

LIFE HACKS – Living in Germany

10.09.2024

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Life in Student Dorms

10.09.2024

LIFE IN THE STUDENT DORMS

- Have any issues, questions, need any help?
 - First contact: Facility Manager/Hausmeister!
 - No answer within a week? Write to studentdorms@stwbi.de
 - General e-mail address for all questions regarding Life in the Student Dorms

Tips when speaking to the FM:

- Try to explain in precise detail how you need help.

- Best to catch facility managers during their Office Hours!
 - They are busy on the premises of the student dorms outside of their office hours
 - If you cannot make it to their office hours, try phoning them >> quicker response than contacting them via e-mail

- If you send them an e-mail, give them a standard of 3 working days to respond.

Endlich angekommen!

终于到了

Finally arrived!



Glühbirne
灯泡
light bulb



Heizkörperthermostat
暖气散热器
thermostat



Steckdose
插座
plug socket



Lichtschalter
电灯开关
light switch



Wohnungsschlüssel
住房钥匙
flat key

Deckenlampe
吊灯灯
ceiling light/lamp



Wandregal
固定在墙上的架子
rack



Schranktür
柜门
cabinet door



Kleiderschrank
衣柜
wardrobe

Schublade
抽屉
drawer

Teppich
地毯
carpet



Bettdecke
被子
quilt

Kopfkissen
枕头
pillow

Matratze
床垫
mattress



Bettgestell
床架
bedstead

Nachttisch
床头柜
bedside stand

HOUSE RULES

- I Electricity/water usage is included in the rent, please do not abuse this.**
- I Disturbances between 10:00 PM and 7:00 AM are not permitted.**
 - I Noise level should not exceed the usual standard living noises of one person in an apartment.
 - I If you have a party at the weekend:
Please make sure to notify the rest of the house:
 - I Post a quick info on a blackboard/at the entrance of your building that there could be noise disturbances on the evening of xyz
 - I Be reasonable if someone asks you to quiet down after 10:00 PM
 - I **Bierkeller:** If you wish to celebrate your birthday, check if the Bierkeller (Morgenbreede) is available
- I Take care to lock the main doors** of your buildings after 11:00 PM.
- I No cats or dogs are allowed in the dorm rooms.
- I Use the garbage bins outside to dispose of any waste.** Apartment must be kept clean. If you break anything, you might not receive back your security deposit.

ISSUES WITH YOUR NEIGHBOURS?

I TRY TALKING TO THEM FIRST

- I In the student dorms, your neighbours are other students, so if you feel disturbed, or if you have an issue, please try approaching them first.
 - I Be polite and state your issue.
 - I If the problem cannot be fixed immediately, try giving them a few days.
- I Only involve studentdorms@stwbi.de if the issue persists.

- I Regarding noise disturbances:
 - I Please try talking to your neighbour first.
 - I If you call the police, it might get rid of the problem on that day, but it will not change behaviour in the long run.

- I Communication is key.

- I Please treat students around you with as much care and attention as you would like to receive, as well.

I Washing and Drying of Clothes only permitted in designated areas.



Please insert the appropriate sum.
Machine does not give you change.

1. Select number of washing machine/dryer.
2. Insert money.

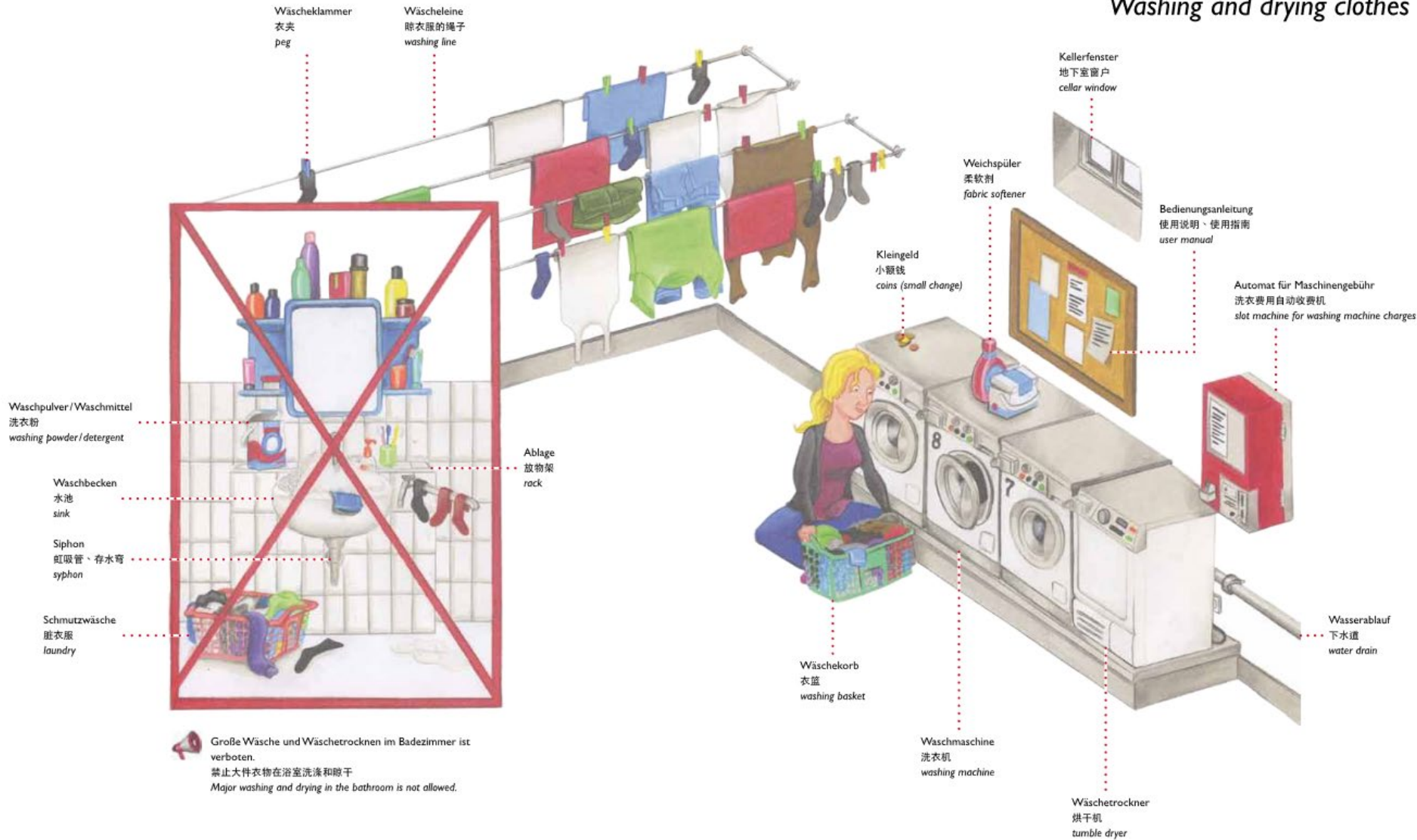
- I The installation and maintenance of the washing machines/dryers are done by an external company.
- I You can find the number of their services on each machine, if you require it.



Wäsche waschen und trocknen

洗衣服和烘干衣服

Washing and drying clothes



TIPS FROM YOUR FACILITY MANAGER ;)



If you wish to open your window completely, you can pull a lever and open wide.



If you need cleaning supplies: Ask the facility manager, he can give you a first set of cleaning agents.



Ceiling fans in the bathroom: Please change the filter every 4 weeks or ask your facility manager to change them. You can ask the FM for new filters.

TIPS FROM YOUR FACILITY MANAGER ;)

- If you blow a fuse by plugging in too many electric appliances, search in your room for the fuse box:



Waste Disposal

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DISPOSING OF WASTE



**YELLOW LID:
RECYCABLE MATERIAL**

**GREEN LID
ORGANIC WASTE**

BLUE LID: PAPER

**GREY LID:
GENERAL WASTE**







In Germany, you pay a small fee (deposit) for each bottle/beverage you buy = Pfand.

A bottle return machine (*Pfandautomat*) allows you to return bottles and bottle crates. If you return them, you will receive back the money you paid for the Pfand.

Plastic Bottle (disposable in general waste) = 25 cents
 Plastic bottle (recyclable) = 15 cents
 Glass bottle (re-usable) = 8 cents



Bottle crates = 1.50 ~ 3.00 Euros

Radio Taxes - Deutschland Radio

18.36 € every month

RUNDFUNKBEITRAG| BROADCASTING FEE

- | The broadcasting fee collected by Deutschland Radio is a tax by the German government:

“The contribution serves to finance public broadcasting on a contributory model. This means all adult citizens in Germany should make a contribution – regardless of their actual media use. In this way, everyone can benefit from the variety and quality of the freely available public broadcasting services.” (Quote taken from Deutschland Radio Website [here](#).)

- | Every single flat in Germany with access to the internet needs to pay it.
Important: It is paid by flat, not by person.
- | **It's a source of hidden debt, so please be careful if you choose to ignore their letters or decide not to pay it.**
- | **If you leave Germany with debt, you might be denied entry or have other hardships when you wish to come here again.**

HOW DO I REGISTER FOR IT?

I **They are thorough:**

Once you have registered as a citizen, you will receive a letter of the Broadcasting Services (Deutschland Radio) in German.

I **They are slow:** It can take up to three months for you to receive this letter, but it will come.

I **They are German:**

I **You will be asked to register by letter or on the internet.** Please keep in mind that most of their representation on the internet is in German.

You can register here:

https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/anmelden/index_ger.html

I A step-by-step translation will be provided to you with these slides.

I A step-by-step translation to try and opt out of it because of hardship reasons will also be provided for you.

I **Important:** Please either register for broadcasting fee OR try to apply for an exemption. DO NOT DO BOTH.

DO I *HAVE* TO PAY?

- I Everybody who is able to pay without hardship circumstances must pay.
- I Frequently Asked Questions are answered here:
https://www.rundfunkbeitrag.de/welcome/englisch/students_and_apprentices/index_ger.html
- I **I am only in Germany to study. What applies to me?**
- I “Students from EU member states must have sufficient means of subsistence during their stay in Germany. Therefore, an exemption due to hardship cannot usually be considered. However, they can be exempted from the obligation to pay broadcasting fees as a special case of hardship if they receive a study support benefit from their home country that is comparable to BAföG.
- I **What is the rule for Erasmus students or other grant holders?**
Are you entitled to an exemption from the licence fee? The [online form](#) [in German] guides you step by step through the application.

Life on Campus

10.09.2024

Platz für
Institutslogo

TALKING TO PROFESSORS/ACADEMIC STAFF

- All of our academic staff is very approachable
 - You can find each lecturer in HSBI's people directory:
<https://www.hsbi.de/personenverzeichnis>
 - Here, you will find: Lecturer's e-mail/phone number/office hours
 - Some lecturers will only offer office hours by arrangement, so you need to send them an e-mail to ask for a meeting:
- **"Nach Vereinbarung" means "Ask for Appointment"**
- You can approach lecturers after their lectures.
- Alternatively, they will give you an appointment.



Ass. jur.

Nermin Karaoglu

Fachbereich Wirtschaft

Kontakt

Hochschule Bielefeld
Interaktion 1
33619 Bielefeld

Sprechzeiten

nur nach Vereinbarung

Raum B 329
Telefon +49.521.106-4840
Telefax +49.521.106-5086
nermin.karaoglu@hsbi.de

BE PUNCTUAL

- | KEY-RULE IN GERMAN CLASS ROOMS: BE ON TIME
- | This is very important at HSBI and helps ensure your smooth start in lectures.
- | e.g. If a course starts at 10:00 AM, make sure to be there at least 5 minutes before that time to unpack. The lecturer **will** start at 10:00 AM with their lecture.
- | Best case: Lecturer will wait until everybody has settled down.
- | Worst case: Lecturer will start and you will miss vital information.
- | Things that can happen when you are late:
 - | Lecturer will not accept you in their class.
 - | Lecturer will be annoyed and you have made a bad first impression.
 - | If small class: Lecturer will cancel class for the whole term if nobody shows up.

Therefore:

Please remember to show up on time, even a little early so that you have a good start at our institution.

ATTENDANCE IN CLASS

- ! To pass a class: a minimum of 80% attendance
- ! Sign up for classes via ILIAS (platform)
- ! Make sure to check your university e-mail account every day so you don't miss any information.
- ! Your lecturers will ONLY contact you via firstname.lastname@hsbi.de (or alternative versions, if you have a second first or last name).
- ! **Engineering and Mathematics:** Inform your lecturer via e-mail, if you cannot make it to class.

TREAT OTHERS WITH RESPECT

- HSBI is a tolerant and cosmopolitan university that does not tolerate any form of discrimination against other people on the basis of their ethnicity, gender, skin colour, sexuality etc.
- If you use racial slurs or mistreat someone that goes against these principles in class, you will be asked to leave.
- If someone hears you mistreat others outside of class, this will also have consequences.
- We kindly ask you to treat everyone in a kind manner and be open-minded about the people around you. We ask this of everyone.

EXPERIENCED ANY FORM OF MISTREATMENT AT HSBI?



Miriam Sprengel

M.A.

- HSBI Equal Opportunities Officer:
- E-mail: gleichstellungsbuero@hsbi.de
- Phone: +49521 106 7744
- Room: A 423

Code of Conduct

10.09.2024

ALL INCOMING STUDENTS ARE ASKED TO SIGN A CODE OF CONDUCT

- It gives each student an overview of the regulations and rules of behaviour at HSBI.
- Each student will be asked to sign it and hand it in towards the end of the orientation period.
- It will be sent round by e-mail by the international office.
- Kindly sign it and send it back to us until the end of September.

Thank you for your attention!

QUESTIONS?