

## 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/>

### LANDSCAPE ARCHITECTURE AND ENVIRONMENTAL PLANNING

WEBSITE FACULTY OF ARCHITECTURE AND LANDSCAPE SCIENCE

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

WEBSITE INTERNATIONAL OFFICE

<https://www.uni-hannover.de/en/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

**Web:** [www.international.uni-hannover.de/](http://www.international.uni-hannover.de/)

**Mail:** [anne.hoech@zuv.uni-hannover.de](mailto:anne.hoech@zuv.uni-hannover.de)

**Tel.:** +49 511 762 5480

**Fax:** +49 511 762 4090

**Opening hours:** on appointment

- 2) **International Relations of the Faculty: Dipl.-Ing. Kirsten Aleth** administration and organisation ERASMUS, LEARNING agreements, recognition of grades, transcript of records

Adress: Fakultät für Architektur und Landschaft

<https://www.archland.uni-hannover.de/en/studies/international-relations/incomings/>

International Relations  
Room B 071  
Herrenhäuser Str. 8  
D- 30419 Hannover

**Mail:** [international@archland.uni-hannover.de](mailto:international@archland.uni-hannover.de)

**Tel.:** +49 511 762 5201

**Fax:** +49 511 762 2115

**Opening hours:** 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 fields of environmental planning and territorial development.

Adress: Fakultät für Architektur und Landschaft

<https://www.umwelt.uni-hannover.de/de/institut/personenverzeichnis/>

Institut für Umweltplanung  
Room D 118  
Herrenhäuser Str. 2, D- 30419 Hannover

**Mail:** [scholles@umwelt.uni-hannover.de](mailto: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, assessing, and Stud.IP administration.

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

**Web:** <https://www.archland.uni-hannover.de/kontakt.html>

**Mail:** [sdland@archland.uni-hannover.de](mailto:sdland@archland.uni-hannover.de)

**Tel.** +49 511 762 5563

## LEARNING AGREEMENT

Please arrange your course selection in the learning agreement with the Departmental Coordinator of your home university and make them sign by Frank Scholles.

Bachelor Incomings may participate in all compulsory bachelor modules from 3<sup>rd</sup> semester as well as in all selective modules. A participation in master modules is only possible in exceptional cases upon consultation with the Departmental Coordinator Dr. Frank Scholles.

Master Incomings (bachelor from 4<sup>th</sup> year of studies) may only participate in the master modules. A participation in bachelor modules is possible upon consultation with the Departmental Coordinator of the home university.

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/)  
<https://www.llc.uni-hannover.de/en/language-courses/language-course-registration/>  
Please register first for the relevant language course in StudIP.

## SUMMER SEMESTER / WINTER SEMESTER

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

## " COMPULSORY MODULES (GREY)" AND "ELECTIVE MODULES (GREEN) "

Exchange students may choose everything except for first year modules. Appropriate modules should be selected by the students after the consultation with the coordinator of the home university.

## GENERAL SEMESTER DATES:

Projects last until 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"(mid of October – beginning of February / mid of April – end of July).

Web: [www.uni-hannover.de/de/aktuell/semestertermine/](http://www.uni-hannover.de/de/aktuell/semestertermine/)

Assessments take place during the first three and the last two weeks of "lecture free period".

## INSTITUTES OF THE LANDSCAPE DEPARTMENT

Institute of Urban Planning and Design

[www.freiraum.uni-hannover.de/](http://www.freiraum.uni-hannover.de/)

Institute of Landscape Architecture

[www.ila.uni-hannover.de/](http://www.ila.uni-hannover.de/)

Institute of Environmental Planning

[www.umwelt.uni-hannover.de/](http://www.umwelt.uni-hannover.de/)

## ROOMS AND BUILDINGS

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

**Herrenhäuser Straße 2a:** Institute of Urban Planning and Design (IUP), Institute of Landscape Architecture (ILA), Dean of Studies Office. Important Rooms: "Kika Lecture Hall" and "Kika Seminar Room" on the ground floor.

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

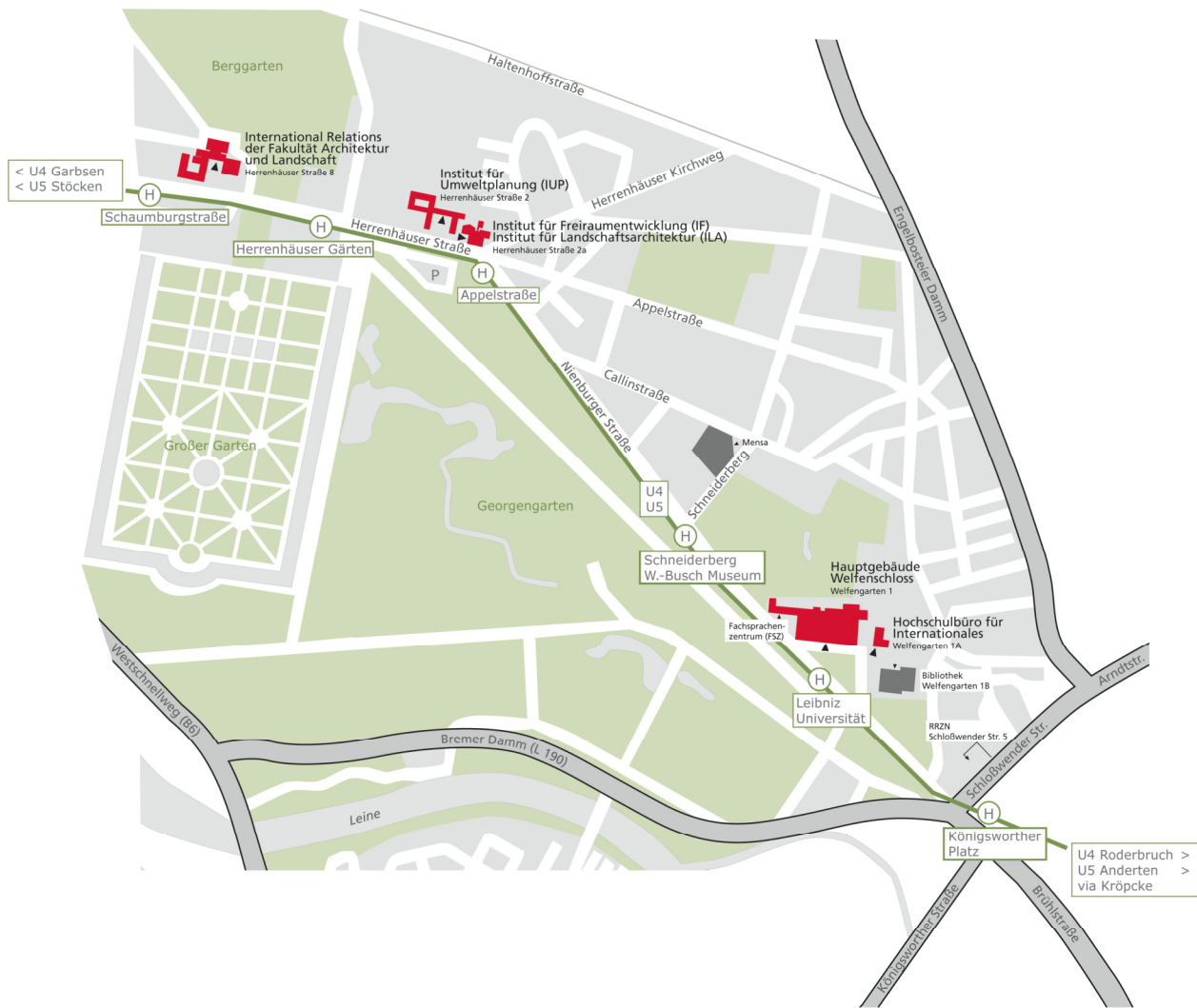
Important Rooms: B011, E011, F005 (ground floor), Computer pools D109, D111 (1<sup>st</sup> floor), Art Room (loft).

**Herrenhäuser Straße 8:** International Relations (Kirsten Aleth), a part of the workrooms, some lecture rooms, Computer pools. Plotter, modelling workshop, photographic laboratory, transponder issuance etc.

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

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

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



### E-LEARNING (Stud.IP)

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.

Further questions to Stud.IP, please ask Manuel Wesemann [wesemann@al.uni-hannover.de](mailto:wesemann@al.uni-hannover.de) or [service@laum.uni-hannover.de](mailto:service@laum.uni-hannover.de)

Stud.IP Login to activate and to set up the account  
<https://www.uni-hannover.de/en/studium/im-studium/online-dienste/studip/>

### PROJECT PRESENTATION

In the first lecture week of the new semester, presentation of projects "virtuelle Projektbörse" takes place in Stud.IP. Here, staff members present the subject of the semester projects to all students of landscape architecture and environmental planning, The registration for the projects takes place via a questionnaire during the session "Virtuelle Projektbörse" en Stud.IP.

### 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 completed over the course of one semester under an intensive supervision by lecturers of the respective fields. The essential criteria of a project are: autonomous dealing with a topic, team-working, dissemination of results in texts and concepts (project report), and presentation of work results. The project studies enable students to get an insight into planning-specific tools and approaches to work, thus enhancing creative and methodological skills.

## ORIENTATION DAYS

The International Office invites all exchange students of Leibniz Universität Hannover before the first semester week to follow days of information and orientation about the university and its organisation. Exchange students will receive an invitation.

For the first week, lecturers from the faculty present their institutes, a field trip to the surroundings of Hannover is offered, there will be various guided tours around the entire university. Exchange students are invited to share the orientation week with the first semester students.

## REPRESENTATION OF THE STUDENTS OF LANDSCAPE ARCHITECTURE AND ENVIRONMENTAL PLANNING

The "Fachschaft LaUm" is the student representation for all students of the Landscape Department. The "Fachschaft" meets regularly during the lecture period on StudIP or in the "Fachschaftsraum" at Herrenhäuser Str. 2a. It is mandatory to register before-hand via email to [fachschaft@laum.uni-hannover.de](mailto:fachschaft@laum.uni-hannover.de).

Facebook: Fachschaft Landschaftsarchitektur und Umweltplanung (@FachschaftLaUm)

Instagram: fachschaftlaum

## ALL FACULTY SERVICES

All of the faculty's services are listed under "Facility": <https://www.archland.uni-hannover.de/en/faculty/facilities/>.

## CIP AND CAD POOL (COMPUTER POOLS)

The Faculty provides students with IT-Support, in several **computer pools**, for work with standard software (office products, creative suite) and subject-specific software (CAD, GIS).

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

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

The Pool is accessible to students of the Landscape Department as a computer workroom. In part, courses, exercises, etc. are also held here. The 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.

For working in the Pool, a user account is required which has to be established or activated by the student assistants. (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 help you beyond admin tasks. A laser printer is available. Further information on computer pools can be accessed with the web address:

<https://www.archland.uni-hannover.de/en/faculty/facilities/computer-pools/infos-landscape/>

### Administrator Address:

Dipl. Forstwirt Malte Weller

Institut für Umweltplanung, room D120

Herrenhäuser Straße 2, 30419 Hannover

Tel.: +49 511 762 19255

Mail: [weller@umwelt.uni-hannover.de](mailto: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 <https://www.luis.uni-hannover.de/de/ueber-uns/kontakt/>

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** is offering 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

In the **Plot Room** at the faculty, Herrenhäuser Str. 8 (1<sup>st</sup> 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 <https://www.archland.uni-hannover.de/en/faculty/facilities/>.

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:** <https://www.luis.uni-hannover.de/de/ueber-uns/kontakt/>

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).

In the Computer-Pool at Herrenhäuser Str. 2, a **laser printer** is at registered users' disposal.

## MATERIALS\_DRAWING\_MODELLING

Materials for drawing or modelling may be purchased at the **specialist shops** like „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).

## 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.

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

## 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](mailto:fotostudio@archland.uni-hannover.de)

## TRANSPONDER

The building for the Architecture Department (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 in the building Herrenhäuser Str 8: Bin Yang (Tuesday, Wednesday, Thursday 9 – 12 h)

### Address:

Herrenhäuser Straße 8  
Room B06, Dean's Office,

Tel: +49 511 762 8046

Mail: [transponder@archland.uni-hannover.de](mailto: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, rooms are also accessible to all students, e. g. the art rooms (Herrenhäuser Str. 2, loft). In the rooms, there are

metal lockers for work materials, which can be locked. Groups may reserve lockers for a semester. At the locker 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 for your workroom. Workroom deposit and transponder in the building Herrenhäuser Straße 8 is complete 100 Euros for the whole stay. Transponder and workroom deposit should be paid with EC card. A clean room guarantees getting back the deposit at the end of your stay.

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