



PATHFINDER



HNE
Eberswalde

Eberswalde University for Sustainable Development

University of Applied Sciences

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REGISTERED!



You have finally made it: you have registered and are thus enrolled as a student at the Eberswalde University for Sustainable Development. Over the next few years, you will spend a lot of time here – face small and large tasks, get to know new people and gain a lot of new impressions. This overview is intended to help you orientate yourself more quickly and efficiently. It leads you through the university jungle, provides hints and tips, and helps you save time. On the next pages, you will find numerous recommendations, tips, hints, addresses and contact persons at the University, from initiatives, associations and much more, as well as information on the city of Eberswalde. We wish you lots of fun in your studies...

... of the Pathfinder, and much success in your degree course!

The Editor

HISTORY OF THE UNIVERSITY

The HNEE, which is the smallest university in Brandenburg with about 2,100 students and 58 professors, is one of the best-performing universities of applied sciences in Germany. The 19 innovative and partly unique degree programmes in the Forest and Environment, Landscape Management and Nature Conservation, Wood Engineering and Sustainable Business fields possess a very distinctive profile dedicated to sustainable business management, and are sometimes unparalleled in Germany. The Eberswalde campus has been committed to sustainable research and teaching for over 185 years: Eberswalde University for Sustainable Development (HNEE) was founded in 1830 as the Forestry Academy. Since the longstanding forestry and timber research campus near Berlin reopened its doors in 1992, the university has trained specialists, executive managers, young scientists and multipliers in key areas such as renewable energies, regional management, nature conservation, forestry, organic farming, climate change adaptation and sustainable business management. HNEE has been EMAS-certified since 2010, has been certified as a family-friendly university since 2008, has adopted innovative climate protection management since 2014, and most recently was awarded the European EMAS Award for exemplary eco-management in 2017.

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CHECKLIST YOUR BUDDY CAN GIVE YOU A HAND

Inform Ms. Stefanie Lüdicke (Welcome Centre) about the date of your arrival welcome@hnee.de

Pay your administration/semester fee

Registration at office of one of the statutory health insurance companies

Registration and enrolment at the Student Support Service at the HNEE

Look for your accommodation at the students' residence

Registration at city hall, documents to take with you: rental agreement & passport

Open a bank account (free of charge for students)

Registration at office for foreigners

Find out the date of the introductory course

Get the course catalogue

Get general information (brochures)

Get in touch with the department coordinator and get information on Accompanying programmes (IFEM/FIT/GCM)

Go to the „Feierliche Immatrikulation“ at Haus Schwärzetal

Go to the „Students welcome“ at the market place and taste German food (wild boar, crullers)

Participate in the „Campus rally“

Registration at the HNEE library

Get into contact with Horizonte e. V.

Find out about university sports



BUDDY PROGRAMME AND WELCOME CENTER

In order to make your arrival at Eberswalde as smooth as possible, and to help you cope with applications, translations, forms and bureaucracy, the Welcome Centre at Eberswalde University has initiated a Buddy Programme which is free of charge. German and English-speaking students at HNEE are available to support you as Buddies. They can accompany you to offices and help overcome other bureaucratic hurdles. He or she can show you around the area (campus, city, halls of residence...) and help you integrate into student life. The Buddy Programme offers an excellent opportunity to learn more about German culture and German traditions. The Welcome Centre is part of the Student Support Service department & International Office and organizes a number of welcome events for international students. If you would like to stay informed about our current events, please sign up to our facebook group „International Students HNEE“.

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Location: City Campus, Building 5, Ground Floor

Contact: welcome@hnee.de | +49 3334 657-180 | www.hnee.de/incomings | Facebook: International Students HNEE

ENROLMENT

You applied for one of the HNEE degree programmes and you have been admitted by the Student Support Service. However, you are not officially a student yet. The Immatrikulationsbescheinigung (certificate of enrolment) and the Green Card (your Student ID) are evidence of your student status.

Students are usually enrolled by post before arriving in Eberswalde. If you did not submit all documents for enrolment, you must go to the Student Support Service (Building 5, City Campus) as soon as you arrive in Eberswalde. They will give you your confirmation of enrolment and your Green Card.

In order to enrol, please bring along the following documents: **letter of admission at Eberswalde University, valid passport with valid visa or residence permit (for non-EU students), one passport photo, proof of health insurance.**

You must remember to re-register each semester and pay your semester fees. Further information will be provided by e-mail (Student Support Service).

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HEALTH INSURANCE

Anyone wanting to study in Germany needs health insurance – without this you won't be able to enrol in a German university and at Eberswalde University.

Some students will be able to use their health insurance from their home country; others do not have access to their local health insurance and will need to obtain insurance in Germany. There are several options of health insurance conditions you can apply for during your studies in Germany. More information about health insurance can be found on the website of the German Academic Exchange Service (DAAD): www.daad.de.

The Welcome Centre of the Students Support Service department also provides assistance in organising health insurance.

REGISTRATION AT MUNICIPAL REGISTRATION OFFICE AND WELCOME MONEY

Within two weeks after moving to Eberswalde you have to register with the registration office (Einwohnermeldeamt/Bürgeramt). The registration or change of address notification with the registration office is mandatory for everyone who moves into an apartment or moves apartment within Germany. The registration office of Eberswalde is located close to the City Campus, across the market place and in the City Hall (Rathaus). There you will get a confirmation of residency (Meldebescheinigung) which you need e.g. for applying for a student residence permit or to open a bank account. There is no charge for registration. Please do not forget to take the following documents with you to the registration:

- Passport/Identity Card
- Rental contract

Please note that at the end of your programme when leaving Eberswalde, you have to de-register at this office.

To help you get started in your new life as a student, the City of Eberswalde offers a welcome gift of € 80 for the first semester and € 50 for each following semester for the duration of your course (maximum ten semesters). You only have to register Eberswalde as your principal residence. Use the relevant application forms from the City Hall and bring your valid ID/passport and admission letter/ certificate of enrolment to apply for the money.

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Contact: Local Municipal Office „Bürgeramt Eberswalde“ | Breite Straße 41-44

Opening hours: Mo. 7:00 am–2:00 pm | Tu. 8:00 am–6:00 pm | We. 8:00 am–12:00 pm

Th. 9:00 am–6:00 pm | Fr. 8:00 am–12:00 pm



APPLYING FOR A RESIDENCY PERMIT AT THE FOREIGNERS' OFFICE

International students who do not come from the European Union, the European Economic Area or from Switzerland require a residency permit for study purposes. This must be applied for after registering at the city of Eberswalde at the Foreigners' Office (Ausländerbehörde). This Office can be found in Building E of the District Administration (Kreisverwaltung, car park Goethestraße at the corner of Pfeilstraße). We recommend making an appointment by telephone!

Bring the following documents:

- Certificate of registration from the residents' registration office (Einwohnermeldeamt)
- Passport photograph
- Admissions certificate or HNEE student registration certificate
- Evidence of health insurance
- Evidence of financial support and/or evidence of a stipend or grant
- Confirmation of HNEE regarding standard period of study

If you need help, please contact the Welcome Centre in the Student Support Services department!

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Contact: Local Foreigners' Office | Paul-Wunderlich-Haus | Am Markt 1 | +49 3334 2141426

auslaenderbehoerde@kvbarnim.de

Opening hours: Tu. 8:00 am – 6:00 pm | and on appointment

ACCOMMODATION & GEZ



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There are a number of accommodation options in Eberswalde. Be it in halls of residence, which are operated by the Studentenwerk Frankfurt/Oder (student service organisation), in student flat-sharing, or in your own flat which is managed by a housing association.

When making a decision, it is also important to consider whether you would rather live in the city centre or more on the outskirts close to the edge of the forest. The cost for rent lies between approximately € 150 to € 300 per month, depending on size, location, and furnishing of the room or flat.

You can find information online.

- Halls of Residence: www.studentenwerk-frankfurt.de
- Flat-sharing Ads: www.hnee.de/kleinanzeigen further „Wohnungsanzeigen“ www.wg-gesucht.de

Once you are registered in Germany, you will be obliged to pay for a TV license (GEZ-Gebühr). You will receive a letter after a few months following registration asking you to pay this fee. You should observe this request immediately and not wait for reminders. You can get further information at www.rundfunkbeitrag.de. In case of difficulties, please contact the Welcome Centre at the Student Support Service department (welcome@hnee.de).

Registration in Student Apartments for Internet: Telta Citynetz | +49 3334 277-500 | info@telta.de | www.telta.de

STUDENT SUPPORT SERVICE DEPARTMENT

The Student Support Service is the central office for student information, registration and important deadlines. Student applications are checked and approved here. It also organizes enrolment of German and foreign students and renewals of registrations. The Examination Office is part of the Student Service.

Location: City Campus, Building 5, Ground Floor

Contact: studieren@hnee.de | www.hnee.de/Studierendenservice | +49 3334 657-134

Office Hours: Mo. to Th. 11:30 am–12:30 pm and 1:30 pm–3:00 pm

INTERNATIONAL OFFICE

The International Office is responsible for international relationships with universities abroad and coordinating student exchange programmes for all faculties. It can provide you with information on international internships, semesters abroad and applications for scholarships and other financial aid (e.g. DAAD, Erasmus).

Location: City Campus, Building 5, Ground Floor

Contact: international.office@hnee.de | www.hnee.de/internationaloffice | +49 3334 657-137



EMMA*nzipation!

Take control of your studies!

On the HNEE website, you will find a link to EMMA+ (emmaplus.hnee.de) in the upper right-hand corner. You are probably already familiar with the Campus Management System EMMA + from your online application. It has been continually upgraded since its introduction and adjusted to the needs of students. For example, there is a virtual learning space for every course, in which you can access and download teaching and learning materials, upload your own documents or participate in discussions. In the personalized area (MEIN EMMA), you can view your own study and examination results in addition to your study plan, up-to-date courses and examination dates. On EMMA+, you can thus carry out time- and location-independent examination registrations, and registrations for compulsory elective modules, and download registration and academic achievement certificates. All these data are of course protected and are only personally and discreetly accessible. In addition to the learning spaces and the personal spaces, there is also a public space in the so-called university portal, which is used by the Students' Union, learning and working groups (AGs) as well as lecturers, and in which you can become active yourself. Just take a look for yourself at EMMA+, try it out and let the EMMA+ team know what you like and what could be improved. Thanks!

For the compulsory elective and optional modules, you register via EMMA during the first week of lectures (Monday to Wednesday). You can receive information and support by the respective colleagues of each faculty (Officer for Quality and Organization) or in the support and feedback area on the university portal.

Contact

Faculty of Forest and Environment mike.wiebrock@hnee.de

Faculty Landscape Management and Nature Conservation olaf.goldschmidt@hnee.de

Faculty Wood Engineering mario.teichmann@hnee.de

Faculty Sustainable Business kristin.baier@hnee.de

System administrator sven.simon@hnee.de und katrin.haggenmueller@hnee.de

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CITY CAMPUS

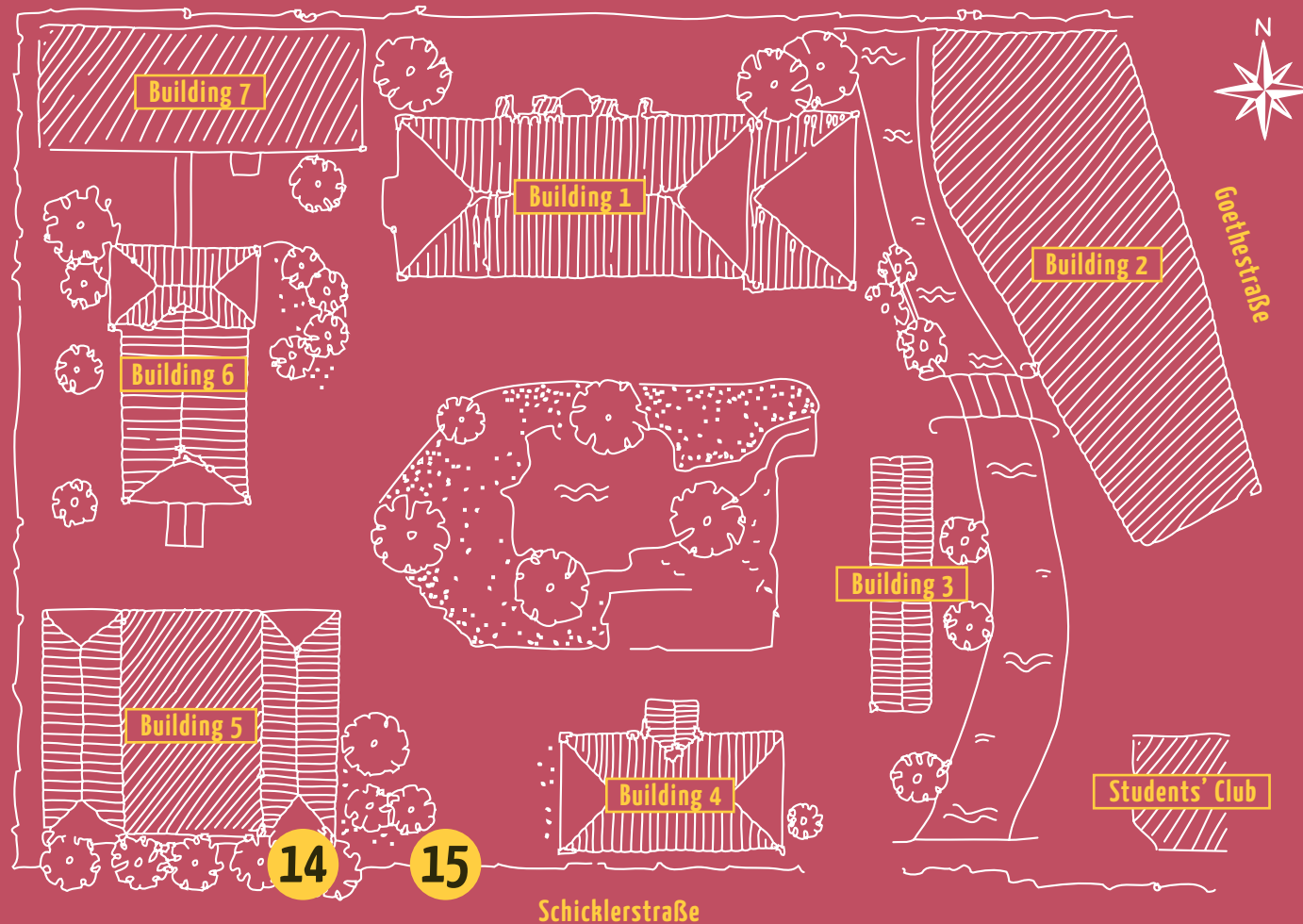
Faculty Landscape Management and Nature Conservation
 Faculty Sustainable Business
 Library
 University Communication
 University Leadership and Auditorium
 University Administration
 Student Support Service Department & International Office
 IT Service Centre
 Cafeteria (Studentenwerk Frankfurt/Oder)
 Language Centre
 Students' Union (AStA)
 Human Resources Department
 Post Office
 International Office
 PC-Pools

Building 1 & 5
 Building 2
 Building 7
 Building 6
 Building 6
 Building 2
 Building 5
 Building 5
 Building 2
 Building 3
 Building 4
 Building 2
 Building 3
 Building 5
 Building 5

To the train station Eberswalde/Exit A11

Friedrich-Ebert-Straße

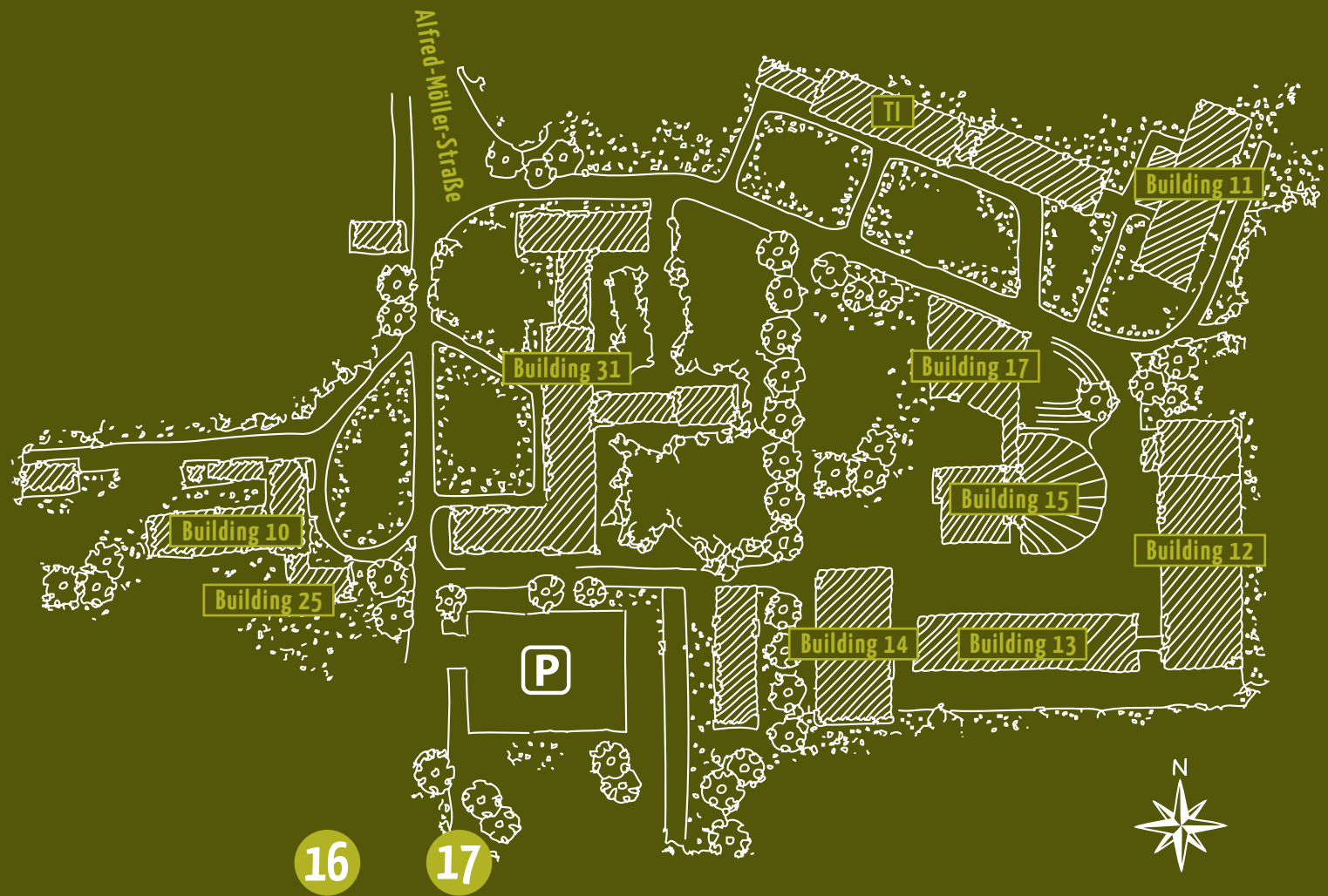
To the city centre



FOREST CAMPUS

Faculty of Wood Engineering
 Faculty of Forest and Environment
 Start-Up Centre
 Career Service
 Technology and Innovation Consulting Office (TIB)
 IT Service
 Thünen Institute of Forest Ecosystems (TI)
 Forestry Research Institute of the State of
 Brandenburg (LFE)
 Institute for Materials Testing Brandenburg (MPA)
 Cafeteria (Studentenwerk Frankfurt/Oder)
 Technology Centre
 Wilhelm-Pfeil-Auditorium
 Central Ecology Laboratory
 Joinery
 PC-Pools

Building 12
 Building 11
 Building 10
 Building 25
 Building 25
 Building 11
 TI
 Building 31
 Building 13
 Building 17
 Building 12
 Building 15
 Building 10
 Building 14
 Building 11 & 12



EBERS WALDE

BIOSPHERE RESERVE SCHORFHEIDE-CHORIN

1 Train Station and Bus Station Eberswalde

2 Market Square

3 City Campus

4 Forest Campus

5 Student Accommodation Beeskower and Strausberger Straße

6 Student Accommodation Bernauer Heerstraße

7 Functional Building Forest-Botanical Garden

8 Hospital

9 Municipality (in the town hall)

10 Post Office

11 Cinema Movie Magic

12 Public Library

13 House Schwärzetal

14 Leisure Pool "baff"

15 Forest-Botanical Garden

16 Zoo

17 Student Accommodation Schwappachweg

Eberswalder Straße to
A11/E28 (Exit Finowfurt)
and Werbellinsee

Technology and Trade Park

Nordend

Brandenburgisches Viertel

Westend

Ostend

DB to Berlin

L23 to
Bernau und Berlin

L168 to
Frankfurt/Oder

DB to Stralsund und Szczecin

L23 to Kloster Chorin,
Schwedt/Oder und Szczecin

Oder-Havel-Kanal to
Schiffshewerke Niederfinow

Finowkanal

NEB to
Frankfurt/Oder

L167 to
Bad Freienwalde

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Bergerstr.

Eisenbahnstraße

R.-Breitscheid-Str.

Grabowstr.

Ruhner Str.

Schicklerstr.

Pfeilstr.

Fr.-Ebert-Str.

Breite Str.

THE UNIVERSITY ONLINE

Of course, you can also find the University for Sustainable Development Eberswalde on the internet! Let us know what moves you, watch videos of student projects on YouTube, or find out about life in Eberswalde on the study portal Studieren-in-Eberswalde.de.

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Facebook Page: News from the University and Eberswalde | facebook.com/HNE.Eberswalde

YouTube Channel: Videos of student projects, student profiles, lectures and interviews
youtube.com/HochschuleEberswalde

Facebook HNEE Forum and International Students HNEE Forum: Students helping students, all about studying, living and life in Eberswalde

facebook.com/groups/hneeforum | facebook.com/groups/international.students.hnee

Study Portal: Places to go, virtual tours on the forest and city campus, alumni profiles
studieren-in-eberswalde.de

HNEE Websites: classified ads, events calendar, accommodation portal and much more...

hnee.de/kleinanzeigen
hnee.de/Veranstaltungen
hnee.de/wohnungsanzeigen

Semester Dates | www.hnee.de/semestertermine

www.hnee.de/info

The internet site of HNE Eberswalde contains everything the student's heart desires and is the quickest route for all required information. If you are looking for a bicycle or need furniture, you can easily place a „looking for“ or „offering“ ad on www.hnee.de under the heading Aktuelles-Kleinanzeigen. On the info page www.hnee.de/info, you can discover everything else that is going on at the university (concerts, readings, activities, parties etc.).

University Choir

The university choir sings at university events and on other occasions. New students who like to sing are always welcome. The choir rehearsal dates can be found at the beginning of the semester on the information page of the university.

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University Orchestra

The HNEE Orchestra has been playing since Christmas 2013. Our conductor contributes to the cheerful mood by ensuring the perfect interplay of the orchestra. We, usually 16 musicians, would be happy to welcome further musicians with strings and wind instruments. Rehearsals take place on Wednesdays at 8:00 pm in Building 4 or in the auditorium.

Improvisation Theatre

The Freie Studentenbühne Eberswalde (FSE) is an independent theatre group at the HNEE. It includes students and theatre enthusiasts, who act together (and sometimes against each other!). You can see the improvisation theatre play on stage every month at the Studentenclub or on diverse other occasions. The dates are on the Info page. And if you'd like to join in, contact us!

„Sonntatort“

Want to join others in watching the German crime series Tatort on a Sunday evening? You can do that at the student club. From 8:15 pm on, you can get comfortable.

HORIZONTE e.V.

Horizons (Horizonte) stand for perspectives and visibility limits – of which we know there are many. In order to expand these – to take a look at life from another position, another culture, and another history and to thus promote a more tolerant togetherness – this is the aim of the association.

Activities take place twice a month, such as cooking together, or foreign students giving talks about their home countries, or we just sit and chat. We plan joint excursions (e.g. to Berlin or cycling tours to the surrounding areas) and of course parties (e.g. Christmas party) and much more.

Projects

Geography live: The project has existed for 16 years; in cooperation projects with schools in Eberswalde and surroundings, the association aims to promote intercultural learning. Association members and in particular foreign students organize lessons in which they introduce a particular country. In this way, pupils discover lots of new information about different countries and cultures in a more descriptive way.

Intercultural buffet: The intercultural buffet has been taking place every November since 2012. Here, German and international students prepare dishes together, which are then presented and explained at the buffet and, of course, eaten together.

Sprachcafé: The language café (Sprachcafé) has been running since 2016, and takes place every second Tuesday from 4:00 pm to 8:00 pm in the city library in the Citizens' Education Centre Amadeu Antonio Eberswalde. Here, people meet up to learn different languages and to chat with others. There is a table for each language, and coffee, tea, cookies and muffins are served.

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Contact: horizonte@hnee.de | +49 3334 657-167 | Geography live: astrid.schilling@hnee.de

THE LANGUAGE CENTRE

In our interconnected, globalized world, strong language skills are a must – whether for work, study or play. The University's Language Centre offers an exciting range of fun and practical language courses at different levels to help you succeed wherever you want to go. If you want to improve your German language skills, check out our German courses. Need more information about language learning at HNEE? Have a look at our website www.hnee.de/language-centre We look forward to meeting you.



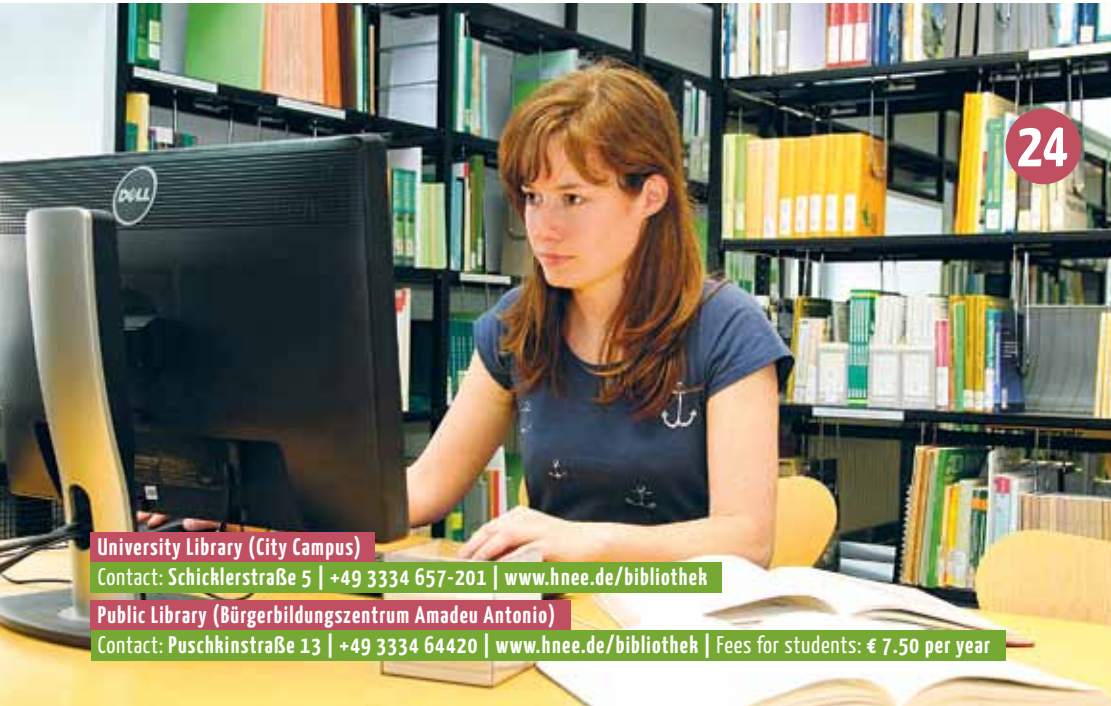
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Location: City Campus, Building 3

Contact: sprachenzentrum@hnee.de | +49 3334 657-404

LIBRARIES

Do you need books for your studies? Then don't rush out and buy them all. The university library has a lot to offer. In the library on the City Campus, you will find literature and information on all specialist areas as well as reading zones, internet workplaces for database research, carrels for undisturbed study, photocopiers and scanners. On request, the library offers introductions to the library and OPAC/database training (in German) to all new students who are interested. Information on this can be found at the borrowing desk. You can also look through the city library.



University Library (City Campus)

Contact: Schicklerstraße 5 | +49 3334 657-201 | www.hnee.de/bibliothek

Public Library (Bürgerbildungszentrum Amadeu Antonio)

Contact: Puschkinstraße 13 | +49 3334 64420 | www.hnee.de/bibliothek | Fees for students: € 7.50 per year

ITSZ

The IT Service Centre (ITSZ) is there to provide support if you need help with one of the HNE printers, if something is wrong with your e-mail accounts, or if you can't log in to the campus WLAN. In addition, the ITSZ is the point of contact for different software licences and technology loans. You can find more information on the website. Of course, the ITSZ can be reached by mail at any time, but you can also make a personal appointment – it costs nothing to ask.



Location: City Campus, Building 5, First Floor, Rooms 102-105

Contact: itsz@hnee.de | +49 3334 657-272 | www.hnee.de/itsz

SUSTAINABILITY MANAGEMENT

If you have the term Sustainability in your title, you also have to stand behind it as an organization. Sustainability does not just have a place in our teaching and research, but is also practiced at the university and in the social interaction between employees and students. Our sustainability officer is THE point of contact if you wish to become involved in the sustainable development of our university.

Thus, we have been validated since 2009 for our exemplary environmental management in accordance with the European environmental seal EMAS. We even received the EMAS Award in the category „small organizations in public administration“ by the EU Commission in 2010; the first German university to receive the award – a huge success! Since 2014, we have disclosed the way in which we develop sustainably as a university in the report on sustainable development. This report combines the former university, teaching and research report as well as our environmental declaration. We now present this in one integrated document every two years, and follow our sustainability principles.

The principles of sustainable development were initiated and formulated by the Round Table on Sustainability HNEE Development – a cross-university, self-organized initiative, which works closely with the university committees – and adopted by the Senate. We would like to act as a role model and also further develop our experience and knowledge with partners, and convey these externally. Since 1 March 2018, the compensation project is a Gold Standard certified climate protection project.

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Committed to the goal of being a climate-friendly university, we have been carbon-neutral since 2014! In October 2014, we signed a cooperation agreement with Ivakale e. V. (which was, incidentally, founded by HNEE alumni!) to compensate for unavoidable CO₂ emissions in a clay stove project in Kenya. The project is closely integrated into teaching and research at HNEE. Sustainability management thrives on new ideas and constructive improvement suggestions. So if you would like to become involved in a more sustainable cafeteria catering, environmental-friendlier modes of transport or a climate-friendly university, just come along to the next Round Table! This takes place once or twice per semester. The dates are published online on the HNEE Info page. You are very welcome to take part and to get actively involved in the process!

Contact: herstin.kraeusche@hnee.de | +49 3334 657-228 | www.hnee.de/nachhaltig

FAMILY-FRIENDLY UNIVERSITY

Our university would like to support students with children and students who care for a relative in finding a good balance between their studies, work and private life. For this reason, the coordination office Family-friendly University was launched in 2007, which offers individual advice to students at HNEE who have family obligations.



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It also works closely with the student services organisation Frankfurt/Oder, which is responsible for the social affairs of students. With regard to optimized childcare, the HNEE cooperates with childminders in Eberswalde and the city of Eberswalde itself. This has led to the nature-educational approach of the city-run childcare centre „Sputnik“ and the establishment of a branch childcare centre at the Forest Campus.



The HNEE is also investing in the development of family-friendly structures. Thus, there are well-equipped parent/child rooms at the Forest and City campuses, with changing and breast-feeding rooms, play and relaxation areas, and further changing rooms in many WC anterooms. In addition, there are loanable laptops, a parent workspace in the library, and play areas in the cafeteria for a relaxed lunchtime.

The parties at the Family-friendly University are popular. The Christmas party in the auditorium, the family brunch in the Forest-Botanical Gardens and the welcome meeting for HNEE parents all take place at the beginning of each semester. Information on the events, grants for studying parents, new regulations or family-friendly university programmes can be found on the HNEE website at www.hnee.de/familie and in the newsletters of the HNEE parent network, which you can register for by e-mail.

If you have questions or suggestions, or if you require support or advice, please contact the:

Family-friendly University: Vera Clauder

Contact: familie@hnee.de | Tel.: +49 3334 657-143 | www.hnee.de/familie

The Family-friendly University cooperates closely with the equal opportunities officer Dörte Beyer. Ms Beyer is also the anti-discrimination officer at our university and manages the Diversity Project at the HNEE.

Equal Opportunities, Anti-discrimination and Diversity: Ms. Dörte Beyer

Contact: doerte.beyer@hnee.de | +49 3334 657-106 | www.hnee.de/diversity

CAREER SERVICE

You're at the beginning but want to know what happens at the end?

The earlier you address your own competencies during your studies, the better. Unless you know yourself and your competencies, you won't know what needs to be addressed. We would like to help you with this, right from the start: In individual counselling sessions, we reflect on your personal background together, support you in the overall application process and optimize your application documentation. Our free-of-charge training sessions help to provide optimal preparation for your career entry. You will also receive first-hand information, e.g. on the issue of salary or job searches.

Contact: career@hnee.de | +49 3334 657-457 | www.hnee.de/career

Opening hours: 1:00 pm – 3:00 pm | and on appointment

Location: Forest Campus, Building 25, First Floor



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START-UP CENTRE

GET OFF TO A FLYING START WITH OUR HELP!

From the first idea to founding your own company: the Start-Up Centre (GründungsZentrum) at HNEE is your first point of contact for all questions about business start-ups and self-employment. We provide individual counselling, give information on funding opportunities, support small and large start-ups from idea to implementation. The Start-Up Centre provides help free-of-charge and is aimed at students, alumni and scientific staff from all faculties at the University. Take a look through the information material or take part in the free lectures and workshops on a range of start-up topics. Do you already have a concrete idea? Then Start-Up check is the place for you. In a three-day training session, you will acquire the basic knowledge on starting up a business on the one hand, but you will also examine in detail your ideas together with the coach and other participants on the other. Interested? Then take the first step and come to an orientation chat to the Start-Up Centre! In the meeting, you will receive initial feedback on your idea, tips for implementation and suggestions on what to do next. After that, we can provide you with experienced coaches, who will give individual and free-of-charge consultation. You will also receive information on support and funding opportunities.

We provide individual and free advice up to the time of your start-up. Use this opportunity and register with us!

Contact: gruendungszentrum@hnee.de | +49 3334 657-454 | www.hnee.de/gruendung

Location: Forest Campus, Building 25, First Floor

UNIVERSITY POLICY EXPLAINED

UNIVERSITY LEVEL | This is where decisions are made that are important for the whole university.

PRESIDENT | manages the university | The Presiding Committee counsels the President.

PRESIDING COMMITTEE | discusses all important university issues. Members: President, Vice-President, Dean, Chancellor, Equal Opportunities Officer, Student Vice-President. The Senate elects the Vice-Presidents.

SENATE | hears the report of the President, passes new university statutes, decides on new professors, new degree courses etc. | Members: e.g. two students. The Senate elects the Vice-President and the President.

STUDENT VICE-PRESIDENT | The Student Vice-President takes part in the regular meetings of the Presiding Committee and represents the interests of the students.

STUDENTS UNION (ASTA) | nominates the Student Vice-President, decides on what to do with the students fees, organizes events, is networked in university policy etc.

FACULTY LEVEL | Here, decisions on the individual faculties are made, which are only important at this level

DEAN | Heads the faculty | The Deanery counsels the Dean.

DEANERY | discusses all important faculty issues | Members: Dean, Vice-Dean, faculty representatives

FACULTY COUNCIL | hears the report of the Dean, decides on new professors, decides on changes to study and examination regulations etc. Members: e.g. two students | The Faculty Council elects the Dean

STUDENT COUNCIL | represents the interests of the student body of a faculty, decides on the students fee, organizes events | This Council is elected by the students of each faculty – you can also stand for election! You can find up-to-date information on the Student Council website of each faculty: www.hnee.de followed by: /fsr_wum oder /fs-hote oder /fs_lanu oder /fs_nawi

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STUDENTS' UNION



The Students' Union (AStA) is a body of the so-called constituted student body, to which all students automatically belong. Its purpose is to represent student interests externally, i.e. vis-à-vis the University and outside, e.g. in regional politics. Every year, you can elect the members of the Students' Union and of course stand for election yourselves. The Students' Union represents the interests of the student body in a number of ways. It takes a position on university policy issues and works together with the other university councils.

In addition, it promotes political education and the social, ecological, music and sports-related interest of students. If you would like to introduce student initiatives and projects and require help to do so, you can submit an application for support at AStA. The applications are discussed in public meetings that take place every two weeks during semester time. There is financial support as well as logistic support available.

You can find more details on the website of the Union or on EMMA. In order to fulfil its tasks, AStA establishes the student body budget. Currently, all students pay a membership fee of € 8. The members of AStA work in so-called units, in which they carry out a range of tasks, e.g. finances, social issues, university policy and much more.

In addition, there are working groups, in which non-members can also participate actively. Once per semester, AStA organizes the Student General Meeting (SVV). This is the highest committee of the student body and constitutes a quorum when at least ten percent of students are present.

If you would like to discover more about AStA, its members and its tasks, or if you would like to become active yourself in order to improve the university, then you can find information on our website, or just write us an e-mail and/or attend one of the AStA meetings.

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Service

Party equipment rental (lighting, music, projectors, pavilions, beer benches, BBQ) | Semester ticket and semester ticket exemption | signatures for hardship loan applications to the Students' Union | University sports | Administration of the dog kennels | Welcome of newborns

Activities

Cooperation with University management and the university councils for the improvement of study conditions | cooperation with the AStAs at other Brandenburg universities and joint interest representation vis-à-vis the Ministry of Research, Science and Culture | Support of faculties | Financial and technical support of student initiatives | Carrying out the Student General Meeting | Organization of the Campus party

Facts

Members: up to 15
Term of Office: 2 semesters
Elections in January

Contact: asta@hnee.de | Office: City Campus, Building 4, Top Floor | www.hnee.de/asta
Minutes: EMMA+ > Hochschulportal > AStA > Protokolle



FAIR CAFÉ

The Fair Café was established in 2007 by students as a student initiative, with the intention of informing ourselves and others about fair trade and possible forms of a fairer world economy, and to build a bridge between producers and consumers. Since then, the Fair Café is open once a week in the Student club – for all students, lecturers, and Eberswalde residents. You can sample a variety of coffees, teas and chocolate specialities from fair trade and organic farming, enjoy homemade cake made with fair trade and organic ingredients, hang out in pleasant company, with good music and much more. You determine the „fair price“ according to your financial means. We recommend between € 0.50 and € 1.50 for each drink. The revenue from our voluntary work is put into the furnishing and equipment of the café as well as into social, ecological and cultural projects, such as in Brazil but also here in Eberswalde.

We would also like to continue to donate revenue to projects and/or organizations or cooperatives, and to involve the customers of the Café through transparency and good communication.

Together, we want to look at the bigger picture. To this end, we organize occasional lectures, activities and information events. All Eberswalde newbies and your new ideas are warmly welcome. Depending on your time and mood, you can join in baking cakes, take over voluntary shifts at the Fair Café or contribute your own fair ideas and projects!

Your Fair Café Team is looking forward to you!

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Contact: fair-cafe@hnee.de

Opening Hours: We. 2:00 pm – 6:00 pm in the Schöpfungswerk (Schöpfungstr. 5)

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Over 15 years ago, the Studentclub Eberswalde e.V. was initiated by students with the aim of enriching student life, and has been operated by a committed group of students, Eberswalde residents and working people.

At the Studi, you can unwind at the end of the day at the bar, enjoy lengthy game evenings, get on stage with improvisation theatre, experience bands with a range of music styles, play table football matches, listen to readings, meet up and chat with others in your initiatives, or compete with your team in our monthly pub quiz. Four times a week, we host a bar evening, which is spiced up with a little extra, such as drink specials or particular music genres on the respective evening.

The Studentclub Eberswalde is organized as a self-supporting association, which offers its members the opportunity to become involved in a variety of ways. Different groups plan events and concerts, or coordinate advertising and public relations. This also includes aspects such as purchasing, and the maintenance of the club. In addition, there are the shifts on days on which the Club is open.

We are always looking for committed and active club members! The Club offers the space and opportunity to organize your own events, such as concerts, readings, film screenings, slide shows, tournaments and much more. All according to the motto: Right in the middle of it all, not at the sidelines! How to become a member? Just come by to the Club and get some information.

Contact: Schicklerstraße 1 | studclub@hnee.de | www.facebook.com/studentenclub.ew

STUDENT CLUB EBERSWALDE



ACTIVE GROUPS

Many students at HNE Eberswalde are involved in student initiatives in their free time. We will introduce a few of these in the following. Of course, German is spoken in the groups, but many students have good English-language skills, so that there is nothing in the way of your joining up, and you might even improve your own German skills.

ALNUS e.V.

The Arbeitsgemeinschaft für Landschaftspflege, Naturschutz, Umweltbildung und Stadtökologie (Working Group for Landscaping, Nature Conservation and City Ecology), for short ALNUS e. V., views itself as a practical platform, in which you can apply the knowledge acquired during studies, or try things out under instruction. In the ALNUS groups you can do the following, among other things: **communal gardening, bring children and young people closer to nature, press juice from windfall fruit for the community.**

New ideas and members are always welcome.

Contact: alnus@hnee.de | www.alnus-eberswalde.de

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ZUKUNFT WOLF

The group members include people who are interested in wolves. Everyone who would like to support the acceptance of the natural return of indigenous species is warmly invited to join the club. Prior knowledge is not required. In addition to regular meetings, the group organizes public events, expands its knowledge in seminars, and gains experience on excursions. Furthermore, they strive for a national and international exchange of ideas. The aim of Zukunft Wolf (Future of the Wolf) is to establish wolves in the population as normal wild animals alongside other animals, and to thus guarantee conflict-free coexistence.

Contact: **NABU Kreisverband Barnim | Fachgruppe Zukunft Wolf**
zkw@nabu-zukunft-wolf.de | www.nabu-zukunft-wolf.de

CAMPUSGARTEN

Inspired by concepts of Urban Gardening, several small plots developed in spring 2014, which rapidly expanded to the Forest and City campuses and led to the founding of our initiative. In this regard, we are active in the areas of plot and plant rotation, compost and seeds, mushroom cultivation and bee hotels, tree and shrub conservation, greenhouses and pizza oven construction at the Forest Campus.

Our vision ranges from colourful wild herb meadows to log-block plots and pumpkin hoops. We are an open group and are pleased to welcome new members, as well as new ideas and support.

Just contact us gardeners, come to our two-weekly meetings, or write to us!

Contact: campusgarten@hnee.de | www.hnee.de/campusgarten

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GEMEINSAM LANDWIRTSCHAFTEN

Regional, seasonal, consistent, bio-dynamic, direct and self-organized: that means, independent of commerce and the food industry. We are a mutual support community for vegetables and dairy products. With the motto „Sharing the Harvest“, we aim at a social form of farming, the CSA principle (Community Supported Agriculture).

If you've always wanted to have fresh tasty vegetables from the region and season, then join in and get your share of the harvest.

The vegetables and raw milk products come from local farms. Deliveries are made every Wednesday. The delivery and distribution location is at City Campus of the HNEE.

Contact: www.hnee.de/gela | gela.eberswalde@hnee.de

NATUR FREUNDE

Our topics include environmental education, political commitment, nature conservation, diversity and tolerance.

So far, two working groups have formed within our association: The AK Politische Aktion (Political Action Working Group) has the aim of causing a stir and making people stop and think by means of diverse creative activities. The AK Umweltbildung (Environmental Education Working Group) aims to entice primary school children in Eberswalde to discover, explore and understand the world on their doorstep together. Group life doesn't come up short, either – with activities such as hiking tours, parties at the campfire, or cooking together, we celebrate coming together as such and always look forward to old and new faces!

Contact: naturfreunde@hnee.de | www.facebook.com/NaturFreundeEberswalde



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ekla*t

The current grievances of our political and social systems are obvious. That's why we are committed to climate justice and system change. Without doubt, action is necessary to counteract the negative developments. Through events and activities we want to call attention to climate political topics. We want to encourage people to take action and promote change.

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You also want to be active?

Please send your E-Mail to eklat@hnee.de

THINK FAITH EXPERIENCE

The SMD (Studentenmission in Deutschland e. V.) is a Germany-wide network of Christians, be it Catholic, Protestant – or neither, we are open to everyone who is interested. We meet every week to exchange thoughts on our everyday lives, our studies, and our faith in God, to have discussions, to pray and in particular to experience. The church service at the beginning of term is a small tradition. We also offer open topic evenings, prayer meetings and of course the legendary walk and dine – a culinary stroll through the city's shared flats. You can find information on our website or the HNEE events calendar. If you are interested – just come by!

Contact: smd@hnee.de | www.hnee.de/smd

SPORTS FOR ALL!

If, over the next few months, you get tired of just sitting at the computer and sweating over your books, if you feel the need for exercise and want to do more for your body than just lifting a beer bottle, then we highly recommend getting involved in university sports.

The association Hochschulsport e.V. has the aim of improving the sports programme at the university and to offer a forum for all those interested in sports. As part of this, city and district sports halls can be rented at a more reasonable rate. In order to participate in university sports, you have to become a member of the association. This costs € 10 per semester, but will offer many benefits, including the opportunity to hire one of the six association-owned canoes/kayaks for only € 5 per day, and free admission to the sports halls.

The following university sports are available:

aikido, badminton, basketball, bouldering, archery, capoeira, football, table tennis, volleyball, dancing, pilates, rugby, windsurfing etc. We welcome new ideas and your support: if you would like to offer any other sports or would like other sports to be offered, then get in touch! If this is not enough, just take a look at the following pages...

Contact: thomas.kolling@hnee.de | www.hnee.de/hochschulsport

Membership fee per semester: € 10



ON YOUR BIKE!

Tours of the surrounding area

Eberswalde · Kloster Chorin · Brodowin · Liepe

The starting point and destination of this approx. 35 km tour is at the town square of Eberswalde. Ride north towards Angermünde – a cycle path begins behind the railway tracks (junction Oderberger Straße), which takes you directly to Chorin (9 km). There, you can visit the Zisterzienser monastery, which was built in the 13th century. Then roll down the hill on the banks of the Amtsee lake and follow the curve onto the forest path towards Brodowin (6 km). The cobblestone road leads you through a beech grove. After approx. three kilometres, the forest turns into the idyllic cultural landscape of Brodowin. The surroundings of the eco-village “Ökodorf” are perfect for a picnic. From Brodowin, head southwards towards Liepe (6 km). Through the forest again, past kettle-hole mires and the Liepe forester’s lodge. In Liepe, keep to your right and follow the street towards the ship lift. From the old ship lift, there is a great view across the countryside and the construction of the new ship lift. Now follow the road towards Niederfinow and then continue along the Treidelweg alongside the Finow Canal back to Eberswalde (13.5 km).

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Rent a bike? Have you thought about renting a bicycle while you stay here?

Well, get in touch with the Students’ Union (AStA) of our university: asta@hnee.de

Flat tyre? Go to...

RADhaus Kattanak | Eisenbahnstraße 87 | www.radhaus-online.de

Fahrrad Müller | Karl-Marx-Platz 1A | www.fahrrad-mueller-eberswalde.de



WHEN YOUR STOMACH IS GROWLING

... AND YOUR THROAT IS DRY

Here are some gastronomical tips,
in case you are sick of cafeteria food,
if your fridge has let you down,
or Mum and Dad are on their way,
or if you just want to meet up
with a few friends.

Clubs, Bars & Pubs

Studentenclub Schicklerstraße 1 (next to City Campus)

Mundtshof Schicklerstraße 1, in the near of student club, cozy and rustic pub with small food offer

Matisse - Quartier No.7 Steinstraße/Corner Kirchstraße (Altstadtcarrée)
delicious Cocktails, Snacks, Food and Art in the Bar with a patio

Alte Brauerei Eisenbahnstraße 27 | German Cuisine

Kleinschmidt Eisenbahnstraße 94 | Café and Bar, chill out in the backyard garden

Weinkontor Maaß in der alten Ofenfabrik Friedrich-Engels-Straße 14 | wine to taste and take away

Haltestelle Ruhlaer/Corner August-Bebel-Straße | Billard and cheap beer | Bar for Smoker

Exil Jugend- und Kulturverein Am Bahnhof Eisenspalterei | the alternative Concert- and Partylocation

Cafés

Café Gustav on the town square | one of the nicest places in town

Bäckerei und Café Wiese across the University Library on the City Campus | Croissants on Sunday

Uckerland Eismanufaktur Friedrich-Ebert-Straße 9 | delicious organic ice-cream to go

Eiscafé Venezia on the town square | lovely to sit outside during summer time

Stadtcafé An der Friedensbrücke 22 (on the market)

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Restaurants

Shiva Kreuzstraße 1 (next to the Rathauspassage) | Indian food with Students discount

Pizzapoint Eisenbahnstraße/Corner Friedrich-Ebert-Straße | Pizza, Pasta and more

ProbierMahl Steinstraße 1 (across Matisse) | German Cuisine with seasonal offers

Restaurant Wilder Eber Heegermühler Straße 12/16 | rustic, saisonal-domestic food offer, beer garden

Bistros (Fast Food)

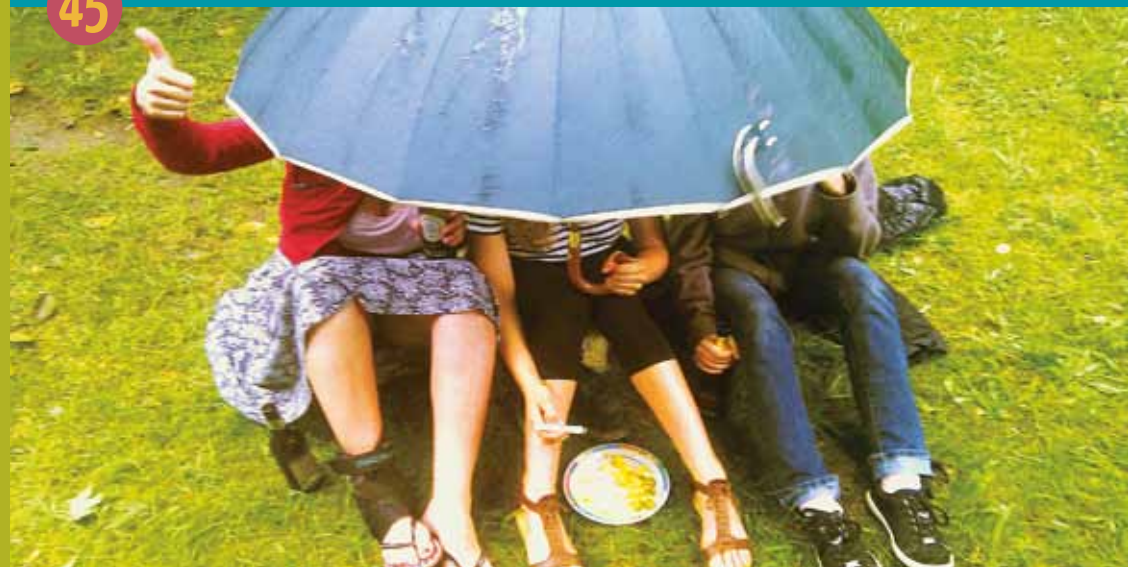
Mr. Ky Sushibar & Asiabistro Eisenbahnstraße 14 | fish, vegetarian and order service

Yaman's Grill Haus Eisenbahnstraße 88 | Kebab, Falafel and Chicken

Altstadt Döner Friedrich-Ebert-Straße 19 | Kebab, Turkish Pizza, Falafel, etc.

Traditionale - me gusta Heegermühler Straße 3 | Pizza, self-made pasta, salads, langos, tarte flambée

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LEISURE OPPORTUNITIES

What else has Eberswalde got to offer for your leisure time?
Here are some ideas:

Familiengarten Eberswalde

Industrial History, architectural garden art and artful designed Area and a fairytale game landscape with a witch's house on chicken legs, witch's kitchen in the nettle labyrinth, giant spider net

Am alten Walzwerk 1, 16227 Eberswalde
Opening hours: 1 April – 31 October: daily
10:00 am – 6:00 pm

More Information: +49 3334 239764
www.familiengarten-eberswalde.de

Cinema „Movie Magic“

Mondays: 6:00 pm: The special movie for € 6.00
Tuesdays: Movie Highlight for € 4.00
Wednesdays: Family Day – all movies before 5:00 pm or € 5.00
Thursdays: Cinema Day – all movies for € 5.50
Heegermühler Straße 25, 16225 Eberswalde

More Information: +49 3334 384910
www.moviemagic-eberswalde.de

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Museum in der Adler-Apotheke

City museum with changing special exhibitions

Next door you'll find the Tourist information for event information

Steinstraße 3, 16225 Eberswalde

Opening hours: Tue.-Fri. 10:00 am-
1:00 pm and 2:00 pm-5:00 pm |

Sa. 10:00 am–1:00 pm | Su. 1:00 pm-
5:00 pm | Closed on public holidays

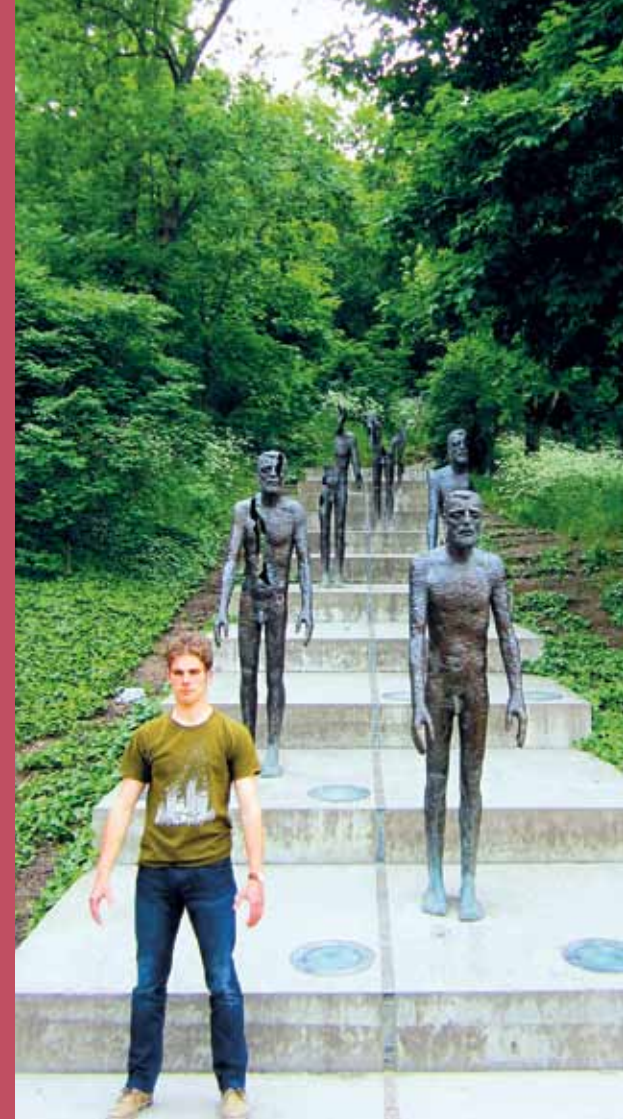
More information: +49 3334 64415

Theme Park Aviation Finowfurt

Historical Aviation Collection

Museumsstraße 1, 16244 Schorheide/
OT Finowfurt

More Information: +49 3334 7233
www.luftfahrt-museum-finowfurt.de



ZOO

It can already be glimpsed from the motorway – the Eberswalder Zoo. The zoo, founded in 1958 by Bruno Schulz, has developed into an educational park, which takes pride environmental education. In the midst of the forest, in expansive and in some cases outdoor enclosures, you can get to know and observe many different species of animals. In addition to the jungle house, lion enclosures, petting zoo and penguin baths, the zoo also has two gastronomical facilities where you can feed your own hunger. The zoo is located at the railway crossing on the route Forest campus – dorm Brandenburgisches Viertel. Admission costs € 5 for students (don't forget your Green Card!).

Contact: Zoologischer Garten Eberswalde | Am Wasserfall 1 | +49 3334 22733

Opening Hours: daily from 9:00 am-dusk

More Information: www.zoo.eberswalde.de



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KATSURA & FUSTET

What, you've never heard of them? Then pay a visit to the Forest Botanical Garden. As one of Europe's oldest, it offers insights into domestic and foreign woods and plants in a very descriptive way. There is also a root cellar, an arboretum and changing exhibitions.

There is a very special magic at the Forest Botanical Garden in summer, when music and voices sound across the warm night air of the Gardens. Then it is PurPur time for concerts, presentations and films by national and international artists! If you need to relax after an exhausting day of lectures, or just want to go for a stroll, this is definitely the right place!



Forests are important!

With this guiding motto, the city of Eberswalde and the HNEE have initiated the foundation WaldWelten together. The focus of the foundation activities is on the areas of forest research, environmental education, nature conservation and cultural promotion.

Contact: Forstbotanischer Garten Eberswalde | Am Zainhammer 5 | +49 3334 657-476

Opening Hours: year-round | daily 9:00 am – 6:00 pm | from November 9:00 am – 3:30 pm | no Entrance fee

More Information: www.waldwelten.de

TRAVEL LING

No matter if you plan a trip to Munich or if you look for the next bus connection around Eberswalde, the following websites can help you to find connections for trains, busses or rideshare opportunities:

Germany-wide trains:

www.bahn.de

Rideshare opportunities:

www.blablacar.de

Coach Transport:

www.meinfernbus.de

Brandenburg & Berlin, VBB:

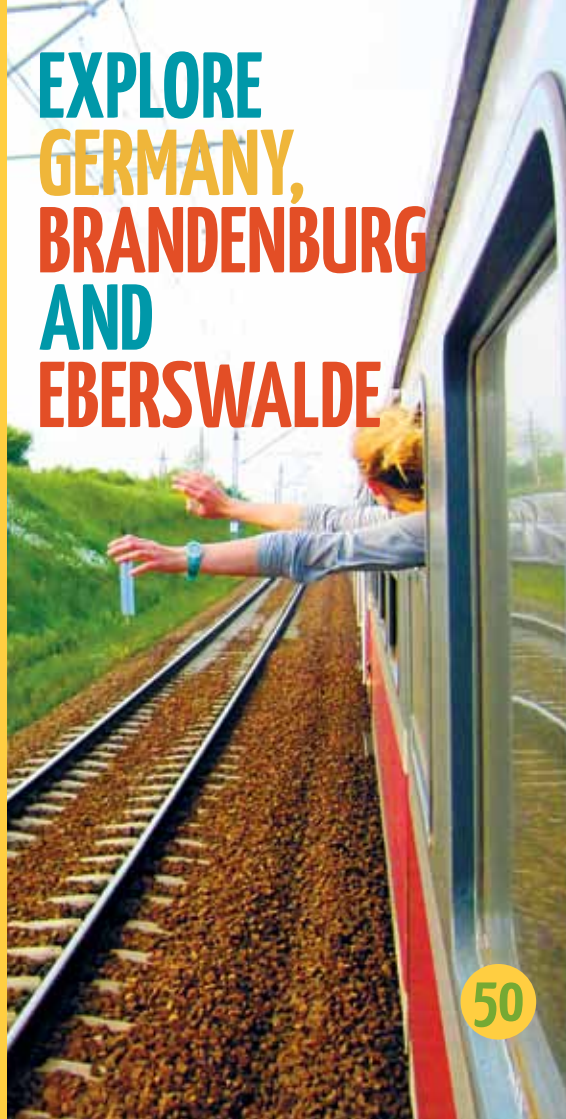
www.vbb-online.de

Remember: You can use your Green Card as a valid ticket in Brandenburg & Berlin (exception: IC/ICE trains).

Eberswalde Bus company:

www.bbg-eberswalde.de

EXPLORE GERMANY, BRANDENBURG AND EBERSWALDE



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THE SHORTEST ROUTE TO THE LAKE

... for „BV residents“: The Schwärzensee Lake (approx. 5 km)

Take Zoostraße (south-east exit, Lausitzer Straße, towards Spechthausener Straße at the end) to leave the Brandenburgische Viertel (BV), and follow the road until it takes a sharp left curve (approx. 90°). Go straight ahead into the forest. Continue until the next 'large' path crossing (approx. 200m) and then turn right. Now continue straight ahead, following the path. The route is mostly pretty boring, pine forest after pine forest, with a high-voltage power line running through it. After a few small crossings, curves and small hills you will come to a fork with a barrier, keep to your left and the lake is ahead of you. If you reach the Forsthaus Schwärzensee, PLEASE TURN. You have gone too far ...it is always a good idea to take food and drink with you!

... for “city residents”: The Bachsee lake (approx. 5.5 km)

From town square, take Hauptstraße northwards towards Angermünde. After the railroad crossing, you can continue on the cycle path on the left below the leaf canopy (safer than the road). If you are short of air (in your tires): half-way, there is a petrol station and a Netto supermarket, where you and your bike can recuperate. Then cross the Oder-Havel Canal bridge and take a right turn immediately after. Let yourself roll down the bumpy hill and ride along the canal. Stay on the left around the corner to the old charcoal works. Car drivers have to leave their cars here and cover the last few metres on foot. Continue past the car park and behind the barrier leftwards down the hill, follow the path, and you will reach the bathing area.

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Where else to go swimming | Parsteiner See | Distance: about 18 km | Grimmnitzsee | Distance: about 18 km

Werbellinsee | Distance: about 13 km | Wesen-See und Brodowiner See | Distance: about 15 km

Tiefer Bugsin-See | Distance: about 15 km | Üdersee | Distance: about 12 km

IMPORTANT DATES

September

End of September | Matriculation ceremony in the House Schwärzetal, followed by the reception of the mayor on the town square with Spritzkuchen and wild boar soup,
First-Semester-Rally through town and Freshmen Party
Introduction Event of Student Support Service Department & International Office

October

Beginning of October | Provinziale, international Film festival for Documentary-, Short- and Animation films | More Information: www.filmfest-eberswalde.de
Middle of October | Entrepreneur- and Innovation day at HNE Eberswalde
Welcome Evening for International Students

November

Intercultural Buffet of Welcome Center and Horizonte e. V.

December

Beginning of December | Christmas Market on the Eberswalde town |
More Information: www.facebook.com/weihnachtsmarkteberswalde
Middle of December | Forest Christmas in the Forest Botanical Garden | More Information: www.waldwelten.de
Christmas Party for International Students

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January

Ökofilmtour | More Information: www.oekofilmtour.de

February

Eberswalde Forest Carnival | More Information: www.eberswalder-forstfasching.de

April

Spring Festival in the Forest Botanical Garden

May

Days of Diversity of Varieties
Ascension Day | Jazz in e. Festival

June

Beginning of June | Open House Day at HNE Eberswalde, Campus Party & FinE – the Eberswalde City Festival
Choriner Musiksommer | More Information: www.choriner-musik-sommer.de

July

PurPur – A Festival in the Forest Botanical Garden with concerts and films | More Information: www.mescal.de

August

Garden Concerts in Eberswalde

Year-round

Every Saturday, 10:30 am | Guten Morgen Eberswalde – music, performance, buffoonery, juggling acts (on the town square, during the winter time in the Paul-Wunderlich-Haus)
Eberswalde Sustainability Society | in cooperation with the city of Eberswalde and the Heinrich-Böll-Stiftung |
Events on current issues | More Information: www.hnee.de/hochschulkalender
Language Café | Every second Tuesday in the public library Eberswalde | More Information: www.hnee.de/info

ENCYCLOPAEDIA

Alumni	Graduate
Apotheke	Pharmacy
AStA	Students' Union Executive Committee
Beleg/Hausarbeit	Assignment Paper/assignment work
Bibliothek	Library
EMMA+	Campus-Management-System
Exmatrikulation	Removal from the student register
Holng	Faculty of Wood Engineering
Immatrikulation	Enrolment
Innenstadt	City Centre
Klausur	(written) exam
Kommilitone/Kommilitonin	Fellow Student
Krankenversicherung	Health Insurance
LaNu	Faculty of Landscape Management and Nature Conservation
Matrikelnummer	Matriculation Number
Mensa	Cafeteria/Canteen

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Mülltrennung	Waste Separation
Mündliche Prüfung	Oral Exam
NaWi	Faculty of Sustainable Business
Öffnungszeiten	Opening Hours
Präsident*in	President
Prüfung	Test/Exam
Rückmeldung	Re-registration
SHK/WHK	Research/Student Assistant
Sprechzeiten	Consultation Hours
Studentenwerk	Student Services Organisation
Studi Club	Students' Club
WG	Flat share
Wohnheim	Residential Home
WuM	Faculty of Forest and Environment

WHO CAN HELP YOU WITH...?

Enrolment until finishing your studies (Re-registration, semester on leave, changing your study course)

Ms. Beate Pehlgrimm (City Campus, Building 5,
Room 5.017)
Contact: studieren@hnee.de

Exams, Transcripts of Records

Ms. Stefanie Seidel and Ms. Diana Käßner (City Campus,
Building 5, Room 5.018)
Contact: pruefungsamtsamt@hnee.de

Cash Office (Problems with semester fee)

Ms. Silvia Mallé (City Campus, Building 2, Room 2.310)
Opening hours: Tu. and Th. 10:00 am - 12:00 am
Contact: silvia.malle@hnee.de

Funding Opportunities for semester abroad or internship abroad | International Office

Ms. Manuela Pelz and Jennifer Trümpler (City Campus,
Building 5, Room 5.012)
Contact: international.office@hnee.de

Clogged Toilet, dripping tap, uncovered roofs and other problems on the Campus...

Mr. Kendy Gottschalk (City Campus, Building 2, Room 2.314)
Contact: liegenschaftsmanagement@hnee.de

Using the Assembly Hall

Ms. Claudia Jandziol (City Campus, Building 2, Room
2.314) for other rooms please ask in the respective
secretary's office of the Faculties
Contact: liegenschaftsmanagement@hnee.de

Ideas for the sustainable University

Ms. Kerstin Kräusche (City Campus, Building 6, Room 6.205)
Contact: kerstin.kraeusche@hnee.de

Family Friendly University

Ms. Vera Clauder (City Campus, Building 5, Room 5.014)
Contact: familie@hnee.de

Welcome Centre

Ms. Stefanie Lüdiche (City Campus, Building 5, Room 5.011)
Contact: welcome@hnee.de

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Help with course registration & course cancellation in EMMA+ Officer for Organisation and Quality of the Faculties

Forest and Environment

Mr. Mike Wiebrock
Contact: mike.wiebrock@hnee.de

Landscape Management and Nature Conservation

Mr. Olaf Goldschmidt
Contact: olaf.goldschmidt@hnee.de

Wood Engineering

Mr. Mario Teichmann
Contact: mario.teichmann@hnee.de

Sustainable Business

Ms. Kristin Baier
Contact: kristin.baier@hnee.de

Secretary's Office of each Faculty

Forest and Environment

Ms. Carola Borchert (Forest Campus, Building 11, Room 11.117)
Contact: carola.borchert@hnee.de | + 49 33 34 65 71 60

Landscape Management and Nature Conservation

Ms. Irena Hierold (City Campus, Building 1, Room 1.205)
Contact: irena.hierold@hnee.de | + 49 33 34 65 73 08

Wood Engineering

Ms. Katrin Meier (Forest Campus, Building 12, Room 12.103)
Contact: katrin.meier@hnee.de | + 49 33 34 65 73 70

Sustainable Business

Ms. Silke Beuster (City Campus, Building 2, Room 2.102)
Contact: silke.beuster@hnee.de | + 49 33 34 65 74 01



DO YOU NEED MONEY ?

Part-time Job

If you want to supplement your studies you can take a part-time job. There are legal regulations that stipulate how long international students are allowed to work. The rules vary depending on your country of origin. For more information, see www.study-in.de.

Both our campuses (Building 2, City Campus and Building 11, Forest Campus) offer a notice board for advertising internships, part-time and seasonal jobs. Our career service also provides a bulletin board, displaying current job and internship ads. There are also plenty online portals, where you can search for part- and full time jobs nationwide in Germany. Most of the offers can be found here:

Career Service: www.hnee.de/career

HNEE Job Portal: www.hnee.de/jobs

External Job Portals: www.hnee.de/externe_stellenboersen

A tip for you: Your chances at finding a job will increase significantly if you can speak German.

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Scholarships for International Students

International students can apply for scholarships at numerous institutions. The extensive DAAD scholarship database for foreign students, graduates and academics offers a range of scholarships and additional information to help them with their application:

www.daad.de/stipendien

Our university grants the Germany Scholarship (Deutschlandstipendium). This scholarship programme supports academically excellent enrolled students with € 300 per month for a period of two semesters. It will not cover your living costs but could be a good financial support during your studies.

For further information and application deadlines please visit our website: www.hnee.de/deutschlandstipendium

TIPS FOR SMART SPENDERS AND SCROOGES

Some Eberswalde companies are geared towards students and offer discounts on presentation of your student card.

City Library Eberswalde | in the BBZ Amadeu Antonio, Puschkinstraße 13 | annual fee € 7.50 instead of € 15.50

Leisure Pool BAFF | Heegermühler Straße heading towards Finow | 2 hours of swimming for € 5.60 instead of € 7.00

Pizza-Point Eberswalde | Eisenbahnstraße 14 | Thursdays 20 % discount in the house

Renner's Back & Caféstube | Rudolf-Breitscheid-Straße 16 | 10 % Student's discount on cakes, bread and rolls

Globus wholefoods shop | Michaelisstraße 10 | 3 % Student's discount, in addition with a Globus-membership card 13% usable for shared flats up to 3 residents

Mita Copy Service | Schweizer Straße behind Maria-Magdalenen-Church | € 0.04 / b/w copy, € 0.31 / colour copy

Fit & Fun Sportscentre | Coppistraße close to the Familiengarten heading towards Lichterfelde/Britz
€ 2.00 discount for each unit (Squash, Badminton, Table tennis)

Eberswalde Cultural Programmes | e.g. Jazz in E., Garden Concerts, PurPur, the Provinziale there are always Student's discounts

Bars & Pubs | Café Kleinschmidt 10% on Mondays | Matisse on Tuesdays | Haltestelle on Wednesdays
Café am Weidendamm on Thursdays | Teehaus on Fridays & Saturdays

Zoo Eberswalde | Am Wasserfall 1 | Day ticket for € 5.00 instead of € 10.00, annual ticket for € 17.50 instead of € 35.00

Regional Store Krumme Gurke | Ruhlaer Straße 1 | 5 % Social Discount (according to own assessment)

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IMPORTANT ADDRESSES

Health Insurance Companies

AOK | Michaelisstraße. 8 | 0800 2650800
BARMER Ersatzkrankenkasse | Friedrich-Ebert-
Straße 17 | 0800 3331010
DAK | Friedrich-Ebert-Straße 2 |
+49 3334 277970
KKH | Eisenbahnstraße 12 b-c |
+49 3334 3851360

Banks

Commerzbank | An der Friedensbrücke 22
Deutsche Bank | Breite Str. 40
Dresdner Bank | Friedrich-Ebert-Str. 14
Postbank | Eisenbahnstr. 101
Sparkasse Barnim | Michaelisstr. 1
Berliner Volksbank | Friedrich-Ebert-Str. 1

Postal Office

Post | Eisenbahnstr. 101
Opening hours: Mo.-Fr. 9:00 am-6:00 pm |
Sa. 9:00 am-12:00 am

Broadcasting fees (GEZ)

More Information: www.rundfunkbeitrag.de

Call for help

Emergency Call Rescue Service | +49 112
Emergency Call Police | +49 110
Police Station | Goethestraße close to City Campus |
+49 3334 630
Key service Barnim | Schicklerstraße 1 |
+49 3334 381779
Key service Seibert | Eisenbahnstraße 30 |
0180 1332210162

Yellow Garbage Sacks

handed out at the Info corner in the City hall
Breite Straße 42 (across the town square)

Bicycle shops

RAD-Haus Kattaneh | Eisenbahnstraße 87 |
+49 3334 212119
Fahrrad Müller | Karl-Marx-Platz 1A | +49 3334 280285
Fahrrad Bohn E. City Radl | Dorfstraße 19, Finow |
+49 3334 363811
Fahrrad Fritze | Eberswalder Straße 162 | +49 3334 381620

Copy Shops

grill & frank Digitaldruckerei | Friedrich-Ebert-Straße 27 |
www.grillundfrank.de | +49 3334 497240
Druckexpress | Eisenbahnstraße 83 |
www.druckexpress-online.de | +49 3334 4969807401

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DOCTORS IN EBERSWALDE

We all get sick sometimes, and then we need medical assistance. Eberswalde has few doctors, so it might take long for you to get an appointment. A comprehensive list of local family and specialist doctors can be found online.

In case of emergency you might need to go to the local hospital „Klinikum Barnim/Werner Forßmann Krankenhaus“ (Rudolf-Breitscheid-Strasse 100).

Here is a list of some family doctors, you can contact if needed:

GP/Family Doctors

Dr. Med. Hiwa Dashti (Heegermühler Str. 45a)
Contact: +49 3334 6358278

Oculist

Dr. med. Liane Hartmann (Ludwig-Sandberg-Str. 4)
Contact: +49 3334 212449
Dr. med. Gabriele Morgenroth (Friedrich-Ebert-Str. 2)
Contact: +49 3334 23185

Dentists

Zahnarztpraxis Dr. Markus Leukhardt (Kirchstr. 8)
Contact: +49 3334 287243
Dr. Angelika Ganskow (Weinbergstr. 8)
Contact: +49 3334 282268

Otolaryngologist

Dr. med. Christine Gälke (Robert-Koch-Str. 17)
Contact: +49 3334 254162
Dr. med Ralf Hoffmann (Ludwig-Sandberg-Str. 4)
Contact: +49 3334 212100

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GREENCARD

With your Eberswalde Green Card – your student ID card, you can access the university computer pools at the City Campus outside opening hours, and you can use printers and copy machines. The Green Card is also your semester ticket and is thus valid for travel with all 40 transport companies on the entire network of the transport system Verkehrsverbund Berlin-Brandenburg (VBB). PLEASE NOTE: your Green Card must be re-validated each semester – you will find the automats for this at the City Campus in Building 2 (opposite the cafeteria) and at the Forest Campus in Building 11 (Entrance hall of the Faculty of Forest and Environment).



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More information: www.hnee.de/greencard

LEGAL NOTICE

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The President of the University for Sustainable Development Eberswalde

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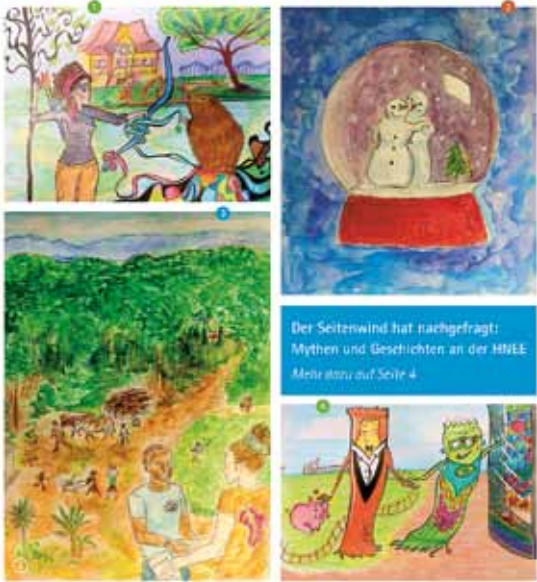
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YOU WANT EVEN MORE ?

If you would like to know more and want to stay up-to-date, we can recommend the University paper. The "Seitenwind" is issued twice a year at the beginning of each semester. It contains information on everything that might be of interest to employees and students at the University. We always welcome contributions! Contact: seitenwind@hnee.de

University of Applied Sciences HNE Eberswalde
Hochschule für Technik, Wirtschaft und Design

seitenwind



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vom Club of Rome
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Neu im Portfolio: Internationaler Marktver-
gang Forestry System Transformation
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