

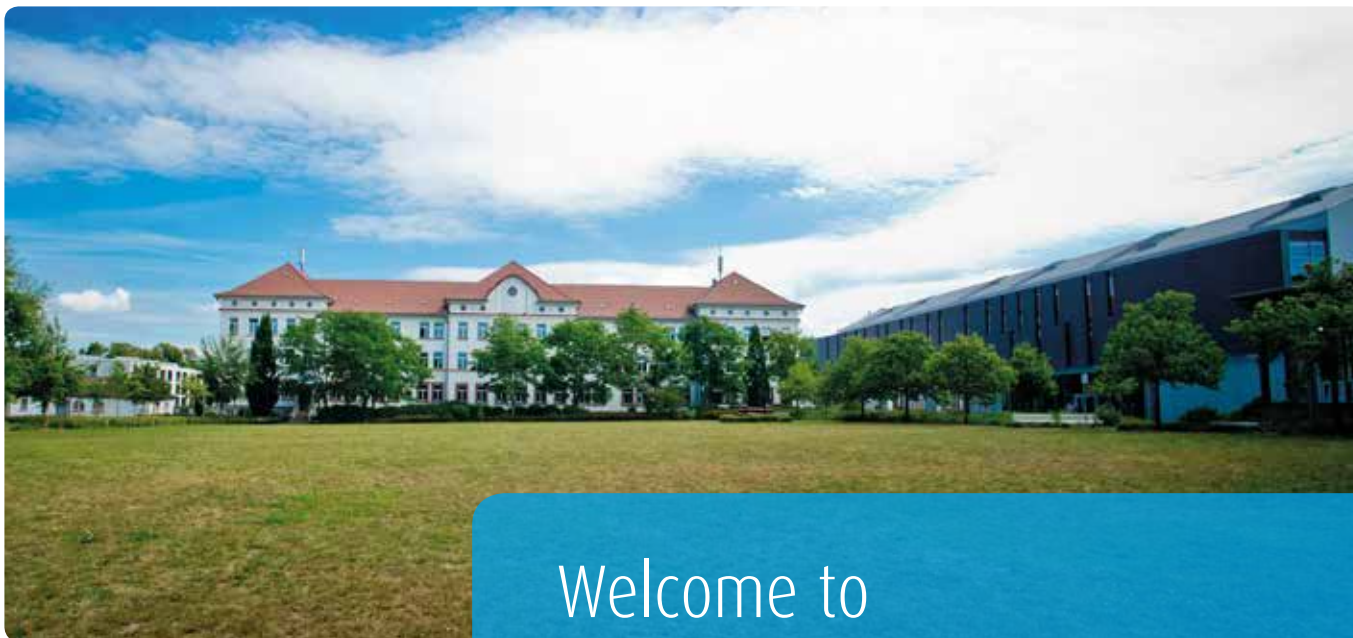


**Broaden your mind – study with us**  
Guide for international students



## CONTENT

<b>1.0</b>	<b>About Germany and Aschaffenburg</b> .....	<b>5</b>	<b>5.0</b>	<b>During your stay</b> .....	<b>19</b>
			5.1	Buddies for international students .....	19
<b>2.0</b>	<b>About Aschaffenburg UAS</b> .....	<b>7</b>	5.2	Registration in town .....	19
2.1	Faculties and Degree Programmes .....	8	5.3	Opening a bank account .....	19
2.2	Courses .....	9	5.4	Internet, phone and media .....	20
2.3	Academic Year .....	9	5.5	Orientation Weeks .....	20
2.4	Fees .....	9	5.6	Schedule and Learning Agreement .....	20
			5.7	Classes .....	20
<b>3.0</b>	<b>Campus</b> .....	<b>11</b>	5.8	German Courses .....	21
3.1	Campus Map .....	11	5.9	Exams .....	21
3.2	Facilities .....	12	5.10	Excursions .....	21
3.3	Campus Card .....	13	5.11	Before returning home .....	21
3.4	Sports .....	13			
3.5	Student Union .....	13	<b>6.0</b>	<b>Living in Aschaffenburg</b> .....	<b>23</b>
<b>4.0</b>	<b>Before Leaving Home</b> .....	<b>15</b>	6.1	Transportation .....	23
4.1	Counselling .....	15	6.2	Cost of Living .....	24
4.2	Application .....	15	6.3	Shopping .....	24
4.3	Healthcare and Insurance .....	16	6.4	City attractions .....	24
4.4	Visa .....	16	6.5	Leisure .....	25
4.5	Accommodation .....	16			



# Welcome to Aschaffenburg UAS

## Dear Students,

We are pleased that you have chosen to undertake your study abroad experience at Aschaffenburg University of Applied Sciences (UAS) and welcome you most warmly.

We offer attractive international programmes of study for students from all over the world. Professors, the staff at the International Office and the Career Service, as well as students involved in the Buddy Programme will support you with advice and practical assistance in order to make your day-to-day life as easy as possible.

This guide gives you an initial overview of Aschaffenburg UAS and its programme as well as providing you with practical information about your arrival and your time in Aschaffenburg.

We wish you the best of luck with your studies and we hope you enjoy enriching experiences in Germany, Aschaffenburg and at Aschaffenburg UAS!

Your International Office



# About Germany and Aschaffenburg



Germany is located directly in the heart of Europe and extends from the Baltic Sea in the north to the Alps in the south. The highest mountain is the Zugspitze; the longest rivers are the Rhine, Elbe and Danube.

Germany is not big in size but offers one of the highest standards of living in the world as well as diverse art and culture and it is well-known for its high-quality products. With its 82 million inhabitants it has the largest population of all EU member states.

Aschaffenburg is a medium-sized city with a population of around 70,000 and offers a good quality of life. The city lies on the River Main and is famous for its seven municipal museums, its interesting and varied cultural programme and a wide variety of cafés, bars and clubs. Annual festivals such as the Afro-Caribbean Festival, the Volksfest in June and the big Stadtfest in August attract visitors from all over the country. They are permanent highlights in the city's event calendar and popular among young and old alike.

Situated between large conurbations and areas of unspoilt nature, Aschaffenburg has often been described as a city where people can enjoy life to the fullest.



# About Aschaffenburg UAS





**Aschaffenburg UAS is one of Germany's leading young universities and was founded in 1994. We offer forward-looking programmes geared towards putting the latest research into practice so as to provide our students with outstanding prospects for their future careers.**

Aschaffenburg UAS became a teaching institution in 1995 and it has grown rapidly ever since. Today, more than 150 professors and lecturers teach approximately 3,400 students. Due to its achievements in teaching and research as well as the international outlook of its programmes of study, Aschaffenburg UAS has been rated among Germany's leading institutions in various rankings.

Aschaffenburg UAS offers its students all the advantages of a small yet modern university: a personal atmosphere, small study groups, individual mentoring by highly committed teaching staff as well as modern equipment in lecture halls and labs. The campus with its historical buildings and green area is situated close to the town centre and all facilities are within walking distance.

## 2.1 FACULTIES AND DEGREE PROGRAMMES

All study programmes taught at Aschaffenburg UAS are housed in two faculties: the Faculty of Business and Law and the Faculty of Engineering. Each faculty comprises a roughly equal number of students and is responsible for all activities within its respective disciplines, including teaching, research and development.

Exchange students and international degree students can choose from the following degree programmes:

### Faculty of Business and Law

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#### Bachelor's Programmes

- Business Administration (B.A.)
- Business Administration for SME (B.A.)
- Business Administration and Law (B.A. / LL.B.)
- International Real Estate Management (B.A.)

#### Master's Programmes

- Business Administration and Law (M.A./M.Sc./LL.M.)
- International Management (M.A.)
- Real Estate Management (M.A.)



### Faculty of Engineering

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#### Bachelor's Programmes

- Electrical Engineering and Information Technology (B.Eng.)
- Renewable Energies and Energy Management (B.Eng.)
- International Technical Sales Management (B.Eng.)
- Multimedia Communication and Documentation (B.Sc.)
- Mechatronics (B.Eng.)
- Industrial Engineering (B.Eng.)
- Industrial Engineering and Materials Technologies (B.Eng.)

#### Master's Programmes

- Electrical Engineering and Information Technology (M.Eng.)
- Industrial Engineering (M.Sc.)



## 2.2 COURSES

### Course Offer

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#### Degree Students

The language of instruction for our Bachelor's and Master's programmes is generally German. The Faculty of Business and Law offers an English-taught Master in International Management. You will need to provide evidence that you have reached a certain level in German for admission. For further information concerning the application process and the German tests that are accepted at Aschaffenburg UAS, please have a look at our homepage:



[www.h-ab.de/admissions](http://www.h-ab.de/admissions)

#### Exchange Students

You can choose from the regular range of courses taught in English and from the courses taught in German, depending on your German skill level.



[www.h-ab.de/course-offer](http://www.h-ab.de/course-offer)

### German as Foreign Language

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Aschaffenburg UAS offers "German as a Foreign Language" courses for different levels. These courses are taught in the winter and summer semester.

### Grading System

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Local Grade		Definition
1,0	1,3	VERY GOOD
1,7	2,0 2,3	GOOD
2,7	3,0 3,3	SATISFACTORY
3,7	4,0	SUFFICIENT
5,0		FAIL

## 2.3 ACADEMIC YEAR

	Winter Semester	Summer Semester
<b>Start</b>	October 1st	March 15th
<b>Exams</b>	End of January/ beginning of February	July
<b>End</b>	February 14th	July 31st

## 2.4 FEES

No fees will be charged by Aschaffenburg UAS, but you will have to pay the Studentenwerk (student services) fee, which is currently € 50 per semester.

# Campus



Aschaffenburg UAS is a beautiful campus with historical roots. Our facilities including the library and many laboratories are fitted with the latest technology and equipment, providing for an inspiring learning environment.

A small, walkable campus means you're always just a few minutes away from your classmates and professors. All student facilities are clustered on campus, too, so you have easy access to sports and study services. And if you happen to need any outside inspiration, Aschaffenburg city centre is just outside the campus area of course.

3.1 CAMPUS MAP



## 3.2 FACILITIES

### Library

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- Large selection of up-to-date publications in the respective fields of study
- Access to all international academic literature via interlibrary loan
- Access to many online databases, e-books and e-journals
- 120 workspaces for students, including quiet spaces for individual study and spaces for group work

For more information check our guide to the library:



[www.h-ab.de/library](http://www.h-ab.de/library)

### Computer Centre

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- Professional IT-facilities
- WiFi and Intranet
- University e-mail account
- Printers available with Campus Card credit
- Student Help Desk



[www.h-ab.de/computer-centre](http://www.h-ab.de/computer-centre)

### Language Center

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- Language courses for all students (as both compulsory and elective elements of our degree programmes)
- Multimedia Language Laboratory for group teaching and individual practice
- Self-study software for all languages

[www.h-ab.de/language-centre](http://www.h-ab.de/language-centre)



### Career Service

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- Regular training courses and workshops for students
- Advice and support regarding scholarship opportunities, internships and career prospects
- Job vacancy listings

[www.h-ab.de/cs](http://www.h-ab.de/cs)



### Cafeteria (Mensa)

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- Good food at reasonable prices
- Daily choice of three meals
- Always one vegetarian option

### 3.3 CAMPUS CARD

**Every student of Aschaffenburg UAS is issued a personalised Campus Card which can be used as follows:**

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- Student ID
- Paying in the Mensa (cafeteria)
- Copying
- Borrowing books in the library
- Accessing rooms in the Computer Centre and Language Centre
- Getting discounts at museums, cinemas, theatres, etc.

You can charge this card at one of the terminals (using a Maestro card) or at the cash-desk in the Mensa.

### 3.4 SPORTS

Our sports programme include a mix of exercise classes, health-oriented courses, and current trend sports, all taught by experienced teachers. All students are welcome to participate, from beginners to advanced athletes.

You can find the current sports programme on our website:

 [www.h-ab.de/sports](http://www.h-ab.de/sports)

### 3.5 STUDENT UNION

The Student Union (Studentenvertretung Aschaffenburg) is the voice of students on campus, serving as both a student government with representation in the university leadership and as an organisation offering social and extracurricular events on campus.

International students are warmly welcomed to get involved!

[www.studentenvertretung.de](http://www.studentenvertretung.de)





Before  
Leaving home

## 4.1 COUNSELLING

### Administrative and Social Counselling

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If you have any questions of a personal, administrative or social nature, please contact the International Office:

### International Office

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Building 1 / Room E13  
Phone: +49 (0)6021/4206-850  
E-mail: [incoming@h-ab.de](mailto:incoming@h-ab.de)



[www.h-ab.de/incoming](http://www.h-ab.de/incoming)

### Academic Counselling

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For questions concerning your subject of study, please contact your international departmental coordinator:

### Faculty of Business Administration and Law

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#### Prof. Dr. Alexandra Angress

Building 20 / Room E04  
Phone: +49 (0)6021/4206-740  
E-Mail: [alexandra.angress@h-ab.de](mailto:alexandra.angress@h-ab.de)

### Faculty of Engineering

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#### Prof. Dr. Kai Borgeest

Building 4 / Room E01  
Phone: +49 (0)6021/4206-842  
E-mail: [kai.borgeest@h-ab.de](mailto:kai.borgeest@h-ab.de)

#### Prof. Dr. Sylvana Krauß

(International Technical Sales Management)  
Building 24 / Room 208  
Phone: +49 (0)6021/4206-908  
E-mail: [sylvana.krausse@h-ab.de](mailto:sylvana.krausse@h-ab.de)

#### Prof. Dr. Peter Gordon Rötzel

(Multimedia Communication and Documentation)  
Building 24 / Room 209  
Phone: +49 (0)6021/4206-510  
E-mail: [peter.roetzel@h-ab.de](mailto:peter.roetzel@h-ab.de)  
Faculty of Business Administration and Law

## 4.2 APPLICATION

If you plan to attend one or two terms at our university, please contact the International Office at your home university. Your home university informs us about your nomination you will apply online in our application system. Please fill in the form online, print it out, obtain the necessary stamps and signatures and send it to us by e-mail or post. Please bear the application deadlines in mind and note that we will not accept you without a nomination from your International Office. Your application has to be signed by all the relevant coordinators. A Letter of Acceptance will be sent after approval of application.

### Application Deadlines

<b>summer semester</b>	<b>December 1st at least</b>
Beginning of lectures	mid-March
<b>winter semester</b>	<b>June 1st at least</b>
beginning of lectures	beginning of October

## 4.3 HEALTHCARE AND INSURANCE

### Health insurance

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It is mandatory as a student to have health insurance cover for your entire stay in Germany. We recommend you sign a contract with a German statutory health insurance company. These institutions offer special prices for students (approximately € 80 per month). You will not be able to sign up for statutory health insurance if you are aged over 30, however: in this case you will have to apply for private health insurance.

Please make sure you have a copy of your health insurance policy to bring with you to Aschaffenburg UAS, when you first arrive. We will of course be glad to help you with your application for German statutory health insurance.

### Personal Liability insurance (Haftpflichtversicherung)

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Personal liability insurance covers you in case of unintentional damage to a third party. Although it is not compulsory, we recommend you take out personal liability insurance for the duration of your stay in Germany since this also covers accidental damage caused on other people's property.

## 4.4 VISA

### EU and EFTA nationals do not require a visa to enter the Federal Republic of Germany.

Non-EU nationals: Please contact the German Embassy or German Consulate in your country of residence to check visa regulations as well as residence permit regulations prior to travelling to Germany. Do not enter with a tourist visa.

Please check the following website for further information:

[www.auswaertiges-amt.de/EN](http://www.auswaertiges-amt.de/EN)



## 4.5 ACCOMODATION

A variety of accommodation options are available on-campus and in the nearby area. Please start looking for accommodation as soon as possible.

### Student Dormitories

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A newly built student residence on campus provides accommodation for 143 students. It includes individual apartments with kitchenette, shower and toilet. The rooms have a telephone, cable and internet access. Two of the apartments are suitable for wheelchairs. The monthly rent could be found on website.

[www.studentenwerk-wuerzburg.de/en](http://www.studentenwerk-wuerzburg.de/en)





## Application Deadlines

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winter semester	June 1st at least
summer semester	January 1st at least

Due to the limited number of rooms in the student residence, we cannot guarantee all our incoming students a room. Please apply online as soon as being accepted by Aschaffenburg UAS, no later than the above deadlines, sending the original documents directly to the Studentenwerk Würzburg, which runs the student residence in Aschaffenburg. Please note that you also need to upload your Letter of Acceptance at:


 <http://bit.ly/2fzEW2E> (Studentenwerk)

## Shared Accommodation

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In Germany, many students live in a Wohngemeinschaft (WG) – a private form of flat sharing. Each tenant has their own room but the kitchen and bathroom are shared. The cost of electricity, water, internet and telephone is also shared. For a furnished room in a shared flat you can expect to pay between € 300 and 400.

Please check the following websites for rooms to let:

 [www.h-ab.de/accomodation](http://www.h-ab.de/accomodation)  
[www.wg-gesucht.de/en/](http://www.wg-gesucht.de/en/)  
[www.studenten-wg.de](http://www.studenten-wg.de)

## Private Dormitories

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There are some private providers of dormitories in Aschaffenburg. They offer furnished rooms as well as rooms without furniture.

[www.primacasa.de](http://www.primacasa.de)  
[www.college-living.de](http://www.college-living.de)



## Temporary Overnight Accommodation

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Temporary overnight accommodation can be found on the website of the Tourist Information of Aschaffenburg:

[www.info-aschaffenburg.de](http://www.info-aschaffenburg.de)



## Household Package

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The International Office offers international students a household box containing bedding (pillow and blanket), the most essential kitchen equipment as well as cleaning utensils.

For this household package, which is primarily intended for those students living in the student residence, we charge a rental fee on arrival.

During  
your stay





### 5.1 BUDDIES FOR INTERNATIONAL STUDENTS

As an international student, you'll be matched with a local "buddy" who will help you to get settled in Aschaffenburg. Your buddy, a full-time student at Aschaffenburg UAS, will help you with all your administrative and social queries. For instance, they will assist you with registration in town, opening a bank account and answer any questions you have about studying here.

### 5.2 REGISTRATION IN TOWN

Within a week of your arrival you need to register at the Residents' Registration Office (Einwohnermeldeamt). After registration you will receive a Confirmation of Registration (Meldebescheinigung) that is required to open a German bank account.

#### **Don't forget:**

- your passport / ID
- your certificate of enrolment
- your rental contract and documents („Wohnungsgeberbescheinigung“)

### 5.3 OPENING A BANK ACCOUNT

Most international students open a current account (Girokonto) with a German bank in order to pay their rent and other monthly expenses. You will receive a German debit card (EC-Karte) allowing you to withdraw money from ATMs without paying a service fee and to make cashless purchases.

#### **Don't forget:**

- your passport / ID
- your confirmation of registration
- your certificate of enrolment

Students from countries participating in SEPA do not necessarily need to open a German bank account. Please check with your bank to find out about possible fees for money transfers and withdrawals outside your home country.

## 5.4 INTERNET, PHONE AND MEDIA

There is free WiFi on the whole campus. You can connect with your student account.

International students can buy a German pre-paid card for mobile phones. Your buddy can assist you in finding a suitable provider.

Every household in Germany is required to pay a licencing fee (Rundfunkbeitrag) of about € 18 per month for public TV and radio. Even if you do not own a TV or radio, you have to pay this fee.



[www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de)

## 5.5 ORIENTATION WEEKS

Prior to the start of the semester, the International Office offers its exchange students two Orientation Weeks. These weeks are not compulsory for our exchange students but we highly recommend you attend them.

During these weeks we offer intensive German courses. You will be allocated to a group according to your skill level based on an online DaF course (DaF = German as a foreign language).

In addition to the language courses, we plan a welcome programme with excursions as well as a get-together with all the other exchange students and buddies. The programme will be distributed prior to your arrival in Germany.

## 5.6 SCHEDULE AND LEARNING AGREEMENT

The International Office will help you find all the courses you have selected and create a schedule. Change of Learning Agreement will be possible within given a period of time. Please be aware that all parties have to sign this and keep a copy of it.

## 5.7 CLASSES

Active participation is expected:

- do ask, if you have questions
- contribute whenever there is an opportunity
- get in contact with your German classmates and don't be afraid of taking the initiative

However, for most classes, attendance is not compulsory. You are invited to organize your learning in a responsible and self-regulated way.

Often, so called „Tutorien“ are offered, in particular, in the first year. Students help you in these additional classes to grasp the material and help with problem solving, e.g. in maths. They are announced by your professors and on campus.

## 5.8 GERMAN COURSES

Aschaffenburg UAS offers special German courses for exchange students. These courses are divided into different groups according to German skill level.

## 5.9 EXAMS

When you register for the courses in the International Office, we also take care of registering you for the exams. The exam period lasts two weeks and you will be issued with an exam schedule two weeks before exams start (see 2.3 for the Academic Calendar).

## 5.10 EXCURSIONS

During the semester the International Office offers you subsidised excursions to famous sights in and around Aschaffenburg. These will be communicated in our Facebook group (International Students Aschaffenburg) and via e-mail. You can register at the International Office.

## 5.11 BEFORE RETURNING HOME

**Before leaving Germany and Aschaffenburg UAS there are some things you need to settle:**

**If you live in the student residence: make an appointment with your buddy & the caretaker two weeks before leaving to show him your room. He will check to ensure everything is in order.**

**Inform the Residents' Registration Office about your departure.**

**Close your German bank account.**

**Return your household box to the International Office.**

**Get your Confirmation of Mobility from the International Office. Your Transcript of Records will be transmitted as soon as your grades have been delivered through the teachers.**



Living in  
Aschaffenburg

## 6.1 TRANSPORTATION

### How to get to Aschaffenburg

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Aschaffenburg is located just 40 kilometres from Frankfurt am Main, one of Europe's main air hubs, making it easy to reach the area by plane. From Frankfurt or other European cities, it is easy to reach Aschaffenburg by train with the Deutsche Bahn network or by long-distance buses.

[www.frankfurt-airport.com/en](http://www.frankfurt-airport.com/en)

[www.bahn.de/en](http://www.bahn.de/en)

[www.busradar.com](http://www.busradar.com)

### Getting around

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Aschaffenburg public transport facilities include buses, taxis and trains. The buses and trains operate regularly from Monday to Sunday.

For details of tickets and times:

[www.vab-info.de](http://www.vab-info.de)

Aschaffenburg has three different railway stations: the main station (Hauptbahnhof), the station Aschaffenburg South (Südbahnhof) and one station next to the University (Hochschule). The main station is the most important since long-distance trains stop there.

If you like to explore the region by bike, there are several places to rent a bike in Aschaffenburg.

### For example

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#### Bike Depot

Würzburger Str. 64  
[www.bike-depot.de](http://www.bike-depot.de)

#### Heeg Zweiradgeschäft

Südbahnhofstr. 18  
[www.zweirad-heeg.de](http://www.zweirad-heeg.de)

#### Zweirad Stenger

Hauptbahnhof / Main Station  
[www.stenger-bike.de](http://www.stenger-bike.de)



## 6.2 COST OF LIVING

According to statistics, German students need about € 800 per month to live on. The following table gives you an overview of the general living costs in Aschaffenburg.

### Average living costs in Aschaffenburg

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Rent including extra costs	€ 328
Food	€ 179
Clothes, laundry, personal hygiene	€ 73
Costs for public transport	€ 44
Health insurance, treatment expenses, medicine	€ 81
Leisure, culture, sports	€ 81
Telephone, Internet, licencing fee for public radio and TV	€ 46

Source [www.unicum.de](http://www.unicum.de) (2014)

## 6.3 SHOPPING

Aschaffenburg offers a wide variety of shopping opportunities. Shops are open until 8pm on weekdays. However, smaller shops and boutiques close earlier. Shops are generally closed on Sundays.

## 6.4 CITY ATTRACTIONS

Aschaffenburg is a hidden treasure in Germany, located on the River Main in the northwest corner of Bavaria, about 30 minutes outside Frankfurt. Here you will find storybook German charm in the form of historical buildings, winding streets and several important landmarks, including the following:

- Johannisburg Castle, an icon of the town dating back to the early 1600s and refurbished in the 1960s
- the Pompeiianum, a Roman-style villa built in the 1840s
- the Basilika Church, built in the 10th century
- Schönbusch Park, one of the most beautiful English-style landscape gardens on German soil

For more details of everything the city of Aschaffenburg has to offer:

[www.info-aschaffenburg.eu](http://www.info-aschaffenburg.eu)





With its seven museums, a municipal theatre and two cinemas, Aschaffenburg is extraordinarily rich in culture. The city also offers much in the way of sports activities including public swimming pools (indoor and outdoor), an ice rink and a mini-golf course. If you enjoy outdoor pursuits you should take the opportunity to go hiking in the Spessart mountains or take a walk along the River Main, which runs through the city of Aschaffenburg.

### Night Life

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Did you know that Aschaffenburg boasts one of the highest concentrations of inviting pubs and bars in Bavaria? Most cafés, bars, pubs, restaurants and clubs are in the town centre, so you don't have to go far. Going out is a good way to meet new friends. Just ask the German students what's on and where they spend their evenings.

Here are some tips as to where to go:

#### Bars

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##### Aloha-Bar

Roßmarkt 21  
www.alohabar.de

##### Cena

Weißburger Straße 8  
www.cena-ab.de

##### Q-Bar

Sandgasse 53  
www.q-bar-ab.de

#### Beer gardens

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##### Adrisanis Hofgut Fasanerie

Bismarckallee 1  
www.andrisanis.de

##### Hofgarten

Hofgartenstraße 1  
www.hofgarten-kabarett.de

##### Schönbusch

Kleine Schönbuschallee 1  
www.schoenbusch-ab.de

#### Pubs

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##### Gully

Riesengasse 8  
www.gully-ab.de

##### Hannebambel

Kleberstraße 4  
www.bambel.de

##### Schlappeseppel

Schlossgasse 28  
www.schlappeseppel-ab.de

#### Clubs

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##### Anna

Heinsestraße 5  
www.anna-ab.de

##### Colos-Saal

Roßmarkt 21  
www.colos-saal.de

##### Sedgwick

Elisenstraße 24  
www.sedgwick.de



## USEFUL LINKS

### International Office – Aschaffenburg UAS

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 [www.h-ab.de/incoming](http://www.h-ab.de/incoming)

### Aschaffenburg UAS on facebook

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 [www.facebook.com/HochschuleAschaffenburg](http://www.facebook.com/HochschuleAschaffenburg)

### Aschaffenburg UAS on instagram

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 [www.instagram.com/studiereninab](http://www.instagram.com/studiereninab)

### German Academic Exchange Service

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 [www.daad.de](http://www.daad.de)


### Erasmus+

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 [www.ec.europa.eu/erasmus-plus](http://www.ec.europa.eu/erasmus-plus)


### Federal Foreign Office

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 [www.auswaertiges-amt.de/EN](http://www.auswaertiges-amt.de/EN)

### Welcome to Germany Portal

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 [www.make-it-in-germany.com/en](http://www.make-it-in-germany.com/en)  
[www.study-in.de](http://www.study-in.de)

### Aschaffenburg Tourist Information

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 [www.info-aschaffenburg.de](http://www.info-aschaffenburg.de)

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GEFÖRDERT VOM



Bundesministerium  
für Bildung  
und Forschung

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