarten:</p> <ul style="list-style-type: none"> ■ Vocational Education and Training in Automotive Engineering and Manufacturing Technology (M.Sc.) ■ Vocational Education and Training in Electrical Engineering/ Applied Physics (M.Sc.) ■ Vocational Education and Training in Computer Science/ Business Administration / Economics (M.Sc.)

Akademisches Auslandsamt/*International Office*

- Course times

Block 1	08.00 am - 09.30 am
Block 2	09.45 am - 11.15 am
Block 3	11.30 am - 01.00 pm
Lunch break	
Block 4	02.15 pm - 03.45 pm
Block 5	04.15 pm - 05.45 pm
Block 6	06.00 pm - 07.30 pm

- Semester timetable

see attachment

- Course catalogue

The course catalog at the Pädagogische Hochschule Weingarten is called „**L**ehre **S**tudium **F**orschung“ (LSF).
<https://lsf.ph-weingarten.de>
 Be sure and select the correct Semester when looking for classes (Wintersemester or Sommersemester)

- Homepage

<http://www.ph-weingarten.de/>
<http://www.ph-weingarten.de/einrichtungen/international-office/incomings-information/>
 Facebook: International Office PH Weingarten

- Residence Halls

Our partner: Studentenwerk Seezeit
<http://www.seezeit.com/Wohnen/>

- Mailing address

Pädagogische Hochschule Weingarten
 Akademisches Auslandsamt
 Kirchplatz 2
 88250 Weingarten, Germany

1.2 Information about Weingarten and the area known as the “regional triangle”

- Location Weingarten in Baden-Württemberg (**NOT** Weingarten in Baden)
- ZipCode 88250
- Inhabitants 26,000 inhabitants
- Public transportation around Weingarten
 - Train station Hauptbahnhof Ravensburg (**NOT** Bahnhof Weingarten/Berg)
 - Bus RAB, Bodo, Long distance coaches
 - Metro Not available
 - Airport

Bodensee Airport Friedrichshafen (FDH)	Destination: 25 km
Allgäu Airport, Memmingen (FMM)	Destination: 72 km
Kloten Airport, Zürich (ZRH)	Destination: 114 km
Flughafen Echterdingen, Stuttgart (STR)	Destination: 172 km
F.J. Strauß Flughafen, München (MUC)	Destination: 213 km
Flughafen Frankfurt a. Main, Frankfurt (FRA)	Destination: 373 km
- Towns and cities around Weingarten

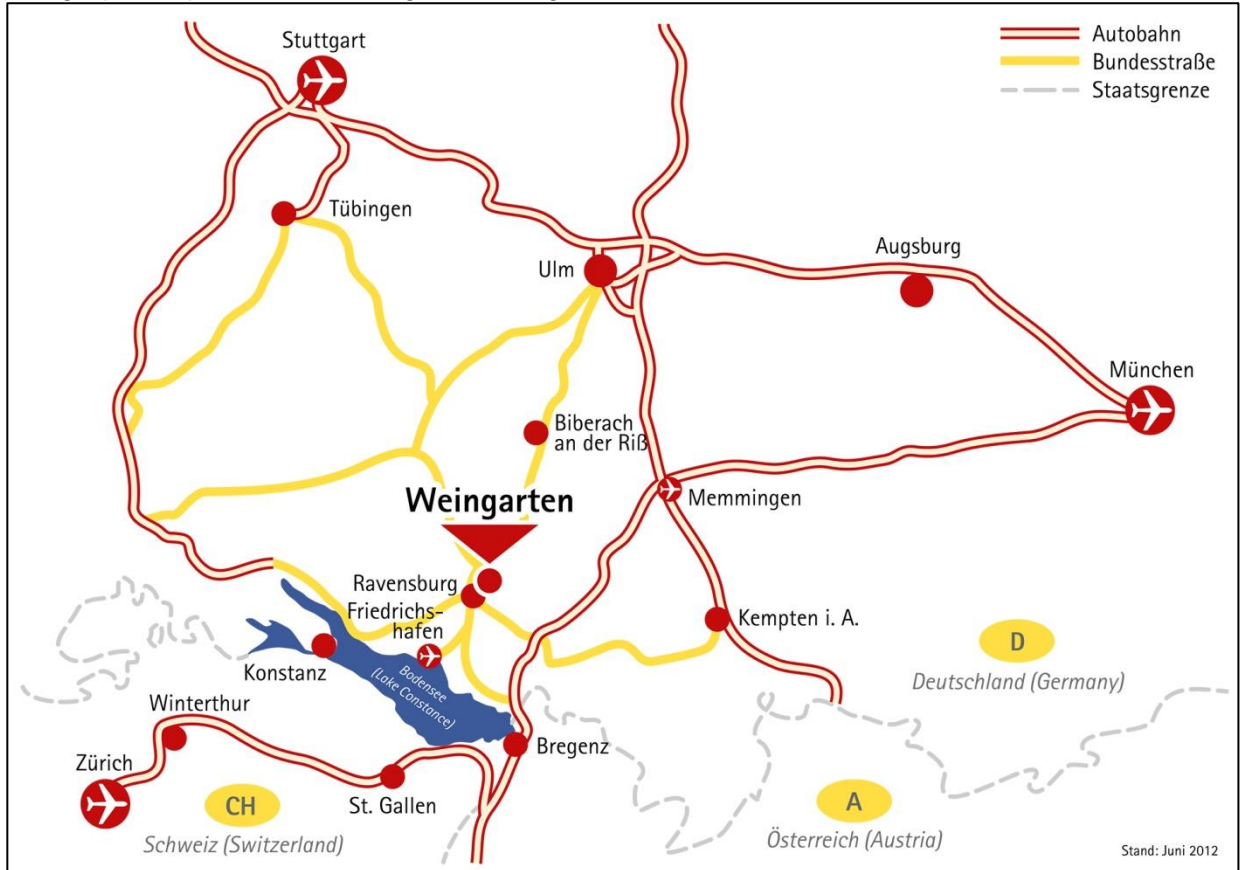
Ravensburg	49,830 inhabitants	Destination: 5 km
Friedrichshafen (Bodensee)	59,170 inhabitants	Destination: 25 km
Ulm	122,801 inhabitants	Destination: 83 km
Zürich	390,082 inhabitants	Destination: 114 km
Stuttgart	574,926 inhabitants	Destination: 172 km
München	1.4 Mio. inhabitants	Destination: 184 km
- Time zone Central European Time (CET)
- Neighboring universities

Weingarten	Hochschule Ravensburg/Weingarten
Ravensburg	Duale Hochschule Baden-Württemberg Ravensburg
Friedrichshafen	Duale Hochschule Baden-Württemberg Friedrichshafen
	Zeppelin University

The Pädagogische Hochschule Weingarten is a member of the Internationale Bodensee Hochschule (IBH), a cooperation of the universities in the regional triangle of Austria, Germany and Switzerland.

Akademisches Auslandsamt/*International Office*

- Geographical position in the regional triangle



1.3 Glances of Campus and Weingarten



■ Prozession „Blutritt“ zur Ehrung der heiligen Blutreliquie



■ Karneval = Fasnet in Weingarten



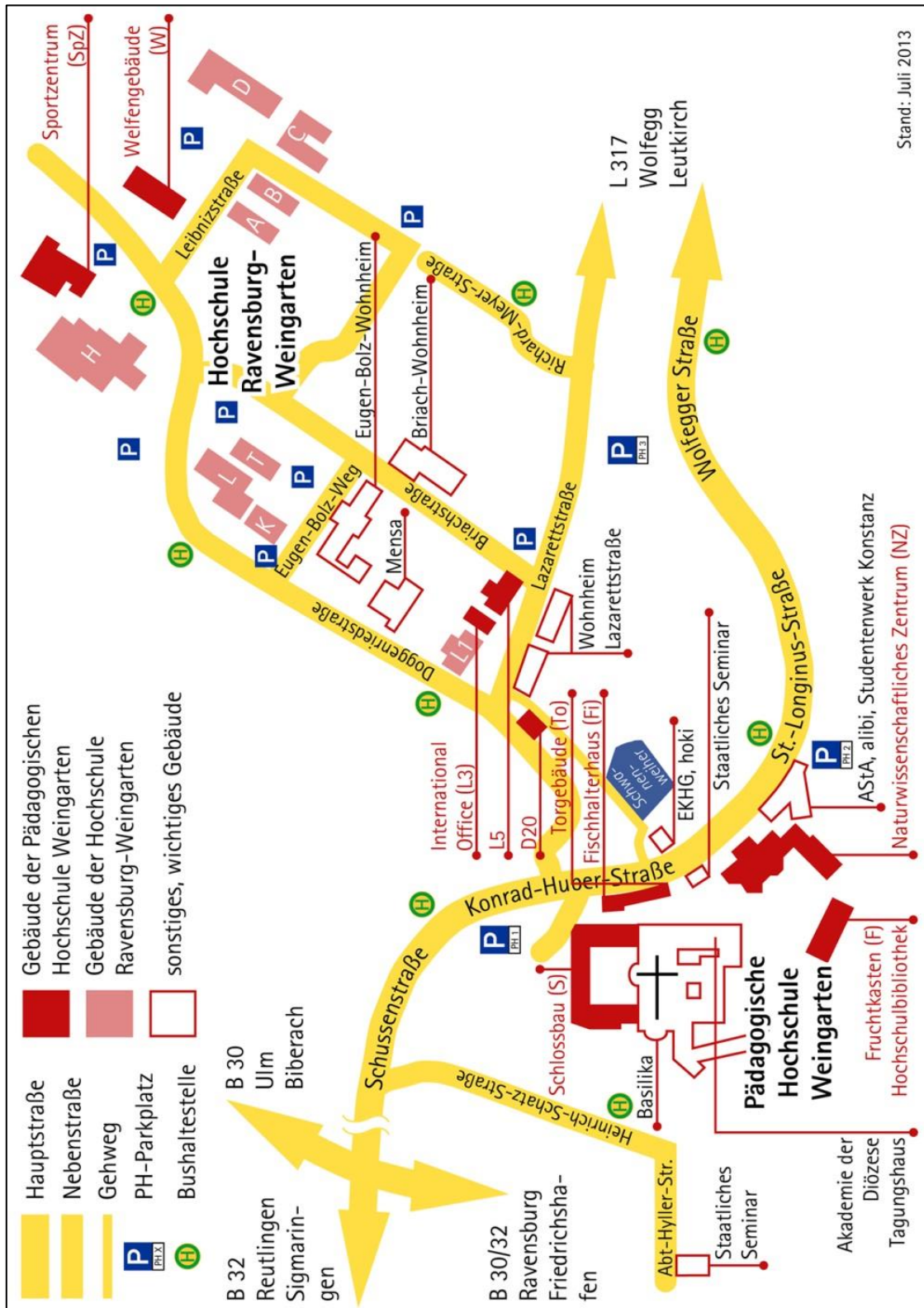
■ Deutschlands größte Barockkirche: Basilika



Fotos von Markus Enzensberger und <http://www.st-martin-weingarten.de>

2 Campus of Pädagogische Hochschule Weingarten

All university buildings are within walking distance



D. Application process

3 For the partners- before students can apply at the University of Education Weingarten

3.1. Nomination of students by home institution

Before a student can apply directly at University of Education Weingarten, the student's home Institution has to nominate the student via e-mail to the following account:

internationaloffice@ph-weingarten.de

Please include the following details: name, surname, e-mail, birth date, field of study and study period (semester(s) of exchange).

Shortly after your nominations, the students receive a message-confirmation from the PH Weingarten International Office and a link to the online application portal **Mobility Online**.

4 For Students- after the nomination by home institution

4.1. How to apply at the University of Education Weingarten

- Once the home institution has successfully nominated a student, the student will then receive a confirmation e-mail from the PH Weingarten International Office with a link to the online application portal Mobility Online.
- Upon receipt of the e-mail, the student can then start the application process.
- Please be aware, that PH Weingarten only accepts online applications.
- The printed and signed application and all supporting documents must also be submitted by post to PH Weingarten by the due date mentioned in the e-mail.
- All documents must be sent by the International Office of the home institution to PH Weingarten:

Pädagogische Hochschule Weingarten
Akademisches Auslandsamt
Kirchplatz 2
88250 Weingarten
Deutschland

- For smooth processing of the applications, we ask for submission of the application and all supporting documents in a timely manner.

4.2. What the application should include

- The following documents are required to successfully apply at the PH Weingarten: (Please note, that all documents should be uploaded as .pdf files. Photos can be uploaded as .jpeg files).
 - Signed application form
 - When requesting a room at the student accommodation facility "Seezeit", the student will receive more information and an application form via e-mail from the International Office (at a later stage and upon approval of the application). For terms and conditions please see the attachment.
 - Curriculum vitae
 - Photo (passport or application photo)

- Motivation letter, outlining the inspiration and incentive to study at PH Weingarten. The motivation letter should be written in German language or alternatively in English language.
- Certificate of enrollment at home institution
- Academic transcript
- Certificate of German or English skills.
 - For a successful exchange at University of Education Weingarten we recommend German language skills of at least B1 level (GER/CEFR).
 - Solid English skills are recommended.
 - One month BEFORE the beginning of each semester we offer German intensive classes. However, this is no substitute for your German classes at your home university.
 - Please upload proof of your German or where applicable English language skills.
- Copy of passport

E. What happens after submitting an application

5 Verification

After receiving the application, the PH Weingarten International Office will review all documents provided and check for their completeness. The international office will inform the students directly should any of the documents be incomplete or missing.

6 Partial Scholarship/ ERASMUS+

OVERSEAS students:

- The International Office at PHW will check the possibility of a partial scholarship after reviewing the application.
- PHW cannot guarantee a scholarship.
- Please be aware that it is only a partial scholarship and not a full scholarship. Sufficient funds must be available for the stay in Weingarten either way.

ERASMUS+ students:

- Please contact the home university for an ERASMUS+ scholarship.

7 Letter of Invitation

- With the acceptance at University of Education Weingarten, the student will receive a Letter of Acceptance, a time schedule, a checklist and information about what to do before you arrive in Weingarten.
- The International Office will send all documents both via email and post (to the International Office of your home institution).

8 Learning Agreement

- The Learning Agreement is required at a later stage in the application process. The PHW International Office will provide more information during the course of the application.
- Before coming to PH Weingarten, the student should check with the home university regarding grades, ECTS and other things that may need to be completed during the exchange.

F. Arrival in Weingarten

9 Arrival information

- The International Office at PH Weingarten offers a pick-up service on the official Arrival Day from Hauptbahnhof Ravensburg (Ravensburg main station). We will provide more information before arrival.
- After arriving in Weingarten, PHW students will assist the exchange students with the registration, opening a bank account, signing up for insurance etc.

G. Attachments

Attachment Information about student's residence

Attachment Semester timetable

Attachment: Terms and conditions about student residence "Seezeit"

- For student accommodation, PH Weingarten is closely working together with the partner "Seezeit". The terms and conditions of Seezeit are as follows:
- The duration of the contract for accommodation cannot be shortened
 - Summer Term
 - Contract period: 01st of April to 31st of August (usually students can already leave around end of July, however if accepting the contract of "Seezeit" students will also have to pay for August. This is a contract term and cannot be altered)
 -
 - Winter Term
 - contract period 01st of October to 28th of February
 - Please note that the accommodation can only be arranged for the full length of the semester. No refunds will be made if you depart earlier or arrive later.
- The student residences are located in Weingarten and Ravensburg. Seezeit is responsible for the allocation of the rooms. The PHW International Office has no influence on this process.
- All rooms at Seezeit are self-catered.
- Please note that you will have to pay one month's rent if you cancel your room 4 weeks or less before your contract starts.

For more information please see <http://www.seezeit.com/Wohnen/Wohnanlagen/> (information are subject to change). You can also check out the residences:

a. Weingarten, Lazarettstraße

- More information under
- <https://www.seezeit.com/wohnen/wohnanlagen/lazarettstrasse/>

b. Ravensburg, Weingartshof

- More information under
- <https://www.seezeit.com/wohnen/wohnanlagen/weingartshof/>

c. Ravensburg, Seestraße

- More information under
- <http://www.seezeit.com/Wohnen/Ravensburg-Weingarten/Seestrasse.htm>

d. Ravensburg, Tettninger Straße

- More information under
- <https://www.seezeit.com/wohnen/wohnanlagen/tettninger-strasse/>

Following applies to all Seezeit residences:

- Bed sheets can be bought for 45,00 Eur (optional); available only as a set (blanket, pillow, sheets)
- Students can, of course, bring own bed sheets or buy some at a local shop

Attachment Semestertimetable academic year 2018/2019

Winter term 2018/2019

Official Semester	01.10.2018 – 31.03.2019
Oktober 2018	Arrival day and further appointments for international students will be announced in time
Oktober 2018	German intensiv course
08.10 – 11.10.2018	Orientation week
15.10.2018	Begin of the classes
22.12.2017 - 05.01.2019	Christmas break
02.02.2019	End of classes
04.02 - 08.02.2019	Exam week

Summer term 2019

Official Semester	01.04.2019 – 30.09.2019
April 2019	Arrival day and further appointments for international students will be announced in time
April 2019	German intensiv course
15.04 – 18.04.2019	Orientation week
23.04.2019	Begin of the classes
11.06 – 14.06.2019	Excursion week
19.07.2018	End of classes
22.07 – 26.07.2019	Exam week