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Dear Students,

I would like to warmly welcome you to the Technology Campus Cham.

You have decided to study in Cham; a lively and lovable city where it’s fun to live. The town and district of Cham share tradition, culture and knowledge with our Technology Campus based in the heart of the region.

By developing academic and practical skills during your studies, you will qualify for future management and leadership challenges. Our international degree programme provides an excellent opportunity for you to develop your cultural awareness and develop lasting friendships with other students from all over the world.

To help you during your first few weeks when you are busy settling in to your studies in Cham, we have created a survival guide where you'll find important information and contact information if you should be needing any assistance.

We wish you success in your studies, as well as a comfortable and fun time with us here in Cham.

Best wishes!

Prof. Dr.-Ing. Wolfgang Aumer,
Director, Technology Campus Cham
Prof. Dr.-Ing. Wolfgang Aumer
Director of Technology & Transfer Centre, TC Cham

Lecture topics:
- Advanced Robotics
- Autonomous Systems
- Case Study Cooperative & Autonomous Systems

Contact:
- Office No. 0.40 / 1.12
- +49 (0) 9971-99673-46
- wolfgang.aumer@th-deg.de

Prof. Dr.-Ing. Peter Firsching
Director of Study Centre, TC Cham

Lecture topics:
- Electric Machines and Engines
- Automation Engineering

Contact:
- Office No. 1.11
- +49 (0) 9971-99673-11
- peter.firsching@th-deg.de
Prof. Dr. Frank Denk
Professor, TC Cham

Lecture topics:
- Semiconductor Technology
- Mechatronics
- Electronics - Microsystems
- Structure & Functions of Cyber Physical Systems
- Business Models of Cyber Physical Systems

Contact:
- Office No. 1.11
- +49 (0) 9971–99673-47
- frank.denk@th-deg.de

Susanne Bierl, Dipl. Betriebswirtin
Assistant to the Director of Studies, TC Cham
- Office No. 0.23
- +49 (0) 9971–99673-20
- susanne.bierl@th-deg.de

Stefanie Liegl, MSc
Assistant to the Director of Studies, TC Cham
- Office No. 0.23
- +49 (0) 9971–99673-29
- stefanie.liegl@th-deg.de
Registrar's Office (Centre for Studies)

We are happy to advise you on all matters concerning the admission process as well as give you academic counselling during your studies about aspects concerning examination regulations and the completion of internships. Your personal information is kept on register here so please inform us of all changes (especially name and address changes) in due time.

Johanna Maurer
Administrator for Master Mechatronics and Cyber-Physical Systems
Centre for Studies - Technical Division, Deggendorf
- +49 (0)991 3615-454
- johanna.maurer@th-deg.de

Further information:
https://www.th-deg.de/en/students/documents-organisation
Language and Electives Centre

The Language and Electives Centre plays a central role in DIT’s internationalization initiative. Students have diverse opportunities to develop skills in foreign languages and German as well as in social skills, methodological competence and orientational knowledge. An “AWP” subject is defined in the study and examination regulations as a compulsory elective subject of a general academic nature that has to be successfully completed. Subjects can be chosen from the following three areas:

- Social and methodological competency
- Orientational knowledge
- Languages

At the end of semester breaks, intensive language courses take place on Campus Deggendorf for one or two weeks. In all languages, the topics of a 2- or 4-SWS course are covered in one or two course weeks. As a language lives on when it is heard and spoken all language courses (and most AWP subjects) require compulsory attendance.

Tanja Mertadana, MA
Head of Language and Electives Centre, Deggendorf
- +49 (0) 991 3615-217
- sprachenzentrum@th-deg.de

Further information: https://www.th-deg.de/en/students/language-electives
Career Service

The Career Service at the DIT is a contact point for students who are looking for an internship or a permanent job while writing their thesis. Apart from individual career and application coaching, we also offer an online job fair aimed directly at DIT students.

Every semester, the Career Service offers a multitude of seminars imparting important skills for your studies, your future job and individual character development. Furthermore, the Career Service provides information and guidance concerning scholarships and the DIT’s mentoring-programme.

Further information: https://www.th-deg.de/en/students/career
The Career Service provides:

**Career and application coaching**
- How to apply in English and German
- DIT online job fair (www.career.th-deg.de) and newsletter
- How to prepare a personal skill profile
- How to identify potential scope of activities and offers
- Development of application strategies
- Application form check (also via email)
- Preparation for a job interview
- Preparation for an assessment center
- Master counselling

**Seminars and workshops**
- IT
- Job competence
- Study and personality competence
- Professional and personal skills
- Courses
- AdA course training to be a supervisor

**Domestic and German scholarship**
- Mentoring programmes
- firstcontact – DIT’s job fair (www.firstcontact-deggendorf.de)

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**Claudia Probst, MA**
Head of the Career Service, Deggendorf
- +49 (0) 991 3615-223
- career-service@th-deg.de
International Office

The International Office is the central facility for all international students. We support you in all matters before and after your arrival, as well as during your stay. We help you with enquiries concerning your studies and give you information regarding accommodation, finances, visas as well as further counselling and other services:

• We give advice to all DIT students who are planning a semester abroad
• We support international students, scholarship recipients and university guests
• We organize and contact the European ERASMUS programme partners
• We coordinate the university partnership programmes worldwide
• We organize intercultural training and “orientation weeks” for international students

International Office opening hours, Deggendorf

Mon - Thu: 8.30 - 11.30am, 12.30 - 4pm
Friday: 8.30 - 11.30am
Please make an appointment for individual consultation.
Contact (Campus Deggendorf)

Lisa Werner, Dipl. Betriebswirtin
Head, International Office
• +49 (0) 991 3615-253
• lisa.werner@th-deg.de

Antonia Gruber
Scholarship officer for international students
• +49 (0) 991 3615-274
• antonia.gruber@th-deg.de

Nadine Kappl
Advisor for international students and refugees
• +49 (0) 991 3615-242
• nadine.kappl@th-deg.de

Daniela Schwertlinger, BA
Accommodation officer
• +49 (0) 991 3615-8843
• daniela.schwertlinger@th-deg.de

Iris Reul
Officer for recognition of certificates
• +49 (0) 991 3615-209
• iris.reul@th-deg.de

Carina Puhani, BA
Advisor for international students
• +49 (0) 991 3615-277
• carina.puhani@th-deg.de

Further information: https://www.th-deg.de/en/students/internationals
https://www.facebook.com/dit.international.office
Student and Academic Counselling

We provide general guidance and orientation in all matters concerning your study courses, living on campus and in the town of Cham. Do not hesitate to contact us.

Alexandra Niewöhner, MA
Head of Student & Academic Counselling, Deggendorf
• +49 (0) 991 3615-373
• alexandra.niewoehner@th-deg.de

Kathrin Auer, MA
Student & Academic Counselling, Deggendorf
• +49 (0) 991 3615-641
• kathrin.auer@th-deg.de

The Oskar-Karl-Forster scholarship (“Büchergeld”)

The Oskar-Karl-Forster-Scholarship supports talented applicants in financial need (e.g. students entitled to receive BaföG).

The scholarship supports the purchase of textbooks and other study material with a one-off payment between €100 and €500. Applicants should have studied at least two semesters at the DIT and not yet have finished the sixth semester. This scholarship is not bound to religion, faculty or nationality. Please hand in the application form with original invoices for the books and study materials to Iris Reul (iris.reul@th-deg.de).

Please be aware that students are not legally entitled to this scholarship.
Library

The town library in Cham has a total of 28,000 different media available. All information to the library and its services can be found here: www.cham.de/Kultur-Freizeit/Freizeit/Stadtbibliothek

The main library at Deggendorf campus
Books from the main library at Campus Deggendorf can be ordered. Your library account will be setup and ready to use after participation in a library introduction. Many faculties organise a library introductory session at the beginning of the first semester. You will receive more information from the faculty. There are 12 desks in the library, 10 of which are equipped with a PC. You also have wireless reception, if you prefer to work with your laptop.

Jackets and bags, as well as food and drinks are forbidden in the library (transparent bottles of water are allowed).

Opening hours for campus Deggendorf library:

During the semester:
• Monday - Thursday: 8am - 8pm
• Friday: 8am - 6pm

During the semester break:
• Monday to Thursday: 9.30am - 4.30pm
• Friday: 9.30am - 1pm

Service opening hours:
• Daily from 9.30am
• 8 - 9.30am for book return and key distribution for the study rooms

Further information: https://www.th-deg.de/en/students/library
Alumni and Internships Abroad

This department takes care of our alumni and offers the DIT students many ways to network such as the job shadowing programme, business talks or lectures from alumni for students.

We also provide help to students who plan to do an internship abroad and to international students who are looking for a job in Germany.

AlumniNet, the students and alumni club, is located here as well.

Alumni Office for students

• Members app for campus information
• Job shadowing programme
• Alumni business talks
• “The best job in the world“ lecture from Alumni 4 students
• AlumniNet events
• Graduation book
• “The Prom“

Alumni Office for internships abroad

• Introduction lecture “5 steps to an internship abroad“
• Lecture “Prepare your English CV“
• ilearn course
• English CV checks
• Personal counselling
• Information material

Alumni Office for international students

• Lecture “How to apply to German companies“
• CV checks in English and German for positions in Germany (together with the Career Service)
Contact:

**Ulrike Sauckel, Dipl. Kulturwirtin (Univ.)**
Head of Alumni Relations and Internships Abroad, Deggendorf
- +49 (0) 991 3615-256
- ulrike.sauckel@th-deg.de

**Stefanie Lex, MA**
Alumni and Internships abroad
- +49 (0) 991 3615-306
- stefanie.lex@th-deg.de

**Heidi Seyschab**
Alumni and Internships abroad
- +49 (0) 991 3615-393
- heidi.seyschab@th-deg.de

Further information: https://www.th-deg.de/en/alumni
Computer Centre and IT

The data centre of all DIT campuses is located centrally on the 2nd floor of the G building right above the library on the Deggendorf campus. All students receive a login valid for the time of their studies. This login grants access to the internet, a personal email account and all offered course materials. Most of the services offered via the campus network can be accessed world-wide via web browser.

First Steps in the IT

1. User name

User name consists of:
• 1st letter of first name
• 1st letter of family name
• Day of birth (2 digits)
• Last 3 figures of the matriculation no.

Example:
Hans Muster (Matr. no. 123456), born 05.12.1975 => hm05456

2. Password

The standard password consists of:
• 1st letter of first name
• Matr. no.
• Hyphen (-)
• 1st letter of family name
• Year of birth (4 digits)

Example: Hans Muster (Matr. no. 123456), born 1975, => h123456-m1975

Please note: Your matriculation number can be found on your admission certificate and is different to your application number.

Changing your password: To change your password please see: https://idm.th-deg.de (access only on campus or via VPN)
3. After registration

Important drive letters:
• I: your own home drive (limited memory capacity)
• V: central drive (hub)

4. Email address

Your email address: name.familyname@stud.th-deg.de
Note: In case of similar names, the email address will be extended by a consecutive number: vorname.nachname2@stud.th-deg.de

Your email password: see point 2
Visit https://idm.th-deg.de (access only on campus or via VPN)

5. Student email distribution lists

Sending of emails to student distribution lists is only possible via the MoM web application: https://mom.th-deg.de (access only on campus or via VPN)

6. Public distribution lists

To receive further information by email (news, events, etc.), you can subscribe to the appropriate public distribution lists at https://idm.th-deg.de in the menu item “Public distribution lists”

7. Important internet addresses

• The university website: http://www.th-deg.de
• Access to the email system: https://webmail.th-deg.de
• Intranet: https://intranet.th-deg.de
• HIS-portal (study reports, exams, grade sheets) https://his-portal.th-deg.de
• E-Learning: https://ilearn.th-deg.de
• Cloud storage: https://owncloud.th-deg.de

Further information: https://www.th-deg.de/en/students/computer-services
8. Printing and photocopying

In order to be able to print or copy, students can buy a voucher worth either €5 or €10 from the secretary’s office. After purchase, enter the number on the voucher into the printer to print. This can be done on the first semester day after receiving a short briefing from a TCC employee.

9. Introductory sessions

Many faculties organise an IT introductory session at the beginning of the 1st semester. You will receive more information from your faculty.

10. Certificate of Enrolment

- Select the Primuss portal in your browser.
- Register with your matriculation number and your date of birth as password (eg. 7th April 1988 => 07.04.1988).
- If you are registering in the Primuss portal for the first time, please change your password.
- Click on “Studiumsverwaltung“ (Study admin).
- Click on “Studiumsbescheinigung“ (Study certs.)
- Select the required form of enrolment certificate.
A PDF- file will be created which can be printed or saved and sent by email.

11. Internet Access

Wlan Name: studwlan-cham
Password: euruffddV
With a VPN connection, all users logging into the DIT’s network via external providers, have the opportunity to use all services limited to the address area of the DIT. For a manual see: https://intranet.th-deg.de/rz

12. IT-Support

Feel free to contact us with all your IT-related questions and problems. Our IT Support Team will be happy to help you.
Email contact: it-support@th-deg.de
Virtuelle Hochschule Bayern (Virtual University Bavaria)

The Virtuelle Hochschule Bayern (vhb) offers free, high-quality e-learning material to all students enrolled at a university in Bavaria. Vhb courses are either integrated into the curriculum or can be used for further training. A course assessment is offered for every course.

Whether and how the vhb-courses and offers not integrated in the curriculum can be tied into your regular course, should be discussed with the responsible faculty at your university before applying for a course with the vhb.

Contact:
Please find the courses, the application and the links here:

E-Learning

The DIT uses stat-of-the-art information and communication technologies. The e-learning department will support you in using media-based teaching methods and is a focal point for students and lecturers alike.

Using e-learning offers
You can find the central platform for e-learning (i.e. learning material and communications headquarters) here: https://ilearn.th-deg.de

You can log in with your IT account. On iLearn, you can find, in the menu on the top, your courses sorted by faculties. For the courses you usually need a login that will be given to you at the beginning of the semester by your professor of by a study assistant.

Apart from the courses of your field of study, you will also find videos and courses by the AWP-subjects, the Language Centre, the Career Service, General Engineering and the International Office. Another area on the platform is knowledge management by students for students, where you can find tips concerning the courses, as well as written notes, sample solutions and much more.

E-Learning contact
- +49 (0) 991 3615-8811
- elearning-support@th-deg
IMPORTANT SEMESTER DATES

Winter semesters

October 1st – March 14th
Approx. 14 weeks of classes: End of classes = end of January
Approx. 3 weeks of exams: End of January – mid February
Semester break: Mid-February – mid March
Christmas break: December 24th – January 6th

Summer semester 2020

March 15th – September 30th
Approx. 15 weeks of classes: End of classes = mid July
Approx. 3 weeks of exams: End of June – mid July
Semester break: Beginning of August – end of September

Easter Holidays: Vary each year
Pentecost Holidays: Vary each year

https://www.th-deg.de/en/students/documents#semester-overview

Public holidays in Bavaria 2020

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<th>Day</th>
<th>Holiday</th>
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<tr>
<td>1 Jan</td>
<td>Wed</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>6 Jan</td>
<td>Mon</td>
<td>Epiphany</td>
</tr>
<tr>
<td>10 Apr</td>
<td>Fri</td>
<td>Good Friday</td>
</tr>
<tr>
<td>13 Apr</td>
<td>Mon</td>
<td>Easter Monday</td>
</tr>
<tr>
<td>1 May</td>
<td>Fri</td>
<td>Labour Day</td>
</tr>
<tr>
<td>21 May</td>
<td>Thu</td>
<td>Ascension Day</td>
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<tr>
<td>1 Jun</td>
<td>Mon</td>
<td>Whit Monday</td>
</tr>
<tr>
<td>11 Jun</td>
<td>Thu</td>
<td>Corpus Christi</td>
</tr>
<tr>
<td>15 Aug</td>
<td>Thu</td>
<td>Assumption Day</td>
</tr>
<tr>
<td>3 Oct</td>
<td>Sat</td>
<td>Day of German Unity</td>
</tr>
<tr>
<td>1 Nov</td>
<td>Sun</td>
<td>All Saints’ Day</td>
</tr>
<tr>
<td>25 Dec</td>
<td>Fri</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>26 Dec</td>
<td>Sat</td>
<td>2nd Day of Christmas</td>
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Students who are non-EU citizens:

Students who are not citizens of an EU-country need to apply for a residence permit ("Aufenthaltsgenehmigung"). To obtain this permit, please go to the Immigration Office ("Ausländeramt") that is situated in the District Office ("Landratsamt").

You are required to bring along the following documents:

- Passport or ID Card
- 3 biometrical photographs
- Enrolment certificate ("Immatrikulationsbescheinigung")
- Proof of health insurance
- Proof of financial support or enough funds
- Copy of birth certificate

Certain nationalities need to open a blocked bank account to be able to apply for a student visa. Please contact the German embassy in your home country for more information.

Contact Cham:
Landratsamt Cham
Ausländeramt or Foreigners’ Office
Rachelstraße 6, 93413 Cham
- +49 (0) 9971-78-251
Useful checklist for a good start in the district of Cham
www.landkreis-cham.de/landkreis-landratsamt/willkommen/welcomeservice/checklist-en/

Cham town hall
Marktplatz 2
93413 Cham
• +49 (0) 9971 8579-0
• poststelle@cham.de

Cham district office
Landratsamt Cham
Rachelstr. 6
93413 Cham
• +49 (0) 9971 78-0
• poststelle@lra.landkreis-cham.de

Cham library
Spitalplatz 22
93413 Cham
• +49 (0) 9971 8579-360
• bibliothek@cham.de

Opening hours:
Mon: 8am – 12noon
2 – 4pm
Tue: 8am – 12noon
2 – 4pm
Wed: 8am – 12noon
2 – 4pm
Thu: 8am – 4pm
Fri: 8am – 12noon

Opening hours:
Mon: 8am - 4pm
Tue: 8am - 4pm
Wed: 8am - 4pm
Thu: 8am - 4pm
Fri: 8am - 12noon

Opening hours:
Mon: 1 - 6pm
Tue: 1 - 6pm
Wed: 10am - 6pm
Thu: 1 - 6pm
Fri: 1 - 6pm
Cham is situated about 60 km northeast of Regensburg, north of the river Danube. It is the capital of the district of Cham in the Upper Palatinate in Bavaria.

The town of Cham organizes a variety of cultural events - from modern to classic, for kids and families, adults and seniors! Learn all the details about the Cham Culture programme: www.cham.de/Kultur-Freizeit/Kultur/Städtisches-Kulturprogramm

The town library in Cham has a total of 28,000 different media available. All information to the library and its services can be found here: www.cham.de/Kultur-Freizeit/Freizeit/Stadtbibliothek

Changing exhibitions are presented by the municipal gallery in Cordonhaus Cham: www.cham.de/Kultur-Freizeit/Kultur/Galerien-Museen

Cham offers a variety of recreational activities and sports, e.g. the Freizeitgelände Quad Feldmühle, an attractive and modern amusement park with a skating facility, halfpipe, soccer field, the Chamer leisure pool, various sports fields and gyms and bike trails that pass through Cham.

Please find more information about all leisure activities and cultural events at www.cham.de.
Please pay attention to the following points which are important to you:

- Deposit – you are always asked to pay a deposit sum between 300 € and 600 €
- Private accommodations are available in different parts of the town
- You have to remain there for the whole period of your stay once you have accepted it
- Telephone and internet access are not always available
- All rooms and apartments are self-catering
- You must cancel your flat contract 3 months before leaving!

You can find a list of private accommodation offers via the following link: www.th-deg.de/en/tc-cham-en/student-accommodation

**RESIDENT REGISTRATION IS FOR ALL STUDENTS**

Germany has compulsory registration for all residents. If you stay longer than three months, registration has to be done within the first two weeks after moving to Germany.

To register, you will need the following:

- Your passport
- The form “Wohnungsgeberbestätigung” to be provided from your landlord

The registration office is located in the town hall (Rathaus).
If you have your place of residence in another community you have to go to the town hall of your local community.

**Cham town hall**
Marktplatz. 2, 93413 Cham
+49 (0) 9971 8579-0

**Opening hours:**
Mon: 8am – 12noon
2pm – 4pm
Tue: 8am – 12noon
2pm – 4pm
Wed: 8am – 12noon
2pm – 4pm
Thu: 8am – 4pm
Fri: 8am – 12noon
PUBLIC TRANSPORT IN CHAM

City Bus Nr. 100
Connects the districts: Cham/Floßhafen - Marktplatz - Cham-West - Schulberg - Nunsting - Altenstadt und Janahof

Please find the bus schedules here:
https://www.stadtwerkecham.de/verkehr/stadtbus-1.html
https://www.stadtwerkecham.de/verkehr/stadtbus-2.html

Other town bus routes in Cham:
Linie 101: Cham-Katzberg-Loibling-Katzbach-Cham
Linie 102: Cham-Haidhäuser-Michelsdorf-Altenmarkt-Cham
Linie 103: Cham-Kammerdorf-Windischbergerdorf-Zifling-Cham
Linie 104: Cham-Gutmaninger Straße-Hof-Chammünster-Cham

Please find more details here (site in German):
www.landkreis-cham.de/service-beratung/personennahverkehr/busverbindungen/

Useful timetable APP for public transport in Cham
(available for iPhone and Android-Smartphone): “Wohin du willst”
www.landkreis-cham.de/service-beratung/personennahverkehr/mobilitaetsplaner-apps

Information to Train connections:
www.landkreis-cham.de/service-beratung/personennahverkehr/zugverbindungen/ | or via www.bahn.de
VISITING A DOCTOR IN GERMANY

If you are ill you should visit a GP (Allgemeinarzt) in your area. He or she will help you and refer you to a specialist doctor (Facharzt) if necessary. Please be aware that most doctors have many patients and therefore prepare yourself for longer waiting periods in order to get an appointment.

In case of a real emergency, e.g. an accident, etc. you can call the ambulance (Notarzt) under telephone number 112.

If your case is urgent (flu with fever, etc.) you can just go to see your general physician as most doctors will examine urgent cases. In this case be aware that the waiting time without appointment can be very long (several hours).

In Germany, the costs for medical treatment, a stay in hospital or medicine are generally paid by your health insurance, so it is important to have statutory or private health insurance (Krankenversicherung). Usually you have to pay a small proportion of the fees yourself (Eigenanteil).
**Physicians Directory**

**GPs**

Dr. med. Deinfelder Ute  
Am Rindermarkt 16  
93413 Cham  
+49 (0) 9971 803430

Dr. Moser Hans-Jürgen  
Steinmarkt 7  
93413 Cham  
+49 (0) 9971 7054

Dr. med. Schmiedl Isabella  
Steinmarkt 5  
93413 Cham  
+49 (0) 9971 7355

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93413 Cham  
+49 (0) 9971 995366

**Dentists**

Dr. med. den. Aurnhammer Karl  
Ludwigstr. 2  
93413 Cham  
+49 (0) 9971 1542

Dr. Jung Andrea & Dr. Habash Andreas  
Dr. Bürgermeister-Zimmermann-Str. 11  
93413 Cham  
+49 (0) 9971 801250

Dr. Michael Salzberger  
Bahnhofstr. 1  
93413 Cham  
+49 (0) 9971 995130

**Dermatologists**

Dr. med. habil. Bübl Robert  
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+49 (0) 9971 801020

Dr. Medic. Cotofana Maria Nicoleta  
Janahof 2  
93413 Cham  
+49 (0) 9971 7685740

Ophthalmologist  
Augenärztliche Gemeinschaftspraxis  
Auf der Schanze 9  
93413 Cham  
+49 (0) 9971 7060

Dürr Jutta  
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+49 (0) 9971 9966456

**Orthopaedists**

Orthopädisches Chirurgisches Zentrum  
Bahnhofstr. 1  
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+49 (0) 9971 8430

**Pharmacists**

Apotheke Am Stadtpark  
Waldschmidstr. 1  
93413 Cham  
+49 (0) 9971 1783

Kloster Apotheke  
Steinmarkt 5  
93413 Cham  
+49 (0) 9971 79797

Marien Apotheke  
Marktplatz 10  
93413 Cham  
+49 (0) 9971 85660

Regental-Apotheke  
Rödinger Str. 22  
93413 Cham  
+49 (0) 9971 862010

Steinmarktapotheke  
Steinmarkt 2  
93413 Cham  
+49 (0) 9971 9233

Zimmermann Apotheke  
Ludwigstr. 8  
93413 Cham  
+49 (0) 9971 804700
Opening a bank account

Official payments are made through bank transfers, e.g. rent to your landlord. Therefore it is useful to open a bank account which usually takes about 30 minutes.

Please bring the following items:
•   Passport or ID-card including visa
•   Proof of enrollment (if you do not have it yet, you can submit it later)

It's important to mention that you are a student, because opening an account and bank transactions are free of charge for students. (At most banks, upon presentation of a matriculation certificate and if the account holder is no older than 28 years of age, no account maintenance fees will be charged.) The bank will automatically give you an info card with your account number, bank code, phone number and contact person. You also obtain a cash card, which you can use in Germany and abroad.

Money and methods of payment

Many financial transactions take place in Germany without using cash. Accounts known as current accounts ("Girokonto") are used for payments that do not involve cash. All money transactions can be carried out with a current account. Money can be credited to these accounts (e.g. through bank transfers or cash deposits) and transferred out of them (e.g. through cash withdrawals, card payments, bank transfers, direct debit, standing orders). The current account is used in particular to pay bills and settle regular expenses (rent, electricity). It is particularly important to have a current account at a bank if you are working.

Banks in the district of Cham:

<table>
<thead>
<tr>
<th>Sparkasse</th>
<th>Commerzbank</th>
<th>Sparda Bank</th>
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<tbody>
<tr>
<td>Further Str. 1</td>
<td>Obere Regenstr. 17</td>
<td>Rodinger Str. 1</td>
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<tr>
<td>93413 Cham</td>
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<tr>
<th>Raiffeisenbank</th>
<th>HypoVereinsbank</th>
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<tbody>
<tr>
<td>Schwanenstr. 17-19</td>
<td>Marktplatz 16</td>
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<td>93413 Cham</td>
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<th>Volksbank Straubing eG</th>
<th>Postbank</th>
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<tr>
<td>Marktplatz 3</td>
<td>Bahnhofstr. 2</td>
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<tr>
<td>93413 Cham</td>
<td>93413 Cham</td>
</tr>
</tbody>
</table>
Under German law, everyone studying at a state-recognized college or university is required to take out personal health insurance. Therefore, you will need to submit an insurance certificate when you enroll at college or university. If you do not have private insurance that fulfils the requirements mentioned below, it is recommended that you apply for a German health insurance card.

Please bring with you:

- Enrolment certificate ("Immatrikulationsbescheinigung")
- Passport
- Student ID Card
- German bank account number

For EU citizens:

If you are from an EU-country and are already covered by public health insurance in your home country, you are entitled to use public medical care in Germany. Your health insurance will cover all occurring costs for medical treatment.

If you are not a citizen of the European Union:

You need to take out German health insurance, which costs around €70 monthly.

If you have health insurance in your home country, you have to bring a certificate from your company, which shows that your health insurance will fulfill the requirements stated in §7 Abs. 2 of the "Freizügigkeitsverordnung/EG".

If you don’t have German health insurance, you will need confirmation from a German insurance company that you are exempt from taking out public health insurance. You need to show this confirmation to the Centre of Studies.
Sometimes time is of the essence and you are in immediate need of help. So it is important for you to know the following telephone numbers. They will help you to find assistance very quickly.

Important telephone numbers at a glance

- **Emergency doctor/ambulance (Notarzt): 112**
  This is the emergency number to call in case of urgent seriously illness or injury.

- **Fire department (Feuerwehr): 112**
  Call this number immediately if you discover a fire in your house or another building.

- **Police (Polizei): 110**
  Has someone attacked you? Or did you see a crime being committed? Then call the police straight away! You can trust police officers.

- **Crisis hotline (Telefonseelsorge): +49 800 1110111 or +49 800 1110222**
  Are you in despair? Do you have the feeling that you can’t continue living? The staff at the Crisis Hotline (also known as the Samaritans in some countries) is there to help you and listen to you. You do not need to tell them your real name.
Try to save energy and separate waste:

Waste separation:

Waste paper and glass belong in the waste containers. Emptied and clean packaging belongs in the yellow bag (only available in some cities). Raw vegetable peelings and coffee grounds belong in the brown bio-bin if available. All the rest belongs in the black bin for residual waste.

Deposit system:

When you buy a bottle or can of any beverage, there is a 7 – 25 cent deposit on it. You can return the empty bottle/can to any food shop and you will get the deposit returned.

How to air your room correctly:

Switch off the heaters while airing the room. Air two to three times a day with the window wide open, no permanent airing with the window on tilt (provokes mold).

Utilities (“Nebenkosten”):

Higher costs can occur through wasting energy and water which then have to be put on top of the rent (you get a bill in the beginning of the new calendar year with the additional costs for electricity and water). You would have to pay for it after your move-out (or your landlord will keep a part of your returnable deposit instead).

Repairs:

If something is broken or damaged, immediately let the landlord know. Repairs that do not have to be carried out immediately will be attended to by the facility manager as soon as possible after having received the damage report.

Emergencies (e.g. flooding) will be attended to by the on-duty service, if the facility manager is off-duty.