

Information for Exchange Students – Incomings

INFORMATION ON THE CORONAVIRUS

The emergency committee of Leibniz University Hannover evaluates the current situation regarding the spread of the coronavirus SARS-CoV-2 and determines the best course of action for LUH. University management provides regular email updates to students and staff. Please check this website for new developments at LUH:

<https://www.uni-hannover.de/en/universitaet/aktuelles/corona/>

ARCHITECTURE AND URBAN PLANNING

WEBSITE FACULTY OF ARCHITECTURE AND LANDSCAPE SCIENCE

<https://www.archland.uni-hannover.de/>

WEBSITE INTERNATIONAL OFFICE LUH

<https://www.uni-hannover.de/de/universitaet/internationales/>

IMPORTANT CONTACT PERSONS FOR EXCHANGE STUDENTS

1. International Office of Leibniz Universität Hannover: ERASMUS Institutional Coordinator Andree Klann / Anne Höch: registration, housing, enrolment, semester ticket, confirmation of stay

Address:

Leibniz Universität Hannover
Hochschulbüro für Internationales
Welfengarten 1 A
30167 Hannover

Mail:

anne.hoech@zuv.uni-hannover.de
Tel.: +49 511 762 4867
Fax: +49 511 762 4090
Opening Hours: on appointment

2. International Relations of the Faculty: Dipl.-Ing. Kirsten Aleth

Administration and Organisation of ERASMUS programme, learning agreements, recognition of grades, transcript of records, module selection

Address:

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

Web: [https://www.archland.uni-](https://www.archland.uni-hannover.de/de/studium/internationales/)

[hannover.de/de/studium/internationales/](https://www.archland.uni-hannover.de/de/studium/internationales/)

Mail: international@archland.uni-hannover.de

Tel.: +49 511 762 5201

Fax: +49 511 762 2115

Opening hours: on appointment (B071)

3. Dean of Studies Office, Architecture – Degree Coordination: Dipl.-Ing. Ina Dorl

For all questions about study programme, times, and examinations

Address:

Fakultät für Architektur und Landschaft
Studiendekanat
Herrenhäuser Str. 8
D- 30419 Hannover

Mail: sda@archland.uni-hannover.de

Tel.: +49 511 762 19529

Fax: +49 511 762 2115

Opening hours: on appointment (room B073)

LEARNING AGREEMENT

Please arrange your course selection in the learning agreement with the Departmental Coordinator of your home university and make them sign in International Relations Office of the faculty, Kirsten Aleth.

The following link leads you to the lecture list of Leibniz Universität Hannover, where to have a look at the whole range of courses taught in English:

<https://www.uni-hannover.de/de/studium/imstudium/international/incoming/austauschprogramme/kurswahl/>

LANGUAGE COURSES

Under „Leibniz Language Center“, all language courses offered by the Centre for Applied Linguistics and Special Languages (Fachsprachenzentrum) are specified. Further info: <https://www.llc.uni-hannover.de/en/>

The form for request for prioritized course registration at LLC has to be signed by Kirsten Aleth

<https://www.llc.uni-hannover.de/en/language-courses/language-course-registration/>

Please register first for the relevant language course in StudIP.

GENERAL SEMESTER DATES

winter term 1.10. – 31.3. / summer term 1.4. – 30.9.

Lecture period regularly between October/April up to February/August (project presentation, field trip etc. can be during all semester period). Examinations are held about three weeks before and after the "lecture period". In the week following Pentecost (7 to 10th of June) the institutes offer field-trips. No lectures in this week.

All semester dates may be found here: <https://www.uni-hannover.de/en/studium/semestertermine/>

ROOMS AND BUILDINGS

Herrenhäuser Straße 8: Institutes of "Fachgruppe Architektur"

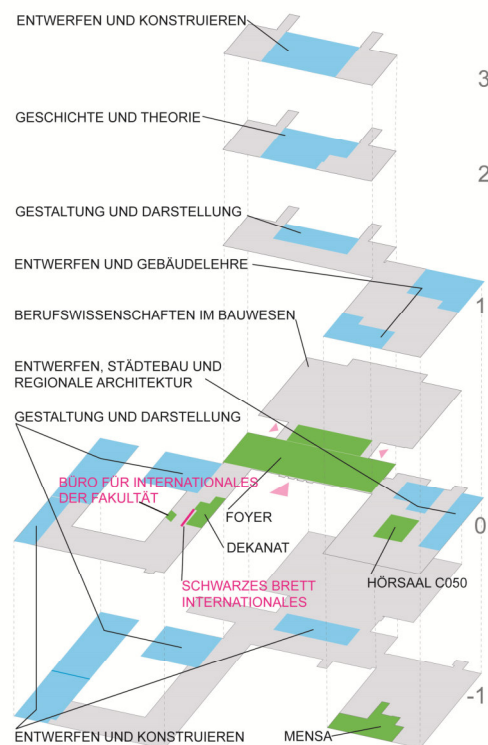
International Relations, Dean of Studies Office, Student Workrooms, Lecture Rooms and Auditorium (C 050), Computer-Pools (1st Upper Floor), Plotter, 3D Printer, Modelling Workshop, Laser Cutter, Photographic Laboratory, Transponder Issuance, Cafeteria

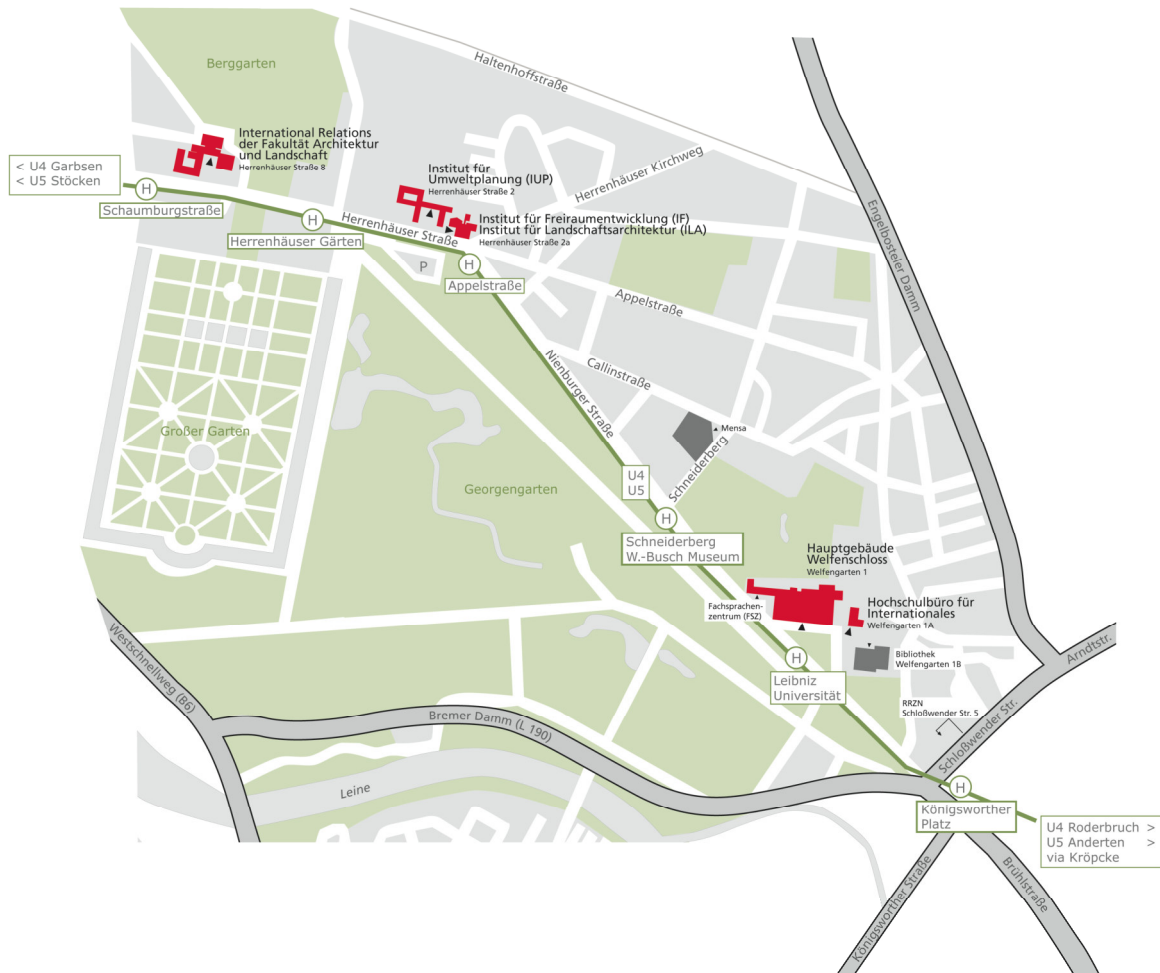
Herrenhäuser Straße 2/2a: Landscape Architecture and Environmental Planning

Superior central facilities have been placed in the "Main University Building", Welfengarten 1.

For more information on the services offered in the main building:

<https://www.uni-hannover.de/en/universitaet/campus-und-stadt/wegweiser/>





E-LEARNING

It is recommended to open an account in Stud.IP (Learning Management System) after receipt of the enrolment number. The System offers a communication platform for students and lecturers. In the personal domain of „Stud.IP“, the mail addresses of all students are available, data files are offered / distributed, a lot of information on lecturers, rooms, and times can be found here.

Stud.IP Login to activate and to set up the account

<https://www.uni-hannover.de/en/studium/im-studium/online-dienste/studip/>

ORIENTATION DAYS

The International Office invites all exchange students of Leibniz Universität Hannover in the first semester week for days of information and orientation about the university and its institutions. Exchange students will receive an invitation in due time. A walking tour around the faculty and its institutions takes place. You will be informed at time.

PROJECT PRESENTATION

In the first lecture week of the new semester teachers present to all architecture students the semester study projects (from 4th year of study for incoming students).

All students should absolutely be present at this event, as registration for the projects will be made the same day!

FACHSCHAFT ARCHITEKTUR (ARCHITECTURE STUDENTS' REPRESENTATIVE BODY)

The "Fachschaft Architektur" constitutes the students' representative body in terms of university policy. The rooms of "Fachschaft" in the entrance foyer is a meeting point and café. Herrenhäuser Straße 8 in the entrance foyer. Contact: archifachschaft@googlemail.com
Instagram <https://www.instagram.com/archifachschafthannover/?hl=de>

LIBRARY

A broad offer of literature may be found in the Technische Informations Bibliothek – TIB (German National Library of Science and Technology) situated beside the main university building. On submittal of the certificate of enrolment at TIB, you will be handed out a LibraryCard entitling you to borrow books for a period of up to one month.

TRANSPONDER recommended!!!!

The building for the architecture field (Herrenhäuser Str. 8) has been equipped with an **electronic locking system**. Against payment of a 30 Euro deposit, students may receive transponders (= electronic keys), with which access to the faculty is possible. The transponder is also necessary for access to workrooms and computer pools.

Bin Yang
Herrenhäuser Straße 8
Dean Office, B06, ground floor

Tel: +49 511 762 8046
Mail: transponder@archland.uni-hannover.de
Opening Hours: Tuesday, Wednesday, Thursday
9 – 12 h

STUDENT WORKROOMS

In connection with the project selected, each student is assigned a place in a workroom where to work during the whole stay. After termination of the project, the workplace and individual lockers for personal storage has to be returned empty and clean to get back the deposit. Workroom deposit is 70 Euros for the whole stay. Transponder and workroom deposit (together 100 Euros) should be paid with EC card. A clean room guaranties getting back the deposit at the end of your stay.

Web: <https://www.archland.uni-hannover.de/de/fakultaet/ausstattung/arbeitsraeume/>

COMPUTER POOLS

The Faculty provides the students PCs in several **computer pools** for work with standard software (Office products) and subject-specific software (CAD, GIS, Adobe Photoshop etc.). In addition, you have access to two A3 scanners and an A4/A3 laser printer (black-white).

Accessible only with transponders! (see TRANSPONDER)
Herrenhäuser Str. 8, 1st Upper Floor, Rooms A113, A109, and A105:

Software Manuals

The Regional Computing Centre for Lower Saxony offers booklets on introduction to IT for students and staff members. Manuals, e. g. 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, IT SERVICES, OTHER SERVICES

<https://www.archland.uni-hannover.de/en/faculty/facilities/>

In the **Plot Room** at 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. Students pay a share in the costs.

In the **Leibniz Universität IT-Services (LUIS)**, large size documents (e. g. **presentation plans**, etc.) and other colour prints from A4 and up may be plotted at particularly favourable conditions. You can find more information on <https://www.luis.uni-hannover.de/de/ueber-uns/kontakt/>

In the main building **RICOH Printshop**, you can copy and print smaller formats. This is possible against cash payment or with a CopyCard which you may obtain and charge in the shop. The shop offers the binding of maps.

Address and Info: Main Building / Welfenschloss, Basement <https://printservices.rioh.de/>

A **copier/printer** is situated in room C-114 (ground floor, Herrenhäuser Str. 8). To use the copier, a CopyCard is required.

Please refer to the following link for other faculty facilities: <https://www.archland.uni-hannover.de/en/faculty/facilities/>

LASERCUTTER

The laser cutter can perform precise cutting and engraving work in different materials; it is situated in the basement of building no. 4201 / component D opposite to the modelling workshop.

Opening Hours: room door

3D PRINTER

With the 3D printer, CAD-produced models may be plotted three-dimensionally and true to scale (Rapid Prototyping).
Room B-02 (Basement)

PHOTO STUDIO

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.

Basement Herrenhäuser Str. 8, directly opposite to the Modelling Workshop.

Tel: +49 511 762 19514

Mail: fotostudio@archland.uni-hannover.de

MODELLING WORKSHOP

Hartmut Brückner (master carpenter) is in charge of the modelling workshop of the Faculty of Architecture and Landscape Science. Here, with professional support, 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.

Tel.: +49 511 762 19514

Mail: modellbau@archland.uni-hannover.de

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), „idee. Creativmarkt“ (Schmiedestraße 24) or in the do-it-yourself store Bauhaus (Steintor).