



### Information for incoming exchange students

**Contact person(s) responsible for incoming exchange students & visa questions**

**Cobi King**  
Advisor for Incoming Students  
[cobi.king@hs-hannover.de](mailto:cobi.king@hs-hannover.de)  
+49 511 9296 8359

**Zhongzhen Yu**  
Advisor for 2plus3 Students,  
Degree-seeking Students  
[zhongzhen.yu@hs-hannover.de](mailto:zhongzhen.yu@hs-hannover.de)  
+49 511 9296 8098

**Student nominations should be sent to**

[hsh-incoming@hs-hannover.de](mailto:hsh-incoming@hs-hannover.de)  
The nomination should include the following information: **full name, email address, subject at the home university and current semester of study, intended subject of study at the Hochschule Hannover.**

**Please note: Faculties I and II do not offer English taught courses in summer term. They only offer English courses every winter term.**

**Website with information for exchange students**

Please click [here](#).

**List of requested documents**

- Motivation letter
- Valid health insurance (after acceptance)
- Official Transcript of Records (in English)
- Portfolio (only for students applying to Faculty III – Media, Information and Design)

**International website**

Please click [here](#).

**Deadlines for student nominations from partner institutions**

**Winter semester 2024/25:**  
1 May  
**Summer semester 2025:**  
15 October

**Deadlines for exchange application from prospective students**

**Winter semester 2024/25:**  
16 May  
**Summer semester 2025:**  
1 November

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**Contact to International Faculty Officers:  
Information about the course offering and faculty organisation**

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Faculty I – Electrical Engineering and  
Information Technology

Viola Wedekind,  
Email: [viola.wedekind@hs-hannover.de](mailto:viola.wedekind@hs-hannover.de)  
Faculty I [website](#)

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Faculty II – Department Mechanical Eng.

Meike Marten  
Email: [meike.marten@hs-hannover.de](mailto:meike.marten@hs-hannover.de)

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Faculty II – Department Bioprocess  
Engineering

Dirk Hoffmann  
Email: [dirk.hoffmann@hs-hannover.de](mailto:dirk.hoffmann@hs-hannover.de)  
Faculty II [website](#)

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Faculty III – Media, Information and Design

Esther-Marie Kröger, Dr. Claudia Fortagne  
Email: [f3-io@hs-hannover.de](mailto:f3-io@hs-hannover.de)  
Faculty III [website](#)

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Faculty IV – Business and Computer  
Science

Beate Yardim  
Email: [beate.yardim@hs-hannover.de](mailto:beate.yardim@hs-hannover.de)  
Kathrin Witte-Griese  
Email: [kathrin.witte-griese@hs-hannover.de](mailto:kathrin.witte-griese@hs-hannover.de)  
Faculty IV [website](#)

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Faculty V – Diaconic Studies, Health Care  
and Social Work

Annette Plobner (*acting, temporary*)  
Email: [annette.plobner@hs-hannover.de](mailto:annette.plobner@hs-hannover.de)  
Faculty V [website](#)

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**Incoming exchange students**

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**Semester dates  
(including exam sessions)**

Winter semester:  
1 September 2024 – 28 February 2025  
Summer semester:  
1 March – 31 August 2025

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**Dates orientation weeks**

Winter semester: 9 – 20 September 2024 (tbc)  
Summer semester: second half of February

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**Which credit system is used at the  
university?**

ECTS

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**Language of instruction for exchange  
programmes**

German and English  
**Please note: Faculties I and II do not offer  
English taught courses in summer semester.**

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**Do you offer a language course for  
incoming students? What are the costs?  
Can students obtain credits/ECTS?**

Yes, students may have to pay for books.  
For more information, please contact the  
Language Center:  
[Karin.Sziedat@hs-hannover.de](mailto:Karin.Sziedat@hs-hannover.de)

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**Does the university charge tuition fees?**

In Germany, tuition fees (“Studiengebühren”) are  
mostly abolished. However, a semester fee  
(“Semesterbeitrag”) has to be paid by students.  
This is approximately 400.00 € per semester.  
Exchange students are exempt from the included  
administrative fee and therefore pay a reduced  
amount (around 325.00 €)

## General information

**Full legal name of the institution in English** Hochschule Hannover –  
University of Applied Sciences and Arts

**Erasmus code (if applicable)** D HANNOVE05

**Phone number  
Advisory Service - International** +49 511 9296 7387

**Postal address  
Advisory Service - International** Ricklinger Stadtweg 120  
30459 Hannover  
Germany

**Contact persons for exchange agreements** **Patricia Schmelzeisen** (ERASMUS)  
[hsh-outgoing@hs-hannover.de](mailto:hsh-outgoing@hs-hannover.de)  
+49 511 9296 7716

**Natalie Janus** (Non-ERASMUS)  
[natalie.janus@hs-hannover.de](mailto:natalie.janus@hs-hannover.de)  
+49 511 9296 8015