

Information for Students on Exchange

A. University	Technical University of Darmstadt (TUD) https://www.tu-darmstadt.de/incoming
B. Country	Germany
C. Academics	
i) Module Mapping & Credits Transfer	<p>Please ensure that your Study Plan is approved by the academics at your home faculty before the exchange.</p> <p>Modules approved in the past might not be offered by the host university or approved by your faculty when it is time for your exchange. Please check the latest course offerings at the host universities while you are preparing your Study Plan.</p>
ii) Academic Calendar	<p>Semester 1: Mid-October to end March (lecture ends in mid-February) Semester 2: Mid-April to end September (lecture ends in late July)</p> <p>Exams usually take place in the 6 weeks after the final week of courses. For more information, please refer to: https://www.tu-darmstadt.de/studieren/semester_termine/index.en.jsp</p>
iii) Exchange Duration	<p>Semester 2 is recommended due to the severe overlapping of academic calendar.</p>
iv) Examination (please read!)	<p>Students are expected to attend the mandatory examination at TUD during the official examination period until September. Be aware that earlier or extra examinations for exchange students might not be available and subjected to host university's discretion and approval.</p> <p>Examination dates vary between TUD departments but generally take place between July and September in semester 2.</p> <p>Please approach the respective TUD's departmental coordinator <u>at the start of your exchange</u> for the exact examination dates. If the examination date clashes with NUS' academic calendar, please consider taking alternative modules which allows you to have the examination by late July.</p> <p>Should professors not be able to provide an alternative exam timing or assessment, students should respect the professors' position and not to ask for exceptions in the middle or end of the semester.</p> <p>Leave of Absence from NUS is subjected to your home faculty's approval and is not guaranteed.</p>

<p>v) Curriculum Structure</p>	<p>Undergraduate exchange students take 18 to 24 credit units per semester (about 4 or 5 courses) at TUD. Graduate exchange students are recommended to take 12 to 18 credit units per semester.</p> <p>Please note that NUS requires you to take the maximum number of credits per semester allowed by the host university in order to map the maximum number of credits back to NUS. Questions on module mapping should be directed to your home faculty at NUS.</p> <p>At TUD, an exchange student does not have to register for a minimum number of classes to keep your Visa Status or your status as a full-time student.</p> <p>For more course information, please refer to: http://www.tucan.tu-darmstadt.de/</p>
<p>vi) Entry Requirements</p>	<ul style="list-style-type: none"> (a) registered as a full-time undergraduate student of NUS (b) have successfully completed at least four (4) semesters of study at NUS upon admission to the host university; (c) not eligible for exchange in the graduating year (d) a student of good standing at NUS with <ul style="list-style-type: none"> a. a minimum upper division second class honours or; b. a minimum B average grade or ; c. a CAP of at least 3.0 (out of 5) for NUS students
<p>vii) Language Proficiency Requirements</p>	<p>Courses at TUD are primarily taught in German, although there are some classes taught in English.</p> <p>German Proficiency is NOT a requirement but TUD recommends student to have at least an Intermediate German language skills (2 semesters of German) and participation in the 4-week German Language Course prior to the start of classes at TUD (for Summer Semester: March – free of charge)</p> <p>More information can be found here: https://www.spz.tu-darmstadt.de/kurse/incomings_2/aktuelles_1/aktuelles_11.de.jsp</p>

<p>viii) Faculties & Schools accepting exchange students</p>	<p>Please search for English taught courses carefully. The complete list of lectures can be found on TUD's TUCAN shortly before the semester or you may contact Darmstadt to check the availability of courses in English. Students may also refer to the list of lectures from the previous year for planning their Learning Agreement.</p> <p>The course catalogue can be found here.</p> <p>TUD strongly advise new exchange students to participate in the German Intensive Course in March (free of charge). During the semester, the students are recommended to take at least one language course at the Language Resource Centre of TUD.</p> <p>Depending on the study level, the students are recommended to take at least 3 lectures.</p> <p>Might be suitable for students from:</p> <table border="1" data-bbox="472 958 1466 1641"> <tr> <td>FASS</td> <td> <ul style="list-style-type: none"> • Global Studies • History </td> </tr> <tr> <td>FoE</td> <td> <ul style="list-style-type: none"> • Civil and Environmental Engineering • Mechanical Engineering • Electrical and Computer Engineering • Material Science </td> </tr> <tr> <td>FoS</td> <td> <ul style="list-style-type: none"> • Biology • Chemistry • Physics • Mathematics </td> </tr> <tr> <td>SoC</td> <td> <ul style="list-style-type: none"> • Computer Science </td> </tr> <tr> <td>SDE</td> <td> <ul style="list-style-type: none"> • Urban Planning </td> </tr> </table>	FASS	<ul style="list-style-type: none"> • Global Studies • History 	FoE	<ul style="list-style-type: none"> • Civil and Environmental Engineering • Mechanical Engineering • Electrical and Computer Engineering • Material Science 	FoS	<ul style="list-style-type: none"> • Biology • Chemistry • Physics • Mathematics 	SoC	<ul style="list-style-type: none"> • Computer Science 	SDE	<ul style="list-style-type: none"> • Urban Planning
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<p>ix) Module restrictions and pre-requisites</p>	<p>Please search for English taught courses carefully.</p> <p>Only for NUS students who have completed at least 2 years of studies at NUS before the exchange starts at TUD.</p> <p>Undergraduate exchange students with sufficient language proficiency and who meet the pre-requisites for master-level courses will be considered for TUD's master courses.</p> <p>Courses belonging to Anglistics and English Literature are not open for exchange students.</p>										

D. Application

i) Procedures

Students can apply for SEP one year in advance through their home faculty in NUS. Please look out for your faculty’s announcement regarding the application period.

Once you have been selected by your home faculty for SEP, your faculty will contact you and provide information regarding application with your host university. Please prepare the necessary documents before the start of the application period at your host university.

Nominated students will have to fill in TUD’s online application form as soon as possible. Supporting documents required by TUD are as follows:

- Printed online application which is signed by your Dean’s Office (*NUS students should indicate “Exchange” as type of framework in the section “Current studies and requested stay” in the online application form.*)
- Learning Agreement (based on TUD’s template – information available in SharePoint)
- Original of the most recent transcript of records

NUS Registrar’s Office will consolidate all application and supporting documents from various NUS faculties and schools and send a batch delivery to TUD.

More information of application to TUD: https://www.tu-darmstadt.de/international/inbound/exchange/overseas_in/details_56704_en.jsp

ii) Deadlines

All NUS student must abide by the internal application deadline set by their home faculty for exchange participation in the following academic year. After clearing the internal application and selection process, students have to take note of the application deadline set by the host university.

Deadline for submitting application to host university:

Semester 1: 30 April
Semester 2: 30 November

Failure to submit a formal application to the host university will result your exchange being forfeited even if you have been selected by NUS for the exchange.

The longer you took to apply to TUD, the later you will get a reply on your application status.

E. Accommodations

University Accommodation

Accommodation is available in dormitories of Studierendenwerk Darmstadt. NUS students are guaranteed accommodation.

The allocation of accommodation usually takes place approx. 1 – 1.5 months prior to the Kick-Off Meeting. In charge of room allocation is the “Welcome and Housing Department”: <https://www.intern.tu-darmstadt.de/wohngaestehaeuser/index.en.jsp>

Students who have contract that ends in August or September are expected to pay for the rental until August or September. There will be **no** refund of the rental if you leave the student accommodation earlier.

In case rooms in dormitories are not available, the TUD department will assist the students in finding accommodation by sending them a detailed guidebook via e-mail.

For more information, please refer to <http://www.tu-darmstadt.de/exchange-housing>.

F. Visa

Consular/Visa Regulation

EU citizens and citizens from the following countries do not need a visa to enter Germany: Australia, Canada, Honduras, Iceland, Israel, Japan, Korea, Liechtenstein, Monaco, New Zealand, Norway, San Marino, Switzerland and the United States. However, after entering Germany, you will have to apply for a residence permit at the local "Auslaenderbehörde" (Immigration Office) if you are staying for more than three months.

Students from all other countries must apply for a visa for study purposes via the German diplomatic representation in their home country. **You must not under any circumstances travel to Germany on a tourist visa.**

All students are advised to apply for the necessary visa immediately after they received the official offer letter/email from their host university. Some visa application process could take up to 2 months to process. Your exchange at the host university depends on the clearance by the immigration of the host country.

For more visa information, please refer to <https://singapur.diplo.de/sg-en/service/05-VisaEinreise/-/1349502>

For more guidance on the visa application, please login NUS VPN and access the information on SharePoint shared in the pre-departure briefing slides.

G. Safety, Health & Medical Insurance

<p>i) Health/Medical Insurance</p>	<p>For an enrollment at TUD, all exchange students are required to purchase a German statutory health insurance to avoid complication in case of injuries or sickness. German statutory health insurance offers 100 % coverage for doctor-visits, basic dental repair and hospital treatment. The cost is currently approx. €90 per month for students under the age of 30.</p> <p>The validity of the insurance starts always from beginning of a semester, namely, from October 1st in winter semester, or April 1st in summer semester. Hence, the students are only required to buy a travel insurance merely covering from their arrival to the beginning of a semester for visa application.</p> <p>A German statutory health insurance is an absolute requirement to register at TU Darmstadt!</p> <p>For more information, please refer to https://www.tu-darmstadt.de/international/inbound/exchange/overseas_in/details_77440.en.jsp</p> <p>For more information on the blanket travel insurance, please refer to http://www.nus.edu.sg/finance/InsuranceCoverforOfficialNUSTrips.html</p>
<p>ii) Emergency Number at host university</p>	<p>+49 6151 16-3911 110 (for police) 112 (for medical services and fire brigade)</p>

H. Cost of Living

<p>i) Estimated Monthly Living Expenses</p>	<table border="1" data-bbox="472 1469 1369 1794"> <thead> <tr> <th>Breakdown of Costs</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Accommodation</td> <td>€350 - €500</td> </tr> <tr> <td>Food</td> <td>€300</td> </tr> <tr> <td>Transport</td> <td>Included in semester contribution</td> </tr> <tr> <td>Compulsory Health Insurance</td> <td>€90</td> </tr> <tr> <td>Others (Entertainment, clothes)</td> <td>€100</td> </tr> <tr> <td>Monthly Estimate</td> <td>€840 - €990</td> </tr> </tbody> </table> <p>All enrolled students at TUD are required to pay a semester contribution of approx. €218 per semester that includes a ticket for the public transportation within the wider area of Rhein-Main Region.</p> <p>In order to receive a residence permit, you need to present to the Ausländerbehörde (local foreigner's registration office) a statement of financial support proving that you have at least €735 to live on for each</p>	Breakdown of Costs	Cost	Accommodation	€350 - €500	Food	€300	Transport	Included in semester contribution	Compulsory Health Insurance	€90	Others (Entertainment, clothes)	€100	Monthly Estimate	€840 - €990
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	<p>month of your stay. This can either be a bank statement, a notarized parental letter or a scholarship certificate.</p>
<p>I. Other useful information</p>	
<p>Arrival and Orientation</p>	<p>TUD provides a welcoming event “Kick-Off Meeting” on the second weekday of March in Summer Semester.</p> <p>Exchange students are strongly recommended to arrive at latest one day in advance of the Kick-Off Meeting, where they will meet their tutors and other group members of the Experience Week(s). Other important concerns, such as signing a statutory health insurance or registration at TUD and the Darmstadt’s Foreigners Administration Office, will follow up the Kick-Off Meeting.</p> <p>Summer Semester: 1-Week orientation program starting from Kick-Off Meeting</p>