

GUIDE TO INTERNATIONAL PRACTICAL EXPERIENCES – INCOMING STUDENTS

OPTIONS FOR INTERNATIONAL STUDENTS AT THE BIELEFELD CAMPUS



KONTAKT

DR. PHIL.

VANESSA RUMPOLD

RAUM F 326

TELEFON +49.521.106-70952

VANESSA.RUMPOLD@HSBI.DE

HOCHSCHULE BIELEFELD

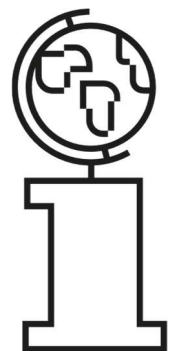
INTERAKTION 1

33619 BIELEFELD

HSBI.DE

AGENDA

Ways to Gain International Experience in Germany	3
1. Exchange Studies and Free Mover	3
1.1 Internship Abroad	3
1.2 Important Requirements	3
Funding Opportunities and Application for an Internship Abroad	3
2. Erasmus+ Funding Programme	4
2.1 Possible Scholarships and Travel Grants	4
2.2 Application and Contact with HSBI	4
Important Information for the Stay and Practical Placement	5
3. Duration of Stay	5
3.1 Accommodation	5
3.2 Important Information for the Practical Placement	6
Travel Options	7
4. Public Transport in Germany	7
4.1 Public Transport in Bielefeld	8
4.2 Shopping and Leisure Activities	8
Checklist for Planning	9



WAYS TO GAIN INTERNATIONAL EXPERIENCE IN GERMANY

1. EXCHANGE STUDIES AND FREE MOVER

As an interested international exchange student, you can find more information about the exchange study and Free Mover program on the website of the International Office of Bielefeld University of Applied Sciences.

<https://www.hsbi.de/internationales/austauschstudium>

<https://www.hsbi.de/en/international-office/exchange-students>

Contact Person at the International Office:

Hannah Möhring

Raum A 535

Telefon +49.521.106-70093

hannah.moehring@hsbi.de

1.1 INTERNSHIP ABROAD

There are various ways to gain international experience during your studies. One option is to complete an internship abroad, either as a voluntary practical placement or as a regular practical module. Both options take place at HSBI's international partner organizations and can be credited as practical hours. You can also apply for an exchange study program.

The internship abroad can be integrated into the course of study and generally allows students to complete their degree within the planned standard period of study. The duration of the internship is based on the requirements for Erasmus funding (more information under: Funding Opportunities). This means a stay with at least eight weeks of practical work, plus one day each for travelling to and from the destination. As part of an internship abroad, the area of assignment is determined in advance. In acute care, there are international wards where English is spoken. In the other mandatory areas, knowledge of spoken German is required. Students who come to Bielefeld for an internship abroad sign an internship agreement with an HSBI partner organization. They are not enrolled as students.

1.2 IMPORTANT REQUIREMENTS

You can find all relevant information about the requirements for applying to Bielefeld University of Applied Sciences at the International Office:

<https://www.hsbi.de/internationales>

FUNDING OPPORTUNITIES AND APPLICATION FOR AN INTERNSHIP ABROAD

2. ERASMUS+ FUNDING PROGRAMME

The majority of students choose to finance their stay abroad through Erasmus+, a partial scholarship for Europe and other countries. The amounts provided by Erasmus+ vary depending on the destination country. Further information can be found at:

<https://www.hsbi.de/en/international-office/erasmus/funding>

Note: If the stay is a practical placement, ERASMUS+ funding is paid in addition to the training salary and does not have to be repaid.

2.1 POSSIBLE SCHOLARSHIPS AND TRAVEL GRANTS

There are also other scholarships and travel grants available. An overview of the funding opportunities can be found at the HSBI International Office:

<https://www.hsbi.de/internationales/wege-ins-ausland/finanzierung>

2.2 APPLICATION AND CONTACT WITH HSBI

As a first step, as mentioned above, you must ensure that all requirements for an application to Bielefeld University of Applied Sciences are met. At this stage, it is advisable to find out about possible practical placement institutions and, in the case of exchange studies or an internship, to gather relevant information in advance. Please note that students must be nominated by their home university, which requires an initial application to the home university. This requirement also applies to internships if they are completed as part of ERASMUS+.

The home university then contacts the International Office of Bielefeld University of Applied Sciences. This step is independent of whether contact with Faculty 6 has already taken place. The International Office must first be informed of the nominations of interns by the partner university. Hannah Möhring (International Office) clarifies the desired internship period in advance and sends the request to Vanessa Rumpold or Michaela Brause (Faculty of Health) to ask whether the students can be accepted. Students can be accepted for an internship if the partner organization confirms the internship placement. HSBI's partner organizations are independent organizations and are not part of the university. For this reason, practical placements are requested individually and may be declined by the partner organization due to capacity constraints.

If the response is positive, Hannah Möhring informs the student of the contact details of the relevant contacts in the Faculty of Health and asks the partner university to prepare the Traineeship Agreement. The Traineeship Agreement is then forwarded to the Faculty of Health so that it can be sent to potential practical placement partners.

Note:

Once the Agreement is available, communication regarding the further process takes place between the interns and the Faculty of Health!

Additional Contact Person in the Faculty of Health:

Prof. Dr. PH

Michaela Brause

Raum F304

Telefon +49.521.106-70093

michaela.brause@hsbi.de

IMPORTANT INFORMATION FOR THE STAY AND PRACTICAL PLACEMENT

3. DURATION OF STAY

The ERASMUS+ practical placement lasts 8 weeks plus 4 days (minimum 60 days), allowing students to complete their degree within the standard period of study.

Note:

Travel to the practical placement institution must be organised independently in advance.

3.1 ACCOMMODATION

Students are responsible for arranging suitable accommodation independently and in advance. In exceptional cases, an apartment in accommodation provided by the partner organization may be available. If this option exists, the partner organizations will provide the information to the students.

Another option for enquiring about affordable student accommodation is Studierendenwerk Bielefeld, as well as the additional contacts listed below:

<https://www.studierendenwerk-bielefeld.de/wohnen/uebersicht/>

https://zimmervermietung-verheyen.de/de_de/

A company in Bielefeld offers affordable single rooms, shared rooms and apartments. Discounts are available for stays of at least 4 weeks. Contact details can be found on the website.

mein-monteurzimmer.de

A website exclusively for short-term accommodation, offering affordable single rooms, shared rooms and apartments. Contact details can be found on the website.

erasmusplay.com

A website offering apartments that can be rented on a weekly basis (a more expensive option). Contact details and reservation forms can be found on the website.

wg-gesucht.de

A website offering rooms in shared flats or entire apartments for subletting. On the website, click on “Further Options” to specify the period of your stay. Contact the owners via the contact form and introduce yourself (name, age, reason for your stay), as the owners and potential flat mates would like to get to know you and there are usually several applicants.

Two additional points of contact you can turn to are the International Office at HSBI and Bielefeld University:

<https://www.hsbi.de/internationales/presse/zimmer-und-wohnungssuche-fuer-internationale-studierende>

<https://www.uni-bielefeld.de/international/come-in/welcome-centre/internationals-einladen/infos-vermietung/>

Note:

Before booking accommodation, students should also research public transport routes to the partner institutions to assess the journey to the practical placement institution.

3.2 IMPORTANT INFORMATION FOR THE PRACTICAL PLACEMENT

For internships in the healthcare sector in Germany, certain vaccinations are required. Information on which vaccinations are currently relevant can be found on the websites of the Robert Koch Institute and the Federal Ministry of Health. It is also advisable to independently find out about the requirements of the practical placement institution before travelling.

<https://www.bundesgesundheitsministerium.de/themen/praevention/impfungen/schutzimpfungen>

<https://www.rki.de/DE/Themen/Infektionskrankheiten/Impfen/Staendige-Impfkommision/Berufliche-Indikation/berufliche-indikation-node.html>

TRAVEL OPTIONS

4. PUBLIC TRANSPORT IN GERMANY

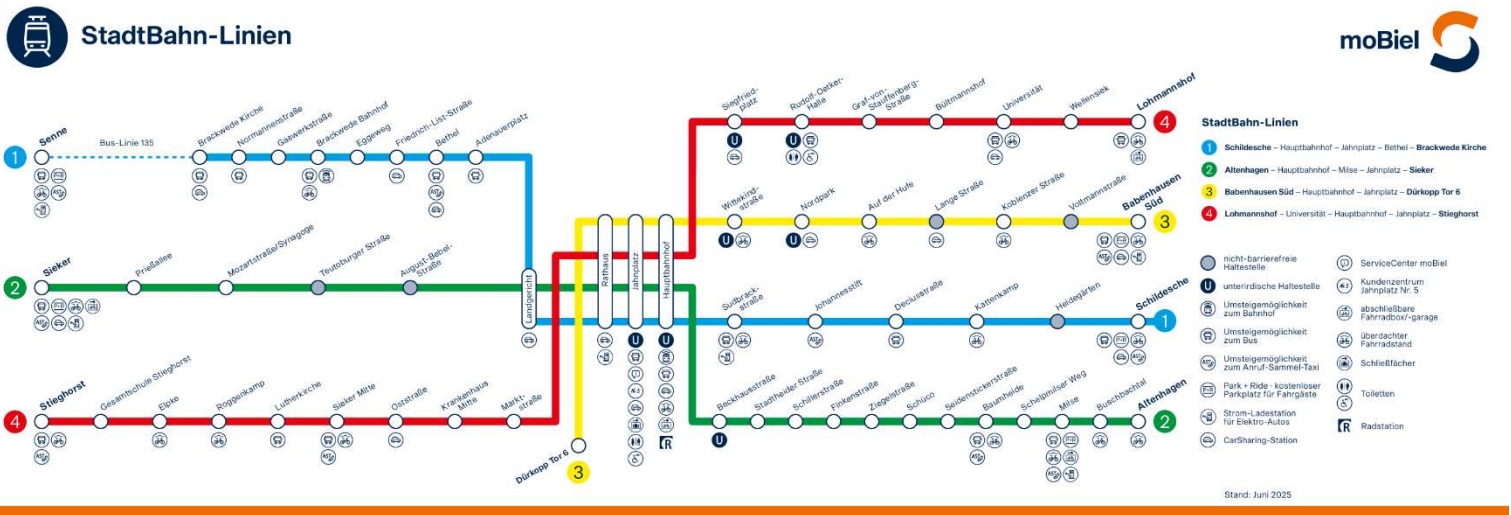
Before booking accommodation, students must independently research public transport routes to the practical placement institutions in order to assess the journey to the practical placement institution. The easiest way to do this is via Deutsche Bahn. With good advance planning, you can book saver fares here. Offers for international students can also be found here:

<https://www.bahn.de/angebot/spar-flexpreis>

With the DB Navigator app, you can check the current timetable for public transport such as buses, light rail and trains throughout Germany at any time. The following links allow you to download the app and a regional transport network map:

<https://www.bahn.de/service/mobile/db-navigator>

<https://www.bahn.de/service/fahrplaene/streckennetz>



4.1 PUBLIC TRANSPORT IN BIELEFELD

Once you have arrived in Bielefeld, you can also benefit from the moBiel You app. In addition to the DB Navigator app, you can also purchase a Deutschlandticket for students through this app:

<https://www.mobiel.de/tickets/mobiel-you-app/>

You can also download further information about local public transport in Bielefeld and East Westphalia via the following link:

4.2 SHOPPING AND LEISURE ACTIVITIES

In Bielefeld, in addition to the canteen and cafeteria on the Bielefeld Campus, you will find a variety of options for purchasing groceries. There are larger supermarkets such as Marktkauf or Kaufland, which also have snack bars, as well as smaller supermarkets such as Penny, Lidl, Rewe and Edeka. Further information about leisure activities and restaurants in Bielefeld can be found in the Guide for International Students available for download on the HSBI website:

<https://www.hsbi.de/internationales/internationale-bewerbende>

Further information for international students in Bielefeld can be downloaded here:

<https://www.hsbi.de/internationales/internationales-profil-hsbi/erasmus?highlight=factsheet>

CHECKLIST FOR PLANNING

1) Your Path to International Experience

- ☐ Define your own goals and expectations (faculty, activities, learning objectives)
- ☐ Check the requirements of the home university and partner university abroad
- ☐ Check/provide proof of German and/or English language skills
- ☐ Prepare application documents (CV, letter of motivation and certificates)
- ☐ Apply to the partner university
- ☐ Obtain information about possible practical placement partners from HSBI
- ☐ Contact the practical placement partner (interview)
- ☐ Review and sign the internship agreement (contractual conditions, working hours, duration of stay)
- ☐ Obtain approval from the university for the internship

2) Funding

- ☐ Check whether the internship is eligible for Erasmus+ funding
- ☐ Prepare the Learning Agreement and submit it to the partner university
- ☐ Calculate a budget for rent and additional costs
- ☐ If necessary, research additional scholarships/organizations
- ☐ Check application deadlines and required documents

3) Organization before Travel

- ☐ Consult the coordinators at both universities
- ☐ Provide the required forms or additional information
- ☐ Check visa or residence permit requirements
- ☐ Check information on trains, regional transport and the Deutschlandticket

4) Practical Placement and Stay

- ☐ Look for accommodation options early (student residence, shared flat, private accommodation)
- ☐ Check vaccination requirements (important requirement for the practical placement!)
- ☐ If applicable, check required insurance (health, accident and liability insurance)
- ☐ Confirm the practical placement period
- ☐ Check the areas of responsibility specified in the agreement