

Information for Exchange Students – Incomings Landscape Architecture and Environmental Planning

WEBSITE FACULTY OF ARCHITECTURE AND LANDSCAPE SCIENCE

www.archland.uni-hannover.de/

WEBSITE INTERNATIONAL OFFICE

www.international.uni-hannover.de/international.html

WEBSITE OF "FACHGRUPPE LANDSCHAFT" (LANDSCAPE DEPARTMENT)

www.landschaft.uni-hannover.de

IMPORTANT CONTACT PERSONS FOR EXCHANGE STUDENTS

1) International Office of Leibniz Universität Hannover/ ERASMUS Institutional Coordinator N.N. / Anne Höch: registration, habitation, enrolment, semester ticket, confirmation of stay

Address:

Leibniz Universität Hannover
Hochschulbüro für Internationales
Welfengarten 1 A
30167 Hannover

Web: www.international.uni-hannover.de/

Mail: anne.hoech@zuv.uni-hannover.de

Tel.: +49 511 762 5480

Fax: +49 511 762 4090

Opening hours: on appointment (12-14 h closed), room 012

2) International Relations of the Faculty of Architecture and Landscape Sciences: Dipl.Ing. Kirsten Aleth administration and organisation LLP / ERASMUS, ERASMUS agreements, grades approval, transcript of records

Address:

Fakultät für Architektur und Landschaft
International Relations
Raum B 071
Herrenhäuser Str. 8
D- 30419 Hannover

Web: www.archland.uni-hannover.de/international.html

Mail: international@archland.uni-hannover.de

Tel.: +49 511 762 5201

Fax: +49 511 762 2115

Opening hours: see room door (B071) and on appointment

3) ERASMUS Departmental Coordinator for Landscape Architecture and Environmental Planning Dr. Frank Scholles: learning agreements, subject-specific counselling for the selection of the appropriate modules in the field of environmental planning.

Address:

Fakultät für Architektur und Landschaft
Institut für Umweltplanung
Raum D 118
Herrenhäuser Str. 2, D- 30419 Hannover

Web: www.umwelt.uni-hannover.de/scholles.html

Mail: scholles@umwelt.uni-hannover.de

Tel.: +49 511 762 2617

Fax: +49 511 762 5219

4) Dean of Studies Office / Study Coordination: Dipl.Ing. Sonja Nollenberg. To be referred to for any questions on modules, dates, examinations, and Stud.IP administration.

Address:

Fakultät für Architektur und Landschaft
Studiendekanat
Herrenhäuser Str. 2a
30419 Hannover

Web: www.landschaft.uni-hannover.de/kontakt.html

Mail: studiendekanat@laum.uni-hannover.de

Tel.: +49 511 762 5563

Fax: +49 511 762 5159

WHICH MODULE?

Bachelor Incoming may participate in all compulsory bachelor modules from the 3rd semester on and in all required elective modules. A participation in master modules is only possible in exceptional cases upon consultation with the Departmental Coordinator Dr. Frank Scholles.

Master Incoming may only take part in the master modules. A participation in bachelor modules is possible upon consultation with the Departmental Coordinator of the home university.

COURSE SCHEDULE AND OTHER INFORMATION

Bachelor of Science Landscape Architecture and Environmental Planning:

www.landschaft.uni-hannover.de/ba_verlauf.html

Master of Science Landscape Architecture:

<https://www.landschaft.uni-hannover.de/1165.html>

Master of Science Environmental Planning:

www.landschaft.uni-hannover.de/msc_up.html

European Master of Science of Territorial Development

www.landschaft.uni-hannover.de/msc_eumitd.html?&L=1

This website also contains a link to all module descriptions!

English version available on email request to studiendekanat@laum.uni-hannover.de

SUMMER SEMESTER / WINTER SEMESTER

1st + 3rd + 5th Semesters = Winter Semester (WS)

2nd + 4th Semesters = Summer Semester (SuSe)

Most courses are either offered only in the summer semester (April-September) or only in the winter semester (October-March). Therefore again, it is advisable for the Learning Agreements to be oriented at the modules suggested in the course schedule.

For current dates, please refer to the lecture list:

Web: gis.verwaltung.uni-hannover.de

Do regularly inspect the notice boards of the institutes and Stud.IP, or contact the lecturer / the course co-ordinator, Sonja Nollenberg, as the case may be!

"COMPULSORY MODULES" AND "REQUIRED ELECTIVE MODULES"

Exchange students may choose everything. Together with the tutor of the home university, they should select the appropriate modules for their home study programme from the total range offered.

GENERAL SEMESTER DATES:

Projects last up to the end of the semester („semester period“= 1.10.-31.3 and 1.4.-30.9.)

Lectures and seminars are only held during the "lecture period"(midst of October – beginning February /midst of April – end of July).

Web: www.uni-hannover.de/de/aktuell/semestertermine/

Examinations take place during lecture time until during the first three weeks of "lecture free period".

www.landschaft.uni-hannover.de/pruefungen.html?&L=koffhqlpffxras

In the week following Pentecost the institutes offer field-trips; for respective information, please refer to the notice board of the institutes. No lectures during this week.

INSTITUTES OF THE LANDSCAPE DEPARTMENT

Institute of Open Space Planning and Design
Institute of Landscape Architecture
Institute of Environmental Planning

www.freiraum.uni-hannover.de/

www.ila.uni-hannover.de/

www.umwelt.uni-hannover.de/

ROOMS AND BUILDINGS

The Faculty of Architecture and Landscape Sciences is spread over 3 buildings:

Herrenhäuser Straße 2a: Institute of Open Space Planning and Design (IF), Institute of Landscape Architecture (ILA), Dean of Studies Office. Important Rooms: „ Kika Lecture Room“ and „ Kika Seminar Room“ in the ground floor.

Herrenhäuser Straße 2: Institute of Environmental Planning (IUP).

Important Rooms: B011, E011 (ground floor), CIP/CAD-Pools (1st floor), Art Room (loft).

Herrenhäuser Straße 8: International Relations, a part of the workrooms, some lecture rooms, CIP/CAD pools. Plotter, modelling workshop, photographic laboratory, transponder issuance etc.

Important Rooms: Lecture Room C150 (1st floor), C050 (ground floor), big and small foyer, workroom A205 (2nd floor, opposite to the Institute of Architectural History and Theory), CIP/CAD pools (1st floor).

Superior central facilities have been placed in the "Main University Building", Welfengarten 2.

Web: www.uni-hannover.de/de/service/wegweiser/



E-LEARNING (StudIP)

All students of landscape architecture and environmental planning should have an **E-Learning Account** set up at the beginning of their studies/exchange semesters.

In the individual „Stud.IP“ area, the mail addresses of all students are available, files are offered / distributed, information on lecturers, rooms, and times can be found here.

Further information in English and German:

www.uni-hannover.de/de/studium/elearning/

NOTICE BOARDS AND LISTS

Module information and lists are posted on the institutes' notice boards. For lectures, participants need not enlist, whereas for seminars, projects, impromptus, and field trips participant enlisting is generally required.

"MARKET PLACE" FOR PROJECTS

In the first lecture week of the new semester, the "Projektbörse" (Market Place for Projects) takes place. Here, professors and assistants present to all students of landscape architecture and environmental planning the semester study projects. All students should absolutely be present at this event, because registration for the projects directly followed by the presentation

ON PROJECT STUDY

In small groups, students autonomously deal with complex tasks relating to professors' research and teaching contents or lodged with the university from everyday practice in towns and municipalities. A project is treated over the course of one semester and in general given intensive supervision by lecturers of the respective field. The essential criteria of a project are: autonomous dealing with a topic, teamworking, result demonstration in texts and concepts (project report), and presentation of work results. By project study, students are given an insight into planning-specific fields and approaches to work, thus enhancing creative and methodical skills.

REPRESENTATION OF THE STUDENTS OF LANDSCAPE ARCHITECTURE AND ENVIRONMENTAL PLANNING

The "Fachrat LaUm" is the student representation for all students of the Landscape Department. The "Fachrat" meets each Wednesday during the lecture period at 6 p.m. in the "Fachschaftsraum" at Herrenhäuser Str. 2 behind the art rooms. (Herrenhäuser Straße 2, loft. Left, as seen from the staircase, through the art room, at the very back)

Address:
Fachrat LaUm

Mail: fachrat@laum.uni-hannover.de
www.landschaft.uni-hannover.de/fachratlaum.html

CIP AND CAD POOL (COMPUTER POOLS)

The Faculty provides to students PCs, in several **computer pools**, for work with standard software (Office products) and subject-specific software (CAD, GIS, Adobe Photoshop...).

Herrenhäuser Str. 8, 1st floor, Rooms A118, A113, A109, and A105:

Together with further technical information, info on the computer pools at Herrenhäuser Str. 8 is available on <https://www.archland.uni-hannover.de/computerpools.html>

The administrator of the computer pools in the field of architecture is Jost Thome.

Herrenhäuser Str. 2, 1, 1st Floor, Institute of Environmental Planning:

The ITS-Pool is accessible to students of the Landscape Department as a computer workroom. In part, courses, exercises, etc. are also held here. The ITS-Pool is attended to by student assistants. They also offer counselling to the users. The individual student assistant has different (counselling-) emphases and service hours.

Web:
https://www.landschaft.uni-hannover.de/its_pool.html

For working in the ITS- Pool, a user account is required which has to be established or activated by the student assistants, as the case may be (Please mind student assistants' service hours). In case of hardware or software problems, please contact the corresponding student assistant; depending on the respective focus, we also try to be of help to you beyond admin tasks. A laser printer is available.

Administrator Address:

Dipl. Forstwirt Malte Weller
Institut für Umweltplanung, room C208
Herrenhäuser Straße 2, 30419 Hannover

Tel.: +49 511 762 19255

Mail: weller@umwelt.uni-hannover.de

COMPUTER SKILLS

Courses (limited number of participants)

For learning current computer programmes like Adobe Photoshop, Adobe In-Design, Adobe Illustrator etc., the **Leibniz Universität IT-Services (LUIS)** regularly offers courses www.luis.uni-hannover.de/stud_angebote.html?&L=1

Additionally, at **AIDA (Institute of Creative Design and Architectural Drafting, Information Technology in Architecture Section, Herrenhäuser Straße 8)** courses on Vector-Works, AutoCad, 3D Studio, Cinema 4D may be taken in each semester. For respective information and dates, please refer to the lecture list or contact the institute.

Software Manuals

LUIS offers booklets on Introduction to IT for students and staff members. Manuals for the user programmes Adobe Creative Suite, AutoCad, Vector Works, Windows Office, etc. may be obtained at low cost (about 5 Euro per copy).

PRINTING AND PLOTTING

1) In the **Plot Room** at the faculty, Herrenhäuser Str. 8 (1st floor, room A118), the possibility is offered to use three large-size ink jet plotters and one A3 laser colour printer. The devices are accessible during the plot times displayed. Students pay a share in the costs. For further information on student plotting, please refer to www.luis.uni-hannover.de/stud_angebote.html?&L=1

2) Moreover, **LUIS** also offers a plot service.

Here, large size documents (e. g. **presentation plans**, etc.) and other colour prints from A4 and up may be plotted at particularly favourable conditions.

Address:

Leibniz Universität IT-Services (LUIS)
Schloßwender Straße 5

Tel.: +49 511 762 5137

Business Hours: www.archland.uni-hannover.de/modellbau.html

3) For prints in black and white as well as for document binding, it is advisable to make use of the nearby **copy shops** offering favourable conditions (e. g. "Druck-Team" at Callinstraße, or "Top Copy" at Schneiderberg).

4) A coin-operated **copier** is available in the 1st floor hall at the Institute of Environmental Planning (Herrenhäuser Str. 2).

5) In the CIP/CAD-Pool at Herrenhäuser Str. 2, a **laser printer** is at registered users' disposal.

A4: 7 Cents, A3: 15 Cents.

MATERIALS_DRAWING_MODELLING

Materials for drawing or modelling may be purchased at the **specialist shops** „Architekturbedarf“ (Am Klagesmarkt 26 and in the basement of Herrenhäuserstraße 8, „Tube Art Service“ (Königsworther Straße 3), or „idee. Creativmarkt“ (Schmiedestraße 24) or Bauhaus (Steintor).

MODELLING WORKSHOP

Hartmut Brückner (master carpenter) is in charge of the modelling workshop of the Faculty of Architecture and Landscape Sciences. Here, with professional support, Faculty students have the opportunity to make use of the extensive range of machines offered by the workshop.

Furthermore, Hartmut Brückner offers a course for acquisition of the so-called "**minor machine certificate**". This certificate entitles students to make use of all machines and devices in the modelling workshop. Moreover, small appliances may be borrowed.

Notices for **registration** are usually available at the notice board of the Institute of Landscape Architecture, Herrenhäuser Straße 2a, 1st floor.

Tel.: +49 511 762 19514

www.archiwiki.uni-hannover.de/archiwiki/public/90~service/modellbau/?

MODEL PHOTOS

To document models or to record intermediate modelling steps, model photos may be taken under professional supervision in the **Photo Studio** of the Faculty. There, various photo backgrounds, diverse illumination possibilities, stands, reflectors, and PCs with graphics software for image control are available.

The photo studio is situated in the basement of the faculty building at Herrenhäuser Str. 8, directly opposite to the modelling workshop.

Appointments for use outside of business hours:

Tel: +49 511 762 19514

Mail: fotostudio@archland.uni-hannover.de

TRANSPONDER

The building for the Architecture field (Herrenhäuser Str. 8) has been equipped with an **electronic locking system**. Against payment of a 30 € deposit, students may receive transponders (= electronic keys). Outside of courses, access to computer pools is only possible by means of a transponder.

Contact Person for transponders and their activation, as well as for student workrooms:

Bin Yang (Tuesday to Thursday, 9 – 12 h)

Address:

Herrenhäuser Straße 8
Room B06, Dean Office,

Tel: +49 511 762 8046

Mail: transponder@archland.uni-hannover.de

WORKROOMS

Many projects have their own workrooms at Herrenhäuser Str. 2 or 8 which are announced at the beginning of the project. However, there are also rooms accessible to all students, e. g. the art rooms (Herrenhäuser Str. 2, loft). In the rooms, there are metal cabinets for work materials, which can be locked with a key one has to bring. Groups may reserve cabinets for a semester. At the cabinet, a label must be fixed, showing project title, names of tutors, project duration, as well as details of a contact person. After termination of the project, the cabinet has to be returned empty and clean to get back the deposit of the transponder for your workroom.

www.landschaft.uni-hannover.de/arbeitsraeume.html