

get started



Eberswalde University
for Sustainable
Development

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Welcome to the Eberswalde University for Sustainable Development

Dear first-semester students,

A very warm welcome to all new students at the Eberswalde University for Sustainable Development (HNEE). I am delighted that you have chosen the HNEE – a university which draws on over 190 years of history and continues to impress with its unique profile. At the heart of the teaching, research, transfer and organisation at the university is the development of practical and effective solutions for the challenges arising at the society-nature interface. This enables us to bring transformation processes into line with sustainable development. At the HNEE, students, teaching staff and employees come together to make the university a space for learning and experimentation. The award as an exemplary place of learning for education for sustainable development by the Federal Ministry of Education and Research (BMBF) and the German UNESCO Commission (DUK) in 2023 underlines this impressively. Our many student initiatives and committees also play an important role here.

The short decision-making processes and informal atmosphere at the HNEE are distinctive, and the guiding principles of open-mindedness and tolerance are firmly rooted in our mission statement. Both of our campuses and the Forest Botanical Garden are set against a beautiful natural backdrop. Furthermore, the city of Eberswalde plays host to a wide range of cultural activities and the surrounding landscape is characterised by unforgettable lakes and forests. Enrolment marks the start of a new chapter in your life and a new personal challenge. After your studies, you will be ready to develop solutions to the

challenge of our future and give new impetus to sustainable development. We are here to support you in this task with a high-quality, solution-oriented and practical academic education.

To help you find your feet, this overview provides guidance for your first weeks at the HNEE so you can settle in as quickly and smoothly as possible. Whether it's a question of student finance, housing or volunteering and social engagement, it offers useful suggestions, tips and contacts. I also strongly recommend you attend the student introduction events to gain some first insights and impressions. In addition, the Student Service, the International Office, the Career Service and other university institutions are always on hand with advice and assistance.

I wish you a smooth start and all the best for your studies.

Your President,
Prof. Dr. Matthias Barth

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OUR SERVICE
SUSTAINABILITY MANAGEMENT
FAMILY RESPONSIBILITIES AND EQUAL RIGHTS
AT THE UNIVERSITY
LIBRARIES

PROJECT WORKSHOPS
SPORTS ACTIVITIES
SUSTAINABLE MOBILITY
LEARNING PLATFORMS
EMMA+ AND MOODLE

CAREER & ALUMNI SERVICE
START-UP CENTRE
CITY AND FOREST CAMPUS
FOREST BOTANICAL
GARDEN

INSTITUTIONS AND SERVICES



Our Service

Student Support Service Department & International Office

It is the first contact point for concerns for students. Any questions concerning studies including enrolment, re-registration, support by the Buddy Programme, examination matters, stays abroad, multiple stresses e.g. because of family responsibilities, as well as study financing can be asked here.

The team will answer the questions or refer you to the appropriate counselling services.

Student Secretariat & Examination Office

You can ask here if, for example, you have problems with the validation of your green card (student ID and semester ticket), need a current certificate of achievement or would like to make an appointment for student counselling. For re-registration: Please note that you must always re-register for the next semester by paying the semester fee before the start of the examination period.

Important note: Please always read the emails from studieren@hnee.de.

Student Secretariat & Examination Office
studieren@hnee.de | Tel.: +49 3334 657-134

Counselling Services for Students

Here you find an overview of all counselling services for students at our university or at partners of our university. Please feel free to make use of these services.

→ hnee.de/counselling

Buddy Programme & Welcome Centre

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 Eberswalde University 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 Buddy Team organises 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«.

Buddy Programme & Welcome Centre
welcome@hnee.de | → hnee.de/welcome
Facebook: [hnee.de/welcome](https://www.facebook.com/hnee.de/welcome)

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).

International Office
international@hnee.de | Tel.: +49 3334 657-138
→ hnee.de/international

Welcome Money

To help you get started in your new life as a student, the city of Eberswalde offers a welcome gift of currently €100 for the first semester and €70 for each following semester for the duration of your studies (maximum 10 semesters). You only have to register Eberswalde as your principal residence. Simply ask in the city hall for the application form.

Welcome Money

Contact: Local Registration Office »Bürgeramt Eberswalde«
buergeramt@eberswalde.de

Mandatory license fee for public broadcasting service

Once you are registered in Germany, you will be obliged to pay for a TV and radio license (Rundfunkbeitrag). The contribution serves to finance public broadcasting service based on a contributory model. Contributory means that in principle all adult citizens, companies and institutions as well as public interest bodies in Germany should make a contribution – regardless of their actual media use. In this way, everyone can benefit from the variety and quality of the freely available public broadcasting services – even those who pay a reduced licence fee or none at all. The fee is paid directly to the public broadcasting service and not to the revenue office, for example. This ensures that the public radio, television and internet services can be produced independently of government influence. You will receive a letter after few months 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).

IT Service Centre

The IT Service Centre (ITSZ) is there to provide support if you need help with one of the university's printers, if something is wrong with your e-mail accounts, or if you can't login 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.

IT Service Centre

Location: City Campus | Building 5 | First Floor | Rooms 102-105
Contact: itsz@hnee.de | Tel.: +49 3334 657-272 | → hnee.de/itsz

Sustainability Management

If the term sustainability is in the name, the organisation must also stand for it. Sustainability not only has its place in our teaching and research, but is also consistently implemented in the operation of the university and in the social interaction between staff and students. Since 2009, we have been validated for our exemplary environmental management according to the European Eco-Management and Audit Scheme (EMAS). In 2010 and 2017, we were the only university to receive the EMAS award in the category »small public administration organisations« from the EU Commission – a huge success! The principles for sustainable development were initiated and lead formulated by the Round Table for Sustainable HNEE Development – a university-wide self-organised initiative that works hand in hand with the university bodies – and adopted by the Senate.

Through our actions, we would like to act as a role model and further develop our experience and knowledge with partners and share it with the outside world. As a climate-neutral university, we have been offsetting unavoidable emissions in a rainforest conservation project in Kenya since 2014 with Invakale e.V. – which, by the way, was founded by HNEE alumni. Since 1 March 2018, the offset project has been a certified Gold Standard climate protection project. The project is intensively integrated into teaching and research at HNEE.

But we are also making a difference on site. In the Studentenwerk canteens, there are delicious vegan dishes every day and only two meat dishes per week. In Eberswalde, together with Hebewerk e.V., we have introduced a reusable cup deposit system that significantly reduces the consumption of disposable coffee cups in our two refectories and local cafés, and which will be continued permanently by the local district works.



Sustainability management thrives on new ideas and constant development. So if you would like to get involved, for example, in more sustainable catering in the canteen, more environmentally friendly transport or climate-friendly energy use, why not join us at the next round table? This takes place once or twice a semester, accompanied by implementation-oriented work in the topic-specific working groups. You are cordially invited to get actively involved in the process! If you want to get involved in the sustainable development of our university, the Sustainability Officer is the right person to contact.

Sustainability Management
nachhaltig@hnee.de | Tel.: +49 3334 657-228
-> hnee.de/sustainability-management

Family Responsibilities and equal Rights at the University



About 2,300 students are enrolled at the HNEE. This means about 2,300 individual situations in terms of family and partnership, health and disabilities, strengths and weaknesses, income and support, mobility and living conditions. Together with the Studentenwerk Frankfurt (Oder), our university would like to help students find a good balance between studies, work as well as private life.

The Family-Friendly University Coordination Office supports students who take care of children and/or family members in addition to their studies. The cooperation with Eberswalde childminders and daycare centres of the city of Eberswalde ensures easier access to childcare. In addition to individual counselling, information events and family celebrations, the service also includes two well-equipped parent-child rooms with nappy-changing, play and rest

facilities as well as additional nappy-changing places in various WC anterooms. A parents' workstation has been set up in the library and play corners in both canteens ensure a relaxed lunch.

Studying is very challenging for the students. Through individual learning coaching, students can (re)discover their own learning style, develop learning strategies and consolidate and strengthen learning techniques.

Motivation, self-management and social skills are also a topic. In difficult study and life situations, psychological counselling helps with orientation and decision-making. Every two weeks, the Studentenwerk offers psychological counselling or learning coaching close to campus. Registration is done through the Studentenwerk Frankfurt (Oder).

Our university is committed to tolerance, diversity and democracy. Despite the diversity of the university members, every person should be able to study and work at the university successfully and with pleasure. The team of our Equal Opportunities Officer is committed to this.

An overview of the counselling services on social issues and contact persons for questions on the topic of anti-discrimination and diversity can also be found at
→ hnee.de/counselling

Psychological Counselling or Learning Coaching
→ studentenwerk-frankfurt.net/beratung/service@swffo.de | +49 335 56509-90

Equal Opportunities Officer
Nadine Herold and Britta Wiebrock
gleichstellungsbeauftragte@hnee.de

Family Friendly University
Vera Clauder
familie@hnee.de | → hnee.de/familie | Tel.: +49 3334 657-143

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. The library offers (online) introductions and (online) training, (online) research consultations and online tutorials on its services on YouTube. Information is available on the website (InfoFit). You can also look through the city library.

University Library (City Campus)
Schicklerstraße 5 | Tel.: +49 3334 657-201 | → hnee.de/bibliothek

Public Library (Bürgerbildungszentrum Amadeu Antonio)
Puschkinstraße 13 | Tel.: +49 3334 64420
→ eberswalde.de/start/kultur/bibliothek

Project Workshops



Project workshops (»Projektwerkstätten«) are courses offered to Bachelor students from the 2nd semester onwards and Master students from the 1st semester onwards. They are planned and supervised by two student tutors throughout the entire duration. This allows self-organised and independent learning and working on socially relevant projects at peer level. A single examination at the end of the project workshop provides six ECTS credits. Responsible lecturers take over the grading of the examination and support the tutors in case of problems.

Current »Projektwerkstätten« available:
projektwerkstatt@hnee.de | → hnee.de/projektwerkstatt

University Sports Activities

If you've just about had enough for the next few months and want to train not only your mind but also your body, 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.

The following sports, among others, are available as part of the university sports programme: windsurfing, capoeira, badminton, basketball, bouldering, rugby, archery, football, table tennis, volleyball, dancing, pilates, aikido, 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!

Hochschulsport e. V.

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

Membership fee per semester: €10



Other sports opportunities in Eberswalde

In addition to university sports, there are many public sports associations and fitness clubs in Eberswalde and the direct surroundings. There you have the chance to get to know the »natives« of Eberswalde and make friends outside the university. Maybe you go in a group of two the first time; the easiest way is to ask your buddy to accompany you. The monthly fees in the associations are usually very low. In addition, it is also worth visiting

»baff« **swimming pool with sauna**
Heegermühler Str. 69a | [->baff-bad.de](https://baff-bad.de)

Boulder hall bloc.48
Coppistr. 3 | Hall 48 | [->bloc48.de](https://bloc48.de)

Sustainable Mobility

Greencard and Semester Ticket

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 Greencard is also your semester ticket. This means you can travel climate-friendly on the entire network of the Berlin-Brandenburg public transport association (VBB), i.e. by train, bus, tram, underground.

PLEASE NOTE: Your Greencard must be revalidated each semester. There are machines for this on the City Campus in Building 5, first floor (near the ITSZ) and on the Forest Campus in Building 11 (Entrance hall of the Faculty of Forest and Environment). → hnee.de/greencard

If you're planning a trip to the surrounding area or need to transport something extra:

Electric car sharing in the Barnim

→ barshare.de

One vehicle is parked directly at our city campus. The car-sharing project also offers a car for moving helpers with extra loading space.

For those who like cycling

The AstA offers a bicycle self-help station.

Cargo bikes can be rented at various locations in Eberswalde

→ lastenrad-eberswalde.de



Learning Platforms

EMMA+ and Moodle

Take your studies into your own hands. On the HNEE website, you will find the link to EMMA in the top right-hand corner (→ emma.hnee.de). You will no doubt be familiar with the EMMA campus management system from your online application. In the personalised area (MY EMMA), you can see your study plan, current courses and examination dates as well as your completed coursework and examinations. You can also register for examinations and download enrolment and performance certificates there, regardless of time and place. All this data is, of course, backed up and can only be accessed in a personalised and discreet manner.

In the Moodle learning management system, there is a virtual learning room for each course where teaching and learning materials can be viewed and downloaded, documents can be discussed and jointly edited and examination documents can be submitted.

Our platform for exchange and collaboration is the CampusWorks portal (→ campus.hnee.de). Here you can find the various university groups regardless of location and have the opportunity to exchange ideas directly with them. Examples include groups such as the General Students' Committee (AStA), the Campus Garden and the student councils of the departments.

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 from the respective colleagues of each faculty (Officer for

Quality and Organisation) or in the support and feedback area on the university portal.

Faculty of Forest and Environment

Mike Wiebrock
mike.wiebrock@hnee.de

Faculty of Landscape Use and Nature Conservation

Kathrin Neuburger
kathrin.neuburger@hnee.de

Faculty of Wood Engineering

Kristin Baier
kristin.baier@hnee.de

Faculty of Sustainable Economy

Tobias Schulz
tobias.schulz@hnee.de

System Administrator

IT Service Centre
itsz@hnee.de

Language Centre

Christine Noetzel
sprachenzentrum@hnee.de



Career & Alumni 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.

Career & Alumni Service

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

Location: Forest Campus | Building 25 | First Floor

Opening hours: Monday – Thursday 9 a.m. – 3 p.m.

Start-up Centre

From the first idea to founding your own company: the Start-up Centre (Gründungszentrum) at Eberswalde University is your first point of contact for all questions about business start-ups and self-employment. We provide individual counselling services; 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!

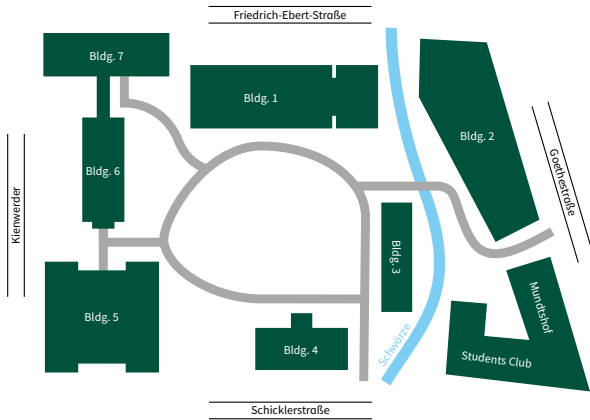
Start-up Centre

gruendungszentrum@hnee.de | Tel.: +49 3334 657-454

hnee.de/gruendung

Location: Forest Campus | Building 25 | First Floor

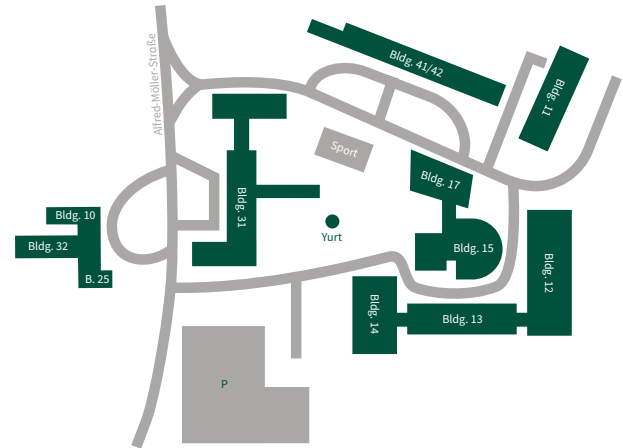
City Campus



Building

| | |
|----------|---|
| No. 1 | Faculty of Landscape Management and Nature Conservation Landscape Ecological Lab |
| No. 2 | Faculty of Sustainable Business University Canteen Department for Personnel, Budget and Procurement as well as Facility and Environment Management |
| No. 3 | Post Office Language Centre |
| No. 4 | Old Forestry Academy Students' Union (AStA) |
| No. 5 | New Forestry Academy Chancellor Students' Service International Office IT Service Centre Parent-Child-Room PC-Pools |
| No. 6 | University Management Corporate Communication Instructor for Sustainability Assembly Hall |
| No. 7 | University Library |
| Mundshof | Offices for employees in research projects |

Forest Campus



Building

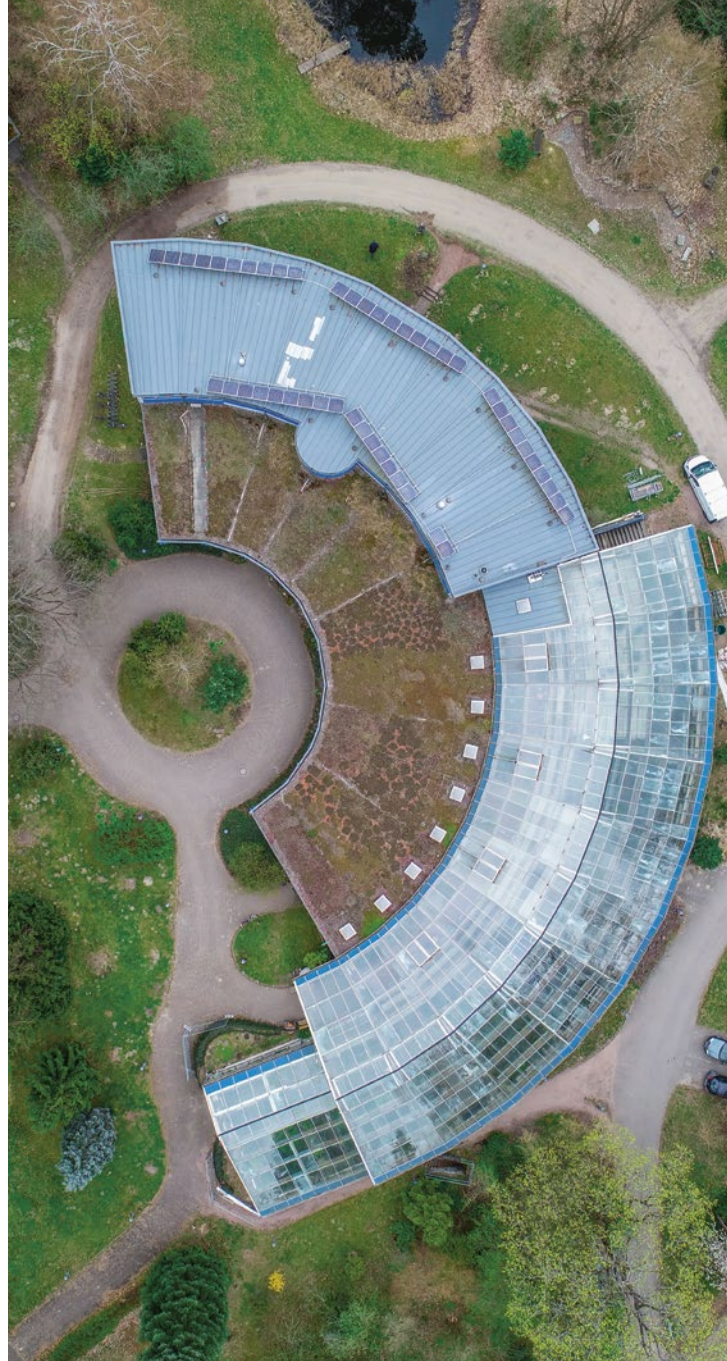
| | |
|-----------|---|
| No. 10 | Foundation Centre Further Training Centre |
| No. 11 | Faculty of Forest and Environment IT Service Centre |
| No. 12 | Faculty of Wood Engineering Technical Centre Parent-Child-Room |
| No. 13 | Material Testing Institute (Materialprüfanstalt Eberswalde) |
| No. 14 | Teaching Carpentry |
| No. 15 | Wilhelm-Pfeil-Auditorium |
| No. 17 | University Canteen Childcare Centre |
| No. 25 | Career Service InnoSupport Research Foundation Transfer |
| No. 31 | Federal States' Centre of Competence for Forestry Issues (Landeskompetenzzentrum Forst Eberswalde) |
| No. 32 | Central Ecological Lab |
| No. 41/42 | Thünen Institute of Forest Ecosystems |
| Sport | Sport and Leisure Centre |
| Yurt | Silent Space |

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 during 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 foundations' activities is on the areas of forest research, environmental education, nature conservation and cultural promotion.

Forstbotanischer Garten Eberswalde
Am Zainhammer 5 | Tel.: +49 3334 657-476 | → hnee.de/fbg
Opening Hours: year-round | daily 9 a.m. – 6 p.m.
from November 9 a.m. – 3.30 p.m. | Entrance free

Foundation WaldWelten
info@waldwelten.de | → waldwelten.de



2

SCHOLARSHIPS FOR INTERNATIONAL STUDENTS
TIPS FOR SMART SPENDERS
JOBS FOR STUDENTS

FINANCE

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.

→ daad.de/stipendien

Our university grants the Deutschlandstipendium (Germany Scholarship). This scholarship programme supports academically excellent enrolled students with €300 per month for a period of two semesters until max. the end of the standard period of study. 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:
→ hnee.de/Deutschlandstipendium

The STIBET scholarship and support programme is to improve the supervision and academic success of foreign students. The HNEE participates in the programme. You can apply for STIBET-Scholarship for finalising your studies or the STIBET-Scholarship for highly committed students.

For further information and application deadlines please visit:
→ hnee.de/stibet

Tips for smart Spenders

Some Eberswalde companies give discounts on presentation of the student card. Here is a small selection of companies that have already offered this in previous years. But it is also worth asking other companies and shops about discounts for students. Here is a small selection of companies that have already offered this in previous years. But it is also worth asking other companies and businesses about discounts for students.

- Eberswalde City Library
- Pizza-Point Eberswalde
- »baff« leisure pool
- Car repair service René Welzel
- Globus health food
- Regional shop Krumme Gurke
- Grill & Frank copy service and Vodafone shop
- Fit & Fun sports centre
- Boulderhalle blog.48
- Eberswalde Zoo
- Events of the Eberswalde cultural programme
- Some bars & pubs

Students can also take advantage of other offers that help to relieve the financial pressure, for example:

Eberswalde Tafel
→ brotundhoffnung.de/tafel

Food sharing Eberswalde
→ hnee.de/foodsharing

Exchange, lending and gift shop
→ fairleihladen.de

Eberswalde swap and give away group via telegram

Jobs for Students

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 visit:
→ 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.

The Career Service Team is happy to support you in your search for student jobs and internships and regularly sends out job offers to students. You can also take advantage of the student employment and social counselling service!

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

Most of the offers can be found here:

Career Service
→ hnee.de/career

HNEE Job Portal
→ hnee.de/jobs

Student employment and social counselling
studi.beratung@hnee.de



Many students at Eberswalde University 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.

3

STUDENTS' UNION
OUR UNIVERSITY MANAGEMENT AND THE
MOST IMPORTANT COMMITTEES
SCHMATZKAMMER
STUDENT CLUB
ALNUS

ZUKUNFT WOLF
HORIZONTE E. V.
NATURFREUNDE EBERSWALDE E. V.
STUDENTS FOR FUTURE AG BARNIM
CAMPUSGARTEN
GELA EBERSWALDE – GEMEINSAM LANDWIRTSCHAFTEN

STUDENT COMMITMENTS

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. All students pay a proportional contribution for the activities of the AStA via the semester fee. 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.

Facts

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

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.

Service

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

Students' Union

Office: City Campus | Building 4 | Top Floor
asta@hnee.de | [→ hnee.de/asta](https://www.hnee.de/asta)

[→ Minutes: EMMA+](#) > [Hochschulportal](#) > [AStA](#) > [Protokolle](#)

Student Vice-President

The student vice-president is the representative of the student body's interests in the university management. Since 1999, the HNEE has been giving students a special opportunity to actively contribute to shaping university life. The AStA suggests a suitable candidate, who is then nominated by the university management. Why should this not be an international student in the future?

Student Vice-President

svp@hnee.de

Our University Management and the most important Committees

President

Runs the university | The Presidential Board advises the president.

Chancellor (Kanzler)

Manages the administration and is a member of the Presidential Board | Responsible for budget, personnel, real estate, student services, IT, etc.

Presidium

Advises the President and supports him/her in decision-making | Members: President, Vice-Presidents, Deans, Chancellor, Equal Opportunities Officer, one student Vice-President.

Senate

Supervises the President with regard to the fulfilment of his or her duties | Adopts new university statutes | Decides on new professors, new degree programmes, etc. | Members: Two students, among others.

Student Committee (AStA)

Proposes a student vice-president | Decides what happens with the AStA contributions | Organises events | Networks in university politics etc.

Dean (Dekan*in)

Manages the department | The Dean's Office advises the Dean.

Decante (Dekanat)

Discusses all important departmental matters | Members: dean, vice dean, departmental representatives inside.

Faculty Council (Fachbereichsrat)

Hears the Dean's report | Decides on new professors | Decides on changes of study and examination regulations, etc. | Members: Two students | The departmental council elects the dean.

Student Council of Faculty (Fachschaftsrat)

Represents the interests of the student body of a department | Decides on funds (allocation of AStA fees) | Organises events.

Schmatzkammer

An open space for exchange, creative work and cultural events. A kitchen for All with rescued food and a Fair Café will be held here regularly. You can find out more via our Telegram group:

→ t.me/+21HEBq7hEc0NDcy

Schmatzkammer

Coppiestr. 3 | 16227 Eberswalde

→ schmatzkammer@riseup.net

Student Club

Over 20 years ago, the Studentenclub 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 Studentenclub 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.

Student Club

Schicklerstraße 1 | studiclub@hnee.de

→ facebook.com/studentenclub.ev

ALNUS

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.

ALNUS e. V.

alnus@hnee.de | [-> alnus-egerswalde.de](http://alnus-egerswalde.de)

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.

Zukunft Wolf

zkw@nabu-zukunft-wolf.de | [-> nabu-zukunft-wolf.de](http://nabu-zukunft-wolf.de)

Horizonte e. V.

Horizons (Horizonte) symbolise 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 many 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 p.m. to 7 p.m. 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.

Horizonte e. V.

horizonte@hnee.de | Tel.: +49 3334 657-167

Naturfreunde Eberswalde e. V.

We Friends of Nature deal with diverse issues and combine different approaches for a better life.

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!

Naturfreunde Eberswalde e. V.
naturfreunde@hnee.de
Facebook: NaturFreundeEberswalde

Students for Future AG Barnim



Sustainability and sustainable development are basic principles of academic education at HNEE. We learned at the university that we could work democratically to preserve the basis of life. The climate crisis is a real threat to human civilisation – overcoming the climate crisis is, in our view, the main task of the 21st century. We demand a policy that does justice to this task. We are students of the HNEE and we would like to promote the basic idea of sustainable development in the district of Barnim. We would like to give other students the opportunity to join us.

Students for Future AG Barnim
f4f@hnee.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.

Campusgarten
campusgarten@hnee.de | → hnee.de/campusgarten

GELA Eberswalde – 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.

GELA Eberswalde
gela.eberswalde@hnee.de | → hnee.de/gela



EBERSWALDE AND SURROUNDINGS

4

THE FOREST TOWN
ON YOUR BIKE – TOURS OF THE
SURROUNDING AREA
ONE OF THE TEN FINEST ZOOS IN GERMANY
SHORTEST ROUTE TO LAKE

FURTHER LEISURE OPPORTUNITIES
WHEN YOUR STOMACH IS GROWLING ...
WHAT ELSE?
A SELECTION OF IMPORTANT ADDRESSES

The Forest Town

As the name suggests, the district town with over 42,000 inhabitants is situated between extensive woodlands in Brandenburg. Eberswalde is special – not only because of its beautiful natural landscape with its numerous lakes, but also because of the many cultural highlights that contribute to a high quality of life.

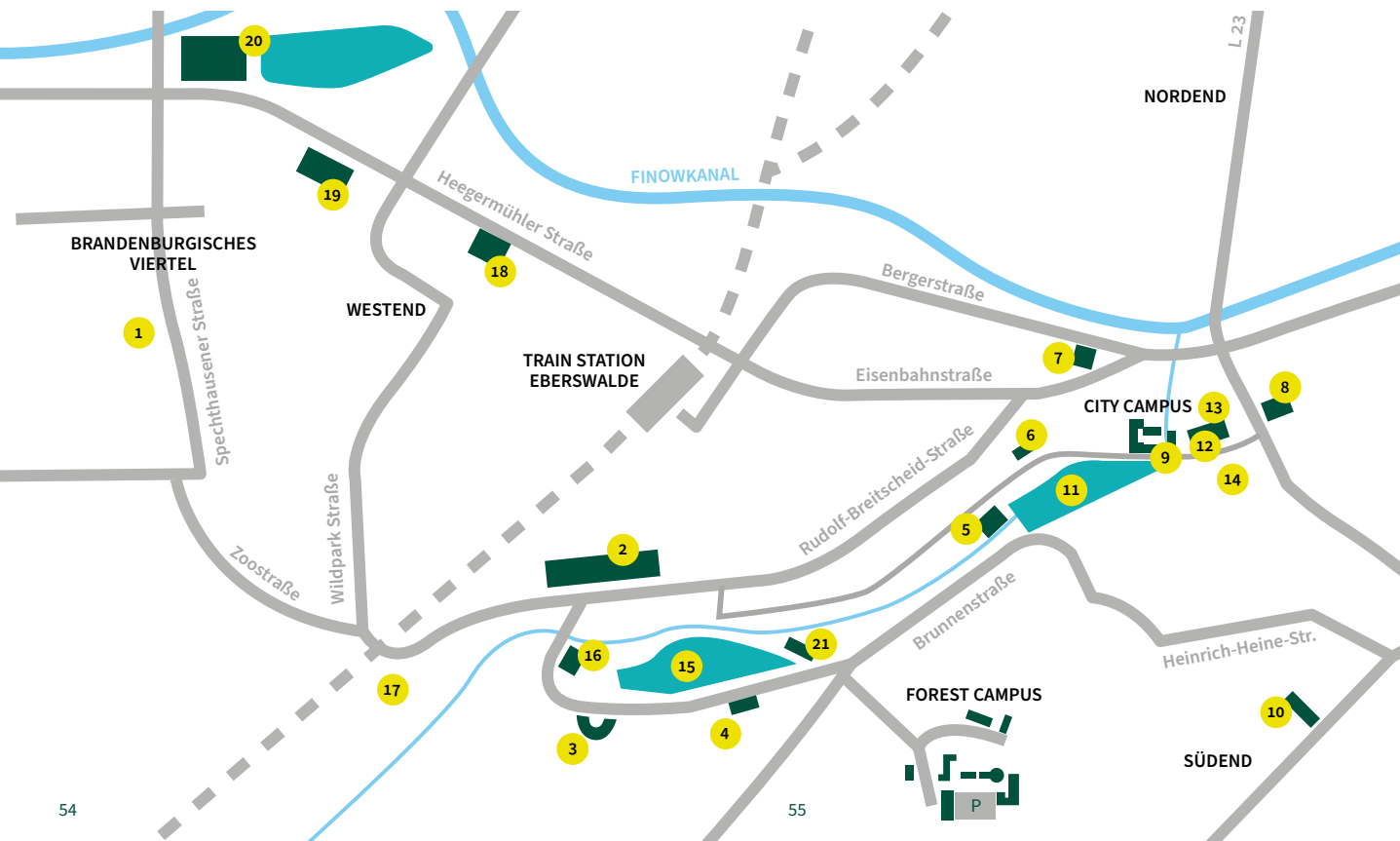
- 1 Dormitory Beeskower and Strausberger Straße
- 2 Hospital
- 3 Functional Building Forest Botanical Garden
- 4 Dormitory Schwappachweg
- 5 House Schwärzetal
- 6 Public Library
- 7 Post Office
- 8 Municipality (in the town hall)
- 9 Student Club
- 10 Dormitory Bernauer Heerstraße

Attractions

- 11 City Park (Ammonpark)
- 12 Paul-Wunderlich-Haus
- 13 Eberswalde Museum
- 14 Maria-Magdalenen-Kirche
- 15 Forest Botanical Garden
- 16 Zainhammer Mühle
- 17 Zoo
- 18 Cinema »Movie Magic«
- 19 Public Swimming Pool »baff«
- 20 Eberswalde Family Garden
- 21 Sonnenvilla

Webmap

→ hnee.de/webkarten



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 Cistercian 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 South 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).

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 Kattanek | Eisenbahnstraße 87
→ radhaus-online.de

Bicycle Self-Help Station

fahrradselbsthilfewerkstatt@hnee.de | Ruhlaer Straße 7

One of the ten finest Zoos in Germany



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 in 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 from Forest Campus to the dorm Brandenburgisches Viertel. Admission costs €5 for students (don't forget your Green Card).

Zoological Garden Eberswalde

Zoologischer Garten Eberswalde | Am Wasserfall 1
Tel.: +49 3334 22733 | → zoo.eberswalde.de
Opening Hours: daily from 9 a.m. till dusk



Shortest Route to Lake

The Schwärzese Lake (approx. 5 km by bike from the student dormitory of the Brandenburgisches Viertel)

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. 200 m) 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 Schwärzese, PLEASE TURN. You have gone too far ... It is always a good idea to take food and drink with you!

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

Further Leisure Opportunities

What else has Eberswalde got to offer for your leisure time?

Family Garden

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

Tel.: +49 3334 239764 → familiengarten-eberswalde.de

Opening Hours: 1 April – 31 October: daily 10 a.m. – 6 p.m.

Cinema »Movie Magic«

Tuesday at 8:15 p.m.: The special movie for €6.50

Tuesdays: Movie Highlight for €4.50 | Wednesdays: Family

Day – all movies before 5 p.m. for €5.50 | Thursdays:

Cinema Day – all movies for €6

Heegermühler Straße 25 | 16225 Eberswalde

Tel.: +49 3334 384910 | → moviemagic-eberswalde.de

Museum in the Adler-Apotheke

City museum with changing special exhibitions, next door you'll find the tourist information for event information.

Steinstraße 3 | 16225 Eberswalde | Tel.: +49 3334 64415

Opening Hours: Tuesday – Sunday 10 a.m. – 1 p.m. and 2 p.m. – 5 p.m. | Sat. 10 a.m. – 1 p.m. | Closed on public holidays

Erlebnispark Luftfahrt Finowfurt – Theme Park Aviation

Museumsstraße 1 | 16244 Schorfheide/OT Finowfurt

Tel.: +49 3335 7233 | → luftfahrtmuseum-finowfurt.de

When your stomach is growling ...

... and your throat is dry. Here is a small selection of gastronomic offers near the city centre, 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

Kleinschmidt

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

Exil Jugend- und Kulturverein

Am Bahnhof Eisenspalterei | the alternative Concert- and Partylocation

Cafés, Restaurants & Bistros

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

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)

Pâtisserie-Café

Michaelisstraße 1 | very delicious cakes

Shiva

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

Pizzapoint

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

Mr. Ky Sushibar & Asiabistro

Eisenbahnstraße 14 | fish, vegetarian and order service

Sushi-Restaurant TOWA

Zimmerstraße 20e

What else?

Waldstadtrösterei

Pfeilstraße 25 | Coffee roastery with freshly ground coffee to go

KoBaMugasmus

Schicklerstraße 25 | delicious vegetarian and vegan cakes and dishes

Halab Restaurant

Eisenbahnstraße 40 | Shawarma, Falafel, Arabic Sweets and more

Hoi An – Vietnamese Restaurant

An der Friedensbrücke 23

Restaurant Wilder Eber

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

Alte Brauerei

Eisenbahnstraße 29 | German cuisine and beer

Café Liesbeth

Ackerstraße 5 | Jumble sale with café in the garden

Café & Restaurant am Weidendamm

Schicklerstraße 4 | Soft ice cream and more

Globus Naturkost

Michaelisstraße 10 | Small lunch menu and organic food

Alte Post

Eisenbahnstraße 101 | Café, Bar, Co-Working & Event Space

Eberswalde weekly market

Always Tuesday and Friday from 8 a.m. on the market square

Marktschwärmer

Food from small farms in the region
→ marktschwaermer.de

Tante Sören

Rudolf-Breitscheid-Straße 16 | Kiosk, Games, Deco, Art, Coworking

A Selection of important Addresses

Yellow Garbage Sacks

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

Re-registration when moving

Local Registration Office (Bürgeramt Eberswalde)
Breite Str. 41-44

Call For Help

Emergency Call Rescue Service | Tel.: +49 112
Emergency Call Police | Tel.: +49 110

Mandatory license fee

for public broadcasting service (GEZ)
→ rundfunkbeitrag.de

Medical Care

We all get sick sometimes, and then we need medical assistance. Eberswalde has few doctors, so it might take long 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:

Bike Shops

RAD-Haus KattaneK | Eisenbahnstraße 87
Tel.: +49 3334 212119

GLG Klinikum Barnim GmbH, Werner Forßmann Krankenhaus

Rudolf-Breitscheid-Straße 100 | Hospital with various specialist departments as well as an emergency center

Fahrrad Fritze | Eberswalder Straße 162
Tel.: +49 3334 381620

GLG Martin Gropius Krankenhaus

Oderberger Straße 8 | Regional clinic for psychiatric diagnostics and treatment

Little John Bikes | Schneidemühlenweg 1
Tel.: +49 3334 3868226

Post Office

Eisenbahnstraße 101

More contact information → hnee.de/hilfe

Copy Service

grill & frank Digitaldruckerei | Friedrich-Ebert-Straße 27

EVENT DATES AND GUIDE

5

IMPORTANT DATES
EVENTS AT THE FOREST BOTANICAL GARDEN
HERE YOU RECEIVE ASSISTANCE

Important Dates

In September

Matriculation Ceremony

→ hnee.de/studienstart

In April & October

Welcome Evening for International Students

For registration and information, please email:

welcome@hnee.de

During the summer

Future Week

→ zukunftswoche.de

Once a year in summer or autumn

Entrepreneur Day

With inspirational presentations from local entrepreneurs and students

→ hnee.de/unternehmertag

Usually the first Saturday in June

University Information Day at HNEE,

Campus Festival and Eberswalde Town Festival

→ hnee.de/offen

Usually one week in October

Provinziale – The Film Festival Eberswalde

The »Provinziale« is presenting awards including the »Stachel« – a special prize for the best examination of sustainability in film form. Since 2017, HNEE has been a cooperation partner of Film Festival Eberswalde.

→ filmfest-eberswalde.de

Always in November

Intercultural Buffet

For registration and information, please email:

welcome@hnee.de

Usually in November

Johannes Schubert Award Ceremony

Since 1996, the Johannes Schubert prize has been awarded for academically excellent work in the field of ecology or meteorology in the context of diplom, bachelor's or master's theses. The award is in honour of Prof. Dr. Johannes Schubert (1859–1947), the former rector of the Forestry University in Eberswalde.

International Christmas Party

For more information, please contact:

welcome@hnee.de

Events at the Forest Botanical Garden

In January

Ökofilmtour (Eco Film Tour)

Festival for Environment and Nature Films. The Ökofilmtour at HNEE is the longest film festival in Brandenburg and shows films on topics such as environmental protection, globalisation or racism. The exclusive environment and nature film seminar including pitch is again being offered to HNEE students.

→ oekofilmtour.de

Enjoy also the numerous cultural highlights in the city, such as the city festival FinE – parallel to the HNEE Open Day, Jazz in E., the garden concerts and every Saturday at 10.30 a.m. »Good morning Eberswalde«.

In May

Day of biodiversity in the greenhouse – family day

In July

Pur Pur – A festival with concerts and films

In December

Forest Christmas on the third Advent weekend

More information on events in the Forest Botanical Garden → hnee.de/fbg



Here you receive assistance

Matriculation to exmatriculation (Feedback, exams, re-registration, semester on leave, changing your study course, Transcripts of Records)

Student Support Service Department | City Campus
Building 5 | Room 5.018 | studieren@hnee.de

Cash Office (Problems with semester fee)

City Campus | Building 2 | Room 2.310 | Opening hours:
Tuesday and Thursday 10 a.m.-12 m. | haushalt@hnee.de

Funding opportunities for semester abroad or internship abroad

International Office | City Campus | Building 5
Room 5.012 | international.office@hnee.de

Clogged toilet, ripping tap, uncovered roofs and other problems on the Campus

Department of Environmental and Facility Management
City Campus | Building 2 | Room 2.314
liegenschaftsmanagement@hnee.de

Reservation of university buses

Poststelle | Building 3
poststelle@hnee.de

Ideas for the sustainable University

City Campus | Building 6 | Room 6.307
nachhaltig@hnee.de

Family-friendly University

City Campus | Building 5 | Room 5.014
familie@hnee.de

Welcome Centre

City Campus | Building 5
Room 5.011 | welcome@hnee.de

Coordination Anti-Discrimination / Anti-Racism Work

City Campus | Building 6 | Room 01.307
Tel.: +49 3334 657-435

Career Service

Forest Campus | Building 25
Room 25.104 | career@hnee.de

Further counselling services:

→ hnee.de/beratung

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

Forest and Environment

Mr. Mike Wiebrock | mike.wiebrock@hnee.de

Landscape Management and Nature Conservation

Ms. Kathrin Neuburger | kathrin.neuburger@hnee.de

Wood Engineering

Ms. Kristin Baier | kristin.baier@hnee.de

Sustainable Business

Mr. Tobias Schulz | tobias.schulz@hnee.de

Secretary's Office of each Faculty

Forest and Environment

Ms. Friederike Neumann | Forest Campus | Building 11
Room 11.117 | friederike.neumann@hnee.de
Tel.: + 49 3334 657-160

Landscape Management and Nature Conservation

Ms. Irena Hierold | City Campus | Building 1 | Room 1.205
irena.hierold@hnee.de | Tel.: + 49 3334 657-308

Wood Engineering

Ms. Julia Tschiersnitz | Forest Campus | Building 12
Room 12.103 | julia.tschiersnitz@hnee.de | +
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Ms. Silke Beuster | City Campus | Building 2 | Room 2.102
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