



Leibniz Universität Hannover

International Office

Welcome Guide

Incoming Exchange Students



Gottfried Wilhelm Leibniz

- Namesake of the Leibniz University
- 1 July 1646 [0.S. 21 June]
 14 November 1716
- German polymath and philosopher
- He refined the binary number system



Dear exchange student,



Welcome to Gottfried Wilhelm Leibniz University Hannover and thank you very much for your interest in studying here. We look forward to welcoming you to Hannover!

In this guide, you will find any information you need. For further questions, please do not hesitate to contact one of the addresses which you will find on the following pages.

This guide is written for exchange students who will study at Leibniz University Hannover for a limited time. Please note that as an exchange student you must be enrolled at your home university during your stay in Hannover.

1 General Information

Hannover Arrival Information Leibniz University Hannover **Faculties and Institutes** International Office



13

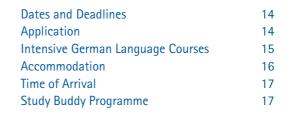


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9

9



3 First Steps After Your Arrival 19

Enrolment	20
Welcome Reception	21
Orientation Days	21
German Language Courses at the FSZ	22
Stud.IP	22
Health Insurance	22
Accident and Liability Insurance	23
Bank Accounts	23
VISA and Residence Permit	24
City Registration	25
Work Permit	25

4	Useful Contact, Adresses and Information	27
	International Office	28
	Service Center	28
	AStA	29
	Further Counselling	29
	Psychological Therapy Counselling Center	29
	ECTS	30
	Finding Your Classes	31



Before Your Departure	33
Don't Forget	34
Please remember	35

6	Living In Hannover	37
	Everyday Life	38
	Leisure Time	39
	Studying with Children	40
	Shopping Hours	41
	Trams and Trains	41
	Erasmus Student Network (ESN)	42
	Recreation, City and Culture	42
	Important Addresses	43







General Information

Hannover - about the city and how to get there

Hannover, the capital of Lower Saxony, is not only the economic, scientific and cultural centre of the region, but also become the centre of Europe in 1990 after the German Reunification. Hannover is connected by direct express train services to eleven state capitals and over 60 large cities in Germany, thus a brilliant location for international business and trade. The city's clean appearance supports this role furthermore. Some of the largest and most important trade fairs in the world are hosted in Hannover. Famous computer and industrial trade fairs (like CeBIT and Hannover Messe) take place at the Messegelände, which was also the location of the world exhibition "EXPO 2000".

Programmes of the state opera, theatres and various festivals offer excellent entertainment, as well as invaluable food for thought. Music enthusiasts may choose from classical concerts, the Jazz Club and much more For museums, come and see for yourself! The city forest stretches through the entire city and provides ideal conditions for recreation and sports activities for its 530.000 inhabitants. This is complemented by the city lake "Maschsee", as well as the Royal Gardens of Herrenhausen, a cultural heritage of barogue glamour. In fact, half of the city's area consists of gardens, woods and water.

To find out more about the Old Town, the flea market, events like *Skate by Night* or the *Sprengel Museum*, please visit: www.hannover.de

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Arrival Information

Upon arriving in Hannover, there are several ways to get to the university. The easiest way is to use public transportation from either the central station or Kröpcke, since these are located in the city centre. Besides, the trams stop directly in front of the main building of the university. If you need further information on how to get to the central station, how to use public transportation or how to get to the university by car, please click here.

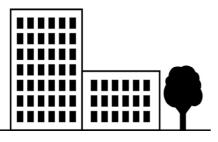
Leibniz University Hannover

The university is the second largest higher education institution in Lower Saxony. Around 29 000 students are enrolled at Leibniz University Hannover. Students can choose from more than 90 disciplines. The range of subjects reaches from science and engineering, to arts, humanities, and social sciences and to the fields of law and economics. This wide choice allows plenty of individual combinations. The university also offers subjects that are only available at a few other German universities, such as International Horticulture and Earth Sciences or master programmes in Water Resources and Environmental Management as well as European Law.

We strongly support our incoming students providing them with various

services (e.g. welcome reception, orientation days, accomodation).

At Leibniz University Hannover, students also have access to extensive recreational offers. The "Zentrum für Hochschulsport" (university sports centre) offers more than 100 sports and 700 courses and was awarded best university sports centre in Germany in 2020. Students interested in music can join the university choir or the Big Band. The *Studentenwerk* will take care of your hunger. The university canteen is one of the best in Germany. You can find further information about *Leibniz University Hannover*, the study programmes and much more here.



Faculties and Institutes

Gottfried Wilhelm Leibniz University Hannover consists of 9 faculties:

Faculty of Architecture and Landscape Sciences Faculty of Civil Engineering and Geodetic Science Faculty of Economics and Management Faculty of Electrical Engineering and Computer Science Faculty of Humanities Faculty of Law Faculty of Mathematics and Physics Faculty of Mechanical Engineering Faculty of Natural Sciences

QUEST Leibniz Research School Leibniz School of Education

According to your field of studies at Leibniz University Hannover, you are allocated to one of the numerous departmental coordinators who can help you with all questions concerning your studies.



International Office

The International Office (IO) coordinates various international exchange programmes worldwide, like the Erasmus+ programe, ISEP and others. It is the contact for all international students. The IO files applications and awards grants. Each department, and sometimes each individual institute, has a departmental



exchange coordinator (*Fachaustauschko-ordinator*). They are responsible for:

 academic contact with the partner university and/or respective departmental coordinators

 academic support for incoming exchange students (selection of lectures, modules, courses, etc.)
 advice on academic issues.

A list of all international exchanges with partner institutions of *Leibniz University Hannover* can be found at: www.uni-hannover.de/en/universitaet/ internationales/weltweitekooperationen/ hochschulpartnerschaften

For requests regarding the contact details of departmental coordinators and further information about the application process, please contact: Anne Höch (IO): anne.hoech@zuv.uni-hannover.de







Before Your Arrival

Dates and Deadlines for Academic Semesters

A German academic year subdivides into two semesters: the winter semester starts October 1st and ends March 31st. the summer semester starts April 1st and ends September 30th. Lectures during the winter semester usually start mid-October and end mid-February. In the summer semester. lectures start at the beginning of April and finish at the end of July. Field trips and exams usually take place during the semester holidays. At the beginning of each semester, in October and April, Orientation Days are held for all new international incoming students participating in exchange programmes.

For more information, click here.



Application



After the selection and nomination by your home university is fulfilled, you will receive the link to our *online application process*. Please ask the exchange coordinator at home university to nominate you via moveonnet.eu.

You can also find the online application forms and further information via the link below:

Information for international Erasmus students

Information for Students from a Partner University

Please keep in mind that your *lan-guage competence* is also part of the application. In order to study at *Leibniz University Hannover*, you have to prove an adequate language level according to the CEFR (see link below). Depending on the teaching language/

field of study, you must demontrate intermediate knowledge (B1/B2) of either German or English (i.e. Economics).

For more information, click here.

If you need to use a different form, e.g. from your own university, we might ask you for extra proof.

You will be accepted to *Leibniz University Hannover* as soon as you receive the signed Acceptance Letter and Learning Agreement from our International Office.

Please note: There are deadlines for applications within the exchange programmes. Therefore, we kindly ask you to send us your application no later than 31st May for the winter semester and 30th November for the summer semester, in order to ensure timely processing of your application.

Intensive German Language Courses

Before the semester starts, a four-week intensive German language course is offered at different levels for incoming exchange students in March and September.

- Elementary level (A1, A2)
- Intermediate level (B1, B2)

The course includes 80 tuition hours (4 weeks with 20 hours respectively) and optional grammar training in a computer lab. With regular attendance as well as successful examination proof, the participants have the possibility to earn 4 ECTS points.

More information on the intensive language course can be found here.

Accommodation

You should start making arrangements for your accommodation as soon as you have been accepted as an exchange student by our university. The International Office provides an accommodation service, which can support you in finding a room or an appartment. E-mail:

zimmervermittlung@io.uni-hannover.de If you want to use our accommodation service, please fill in the accommodation form.

www.uni-hannover.de/accommodation

You must also attach your acceptance letter to *Leibniz University Hannover*. However, only a limited number of rooms are available.

Please also click here for more information about student housing. If you do not find any accommodation prior to your arrival in Hannover or you arrive before your move-in date, you can find inexpensive accommodation for a few days at the youth hostel:

Jugendherberge Hannover Ferdinand-Wilhelm-Fricke-Weg 1 30169 Hannover Telephone: +49 511 131 7674 Email: jh-hannover@djh-hannover.de www.jugendherberge.de

In addition, you can find further accommodation offers on the notice boards in almost all buildings of the university. The offers advertised on the notice boards are usually rooms in shared flats with other students.

Important: Remember that we can only process fully completed forms, containing all the required information with respect to your exchange programme. Please make sure your application is correct and complete. Do not send your accommodation application to the Studentenwerk, but rather only to the International Office.

Time of Arrival

Please arrive early enough at the beginning of the semester, (first week of October/April) so that you have sufficient time to deal with formalities and to participate in the *Orientation Days* (see page 21).

Unless otherwise agreed, we will reserve rooms from 1st October or 1st April, for students who applied through our accomodation service.

Study Buddy Programme

The International Study Buddy Programme helps international students to get in touch with Hannover students even before arrival. Especially at the beginning of the semester, a partner student from Hannover can help to answer any questions you may have concerning campus life, formalities, organisation of your studies etc. and can possibly meet you on arrival.

Interested? Visit our website below for further information and to register! There is a limited number of places available in the Study Buddy Programme: Apply quickly! First come, first serve.

For more informatio, click here.









First Steps After Your Arrival

Enrolment

You need to officially enrol at the beginning of the semester. Information on the procedure is sent to you via email in advance.

You will have to prepare the following documents prior to your stay:

- data entry form
- proof of your health insurance (the European Health Insurance Card or a German public health insurance)
- a copy of your personal ID/passport
- a receipt of your bank transfer of the student union fee (information about the exact amount, as well as payment details will be provided via email in advance.)
- for non-EU students: a copy of your Visa or residence permit

The documents must be submitted in person once you arrive in Hannover. Afterwards, your student identity card can be issued. The student identity card also functions as a ticket for public transportation in Hannover, as well as for all regional trains in Lower Saxony.

For more information about the transport network, click here.





Welcome Reception

We offer a Welcome Reception for all international exchange students the week before courses start. During the Welcome Reception we provide important information on studying at Leibniz University Hannover (like course registration, learning agreement, transcript of records) and organisational requirements (e.g. city registration, visa, insurance). Moreover, you receive information about the benefits of the semester ticket.

Additional welcome meetings are held by some faculties.

Orientation Days

The Welcome Reception is the start of the Orientation Days, which the International Office organises for all new international students. You will have the chance to get to know your fellow students as well as to participate in a campus tour, town ralley, international parties and much more. The Orientation Days programme will be sent to you before your arrival in Hannover.

German Language Courses at the FSZ

Besides the Intensive German Language Course which is offered prior to the semester, the Centre for Applied Linguistics and Special Languages (FSZ) also offers language courses during the semester, which are in high demand by international students. You need to register a few days before the beginning of each semester via the online plattform *Stud.IP*. These are usually free of charge. For further information regarding the language courses please contact:

FSZ Leibniz University Hannover Welfengarten 1 30167 Hannover Tel.: +49-511-762-4914 Fax: +49-511-762-4008 Email: sekretariat@fsz.uni-hannover.de Internet: www.fsz.uni-hannover.de



Stud.IP

Stud.IP is a learning management system at *Leibniz University Hannover* supporting most classes with various features. Registration for the language courses is only possible through this online platform.

In order to use *Stud.IP* you need an account, which will be provided after you enrol and explained during the Orientation Days.

Click here to use Stud.IP.

Health Insurance

Students from EU countries and from Croatia, Iceland, Macedonia, Norway, Switzerland and Serbia, only require their European Health Insurance Card (EHIC) (for Turkey T/A 11). For all other students, we highly recommend obtaining a German public health insurance upon arrival. Some health insurance companies can be found in close proximity to the university. For more information, please visit our website.

Accident and Liability Insurance

All students that are enrolled at *Leib-niz University Hannover* are insured in the event of an accident, either during classes or on the way to or from classes. This insurance also covers accidents on campus and during excursions organised by the university.

However, if you injure someone or damage property, you shall be personally responsible for the costs. As these are often very high, it is absolutely recommended to obtain liability insurance (Haftpflichtversicherung). If you already have this, please inform yourself whether your liability insurance covers occurences during your stay in Germany.

For more information, click here.

Bank Accounts

Bank accounts for students are usually free of charge. A local account is very useful, since most transactions in Germany are fulfilled by bank transfer (i.e. rent, student fees, etc.). In addition, you can withdraw money from cash points (ATM) with the debit card provided by your bank.



VISA and Residence Permit

Students from non-FU countries normally need a visa to enter Germany. If you are staying longer than 90 days, you will need a residence permit. You must apply for a visa in your country of origin before you move to Germany. Please ensure, NOT to apply for a tourist visa, if you intend to study in Germany. You should apply for a student visa that allows multiple entries into the country. Please remember that visa regulations must also be observed by familiy members. After arrival, you must apply for a residence permit at the foreigners authority (Ausländerbehörde) in Hannover.

To receive a student visa, which permits immigration to Germany and to stay in Hannover for the purpose of studying, you must document your financial background. Thus, you must prove to the German embassy in your country of residence and to the city of Hannover that you can finance a stay in Germany. In order to obtain residence permit, you must provide evidence of having 8640 € at your disposal for a one-year stay in Germany.

Different ways to document your financial status.

> Starting a blocked bank account (Sperrkonto) with a value of at



duration of your stay. If you are only staying for six months, you will only need to put 6 x 720 € in the blocked account. The blocked account will allow you to withdraw a maximum of 720 € per month.

Presenting a declaration of commitment (Verpflichtungserklärung) by a third party (such as your parents) stating the ability to support you with at least 720 € per month. The declaration of commitment must be presented to the German diplomatic authorities. Presenting documentation of an acknowledged, publicly-funded scholarship (such as DAAD or from your home university) which supports you with at least 720 € per month or similar proof of income (e.g. salary).



Students from so called safe third countries (positive Drittstaaten) such as the USA, Israel, Brazil or South Korea (see visa regulations under *More Information*) can enter Germany without a visa. However, their stay must be authorised by the foreigners authority (Ausländerbehörde) in Germany. They also need to apply for a residence permit (Aufenthaltserlaubnis). Students must obtain a residence permit in accordance with section 16 AufenthG. The above-mentioned requirements for financial documentation apply accordingly.

More information can be found at our website.

City Registration

Within 7 days upon your arrival in Hannover, you must register as a resident with a permanent address. For that purpose, you will need your personal ID and passport, a document called "Wohnungsgeberbestätigung" (confirmation by the landlord that you live in their apartment) and if necessary your visa documents. If you are an EU student, please register at Bürgeramt Aegi at Aegidientorplatz 1 (subway station Aegidientorplatz). To register, you need to make an appointment beforehand online, over the phone or in person. Please visit e-government. hannover-stadt.de for more information (only available in German).

Work Permit

Some of you might look for temporary work in Hannover. Students from EU/EEA member states and Switzerland do not need a work permit, as the same conditions apply to them as to German students. Students from other countries who obtained a residence permit will automatically receive a work permit. They are allowed to work 120 full days per year. However, most jobs require decent knowledge of German.



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Useful Contact Adresses and Information

International Office

As an international student you can receive assistance of all kinds from the International Office. Whether you have problems finding a room, your departmental coordinator is not available or you would simply like to get in contact with other international students, the staff of the International Office will assist you.



Person responsible for incoming exchange students:

Leibniz University Hannover International Office Anne Höch Welfengarten 1A 30167 Hannover Telephone: +49-511-762-5480 Fax: +49-511-762-4090 Email: anne.hoech@zuv.uni-hannover.de Internet: www.uni-hannover.de/international

The ServiceCenter of Leibniz University Hannover

The ServiceCenter, located in the university's main building, is the focal point for finding information and advice about everything concerning your studies.

At the ServiceCenter, you will receive an extensive overview and concise information about all services for students and prospective students. If necessary, you will be referred to further institutions.

Leibniz University Hannover ServiceCenter Welfengarten 1 30167 Hannover Email: studium@uni-hannover.de

AStA (Allgemeiner StudentInnenAusschuss)

The AStA is the representative body of all students of LUH. It is elected every year. As a political institution, it defends the interests of LUH students and organises various activities. They also have contact persons for international students and an international student representative.

Leibniz University Hannover Theodor-Lessing-Haus Welfengarten 2c 30167 Hannover Telephone: +49-511-762-5061 Internet: www.asta-hannover.de Email: info@asta-hannover.de

Further Counselling

Student Services (Studentenwerk) Social Advice Centre Lodyweg 1 30167 Hannover Telephone: +49-511-768-8922 Email: soziales@studentenwerk-hannover.de

Psychological-Therapy Counselling Center

Theodor-Lessing-Haus Welfengarten 2c 30167 Hannover Telephone: +49-511-762-3799 Internet: www.ptb.uni-hannover.de Email: info@ptb.uni-hannover.de





ECTS (European Credit Transfer System)

The faculties are responsible for awarding credits (ECTS or credit points (CP)). Therefore, it is possible that an assignment in one faculty is awarded more or less credits than an assignment in another faculty. The following overview is only a first introduction to the faculties and degree courses. More detailed information can be found on the website of each faculty.

How does ECTS work?

One academic year (full-time) comprises 60 credits, i.e. one semester 30 credits. It is assumed that 1,800 working hours are needed in total, therefore, one point equals 30 working hours. Each course and each examination is allocated a certain number of points, according to which the lecturer in the home university can attribute the credits. However, attributed credits does not necessarily mean an automatic recognition in your home country. This should be confirmed with your home university before you arrive.

Even entire programmes can be calculated in credits. A three-year bachelor's degree normally comprises 180 credits. In order to use ECTS, a Learning Agreement must be made. This must be signed by all participating parties, i.e. by the student, the coordinators at your home university, and the departmental coordinator at the receiving institution. The Learning Agreement displays all of the courses and lectures that you intend to take and the allocated credits of each course. However, the credits do not substitute grading, but rather only show the amount of work and the respective time an average student needs in order to achieve the requirements of each course.

At the end of your stay in Hannover, you need to apply for a Transcript of Records at the International Office or the faculty. In addition to the agreed lectures in the Learning Agreement, the Transcript of Records shows the credit points and grades received.

For more information visit our website.

Finding Your Classes

The university offers an online catalogue of courses. In addition, each department or faculty issues a course catalogue (Vorlesungsverzeichnis or Kommentiertes Vorlesungsverzeichnis (KVV)). These can be obtained at the individual institutes or viewed online on the institute or department websites.

After your arrival you will need to create a Stud.IP account (Hannover's e-learning platform) were you can register for courses. Information on this will be given upon arrival at the Welcome Reception.





Course catalogue: www.uni-hannover.de/en/studium/imstudium/vorlesungen/

Module catalogue: www.uni-hannover.de/modul-catalogue

For courses held in English use the website below to find the updated pdf document:

www.uni-hannover.de/en/studium/imstudium/international/incoming/austauschprogramme/kurswahl/





Before your Departure

... Don't Forget

Last but not least — some information on organisational matters before your departure! Your stay here in Hannover is about to end and we hope you have had a good time at our university! Hopefully, you gained many unique experiences and will tell others about LUH.

So, before you leave, please don't forget to:

- apply for the Transcript of Records www.uni-hannover.de/before-leaving
- have your certificate or Confirmation of Stay signed (only by the ERASMUS Institutional Coordinator or the Exchange Officer Incomings at the central International Office)
- take care of any further documents which are required by your home institution.

Please remember:

- to cancel your liability insurance and your (public German) health insurance
- to go to the *Bürgeramt* and give notice of your departure
- to make an appointment with your landlord before you move out
- if you opened a German bank account, please close it





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Living in Hannover

Everyday Life

Food

Student Services Hannover (Studentenwerk Hannover) runs several canteens and cafeterias. The main canteen is located in Callinstraße near the main university building. Several more are located at the various university campuses. At the canteen, you can get a pre-paid chip card (5 Euros deposit) with which you can pay in all cafeterias. One meal costs between 1.35 Euros (soup) and 3.60 Euros. You can find more information about the cafeterias, menus and prices here.

In addition, you can find plenty of nice cafés and bars in the area close to the university, which also serve food and drinks for reasonable prices.

Cost of Living

Hannover is one of the more affordable cities in Germany. You should estimate about 300 Euros for a room. Additional costs will be added for health insurance (approximately 80 Euros), telephone, electricity and gas per month (the latter is often included in the monthly rent. This is called *Warmmiete*). Student union fees are around 350 Euros at the moment (no tuition fees). This includes a ticket for local transport service, valid for the whole semester as well as reductions for the canteen. theatre, participation in university sports programmes and many other benefits. Depending on your personal needs, you should estimate costs between 670 and 800 Euros per month. For more information, visit studentenwerk-hannover.de.







Leisure Time

The university offers a variety of leisure time activities. Please visit the following links:

events and excursions

sport, culture and leisure

Sports

All *Leibniz University Hannover* students can participate in university sports activities. Most activities are free of charge, with a few exceptions for sports which require expensive equipment. You can visit the sports center at the following address:

Am Moritzwinkel 6 30167 Hannover Telephone: +49-511-762-2192 Fax: +49-511-762-4965 Internet: www.hochschulsport-hannover.de/

Furthermore, the programme is on display in several places around the campus.

Library Facilities

As a city with several higher education institutions, Hannover has an extensive supply of literature. The university library (TIB) is located directly on campus. It provides online access to a wide variety of catalogues, databases, electronic texts and document delivery services. For more information please visit tib.eu.

Furthermore, the Faculty of Humanities is served by Library Gottfried Wilhelm Leibniz (Lower Saxony State Library), which is also located in Hannover. At the library for the Faculty of Economics an EU documentation center provides specialised literature and is, of course, also open to students from different faculties. Numerous departments also have additional departmental libraries or information centers.



BigBand, Choir and Collegium Musicum – Culture

The Big Band of *Leibniz University Hannover* was founded in 1990. Most of the members are not "professionals", but rather amateurs who simply love the big band sound. The group meets weekly (Tuesdays from 7.30 to 9.00 pm) in Callinstraße 23, Room 150. Besides making music the group also offers other activities.

For more information, click here.

About 80 students from all faculties participate in the Choir of *Leibniz University Hannover*. Computer scientists, architects, biologists, students of law and economics meet to pursue their common hobby: singing. Although the majority of members are either students or employees of the university, the choir is also open to "outsiders". At the beginning of the winter semester, the choir offers three try-out sessions, where everybody is invited to come and join in for one evening to see if they would like to participate. A brief audition is held afterwards.

For more information, click here.

The Collegium Musicum is the orchestra of *Leibniz University Hannover*. Its members consist of around 70 students, lecturers, employees and alumni of the university. The Collegium Musicum was founded in 1930. Contact and rehearsal times.

All other cultural groups can be found here.

Studying with children

There are various opportunities regarding childcare facilties. Due to the high demand for places, you should apply



well in advance. More information can be obtained directly from the following nurseries:

Arbeiterwohlfahrt Hannover-Stadt e.V. Klaus-Müller-Kilian-Weg 8, 30167 Hannover, Tel.: +49-511-702028

AStA Kinderladen Im Moore 15a, 30167 Hannover, Tel.: +49-511-703574

AStA Kindergarten e.V. Im Moore 19, 30167 Hannover, Tel.: +49-511-7010728

Further information, please visit studentenwerk-hannover.de.

Shopping Hours

Most large shops are open Monday to Saturday from 9 am to 8 pm, some are even open until 10 pm. Smaller local shops close at 6 pm (or earlier on Saturdays). All shops, except some bakeries, are closed on Sundays. However, you can still get some basic groceries at petrol stations, kiosks and the central station at night or on Sundays.

Trams and Trains

Your student identification card (student ID) serves as a ticket for all public transport in Hannover, which mainly includes buses and trams. However, the student ID (Semesterticket) is also valid for most public transport city connections in Lower Saxony. You can use most trains except the express trains (IC and ICE) to Bremen, Braunschweig, Hamburg and many other cities. It is mandatory to have your passport or a certified copy of it with you whilst travelling. Do not laminate the student ID, as it will no longer be valid. More important information about how to use your student ID for the public transport and a map with routes included can be found here (only available in German).

For more information about the transport network, click here.

Erasmus Student Network (ESN)

The Erasmus Student Network, ESN, is a group of former ERASMUS students who support international students. ESN also helps with questions and problems, especially in areas in which the International Office or departments are unable to help. You can find everything that is offered by ESN here.

For excursions and more information about the study buddy programme please visit uni-hannover.de.

Recreation, City and Culture...

The city of Hannover, like *Leibniz University Hannover*, offers numerous possibilities for leisure and recreation, sports, culture and tourists attractions – too many to list here. Please contact the Erasmus Student Network (ESN), which offers many trips and activities. You can also make use of the welcome and support programme of the International Office.



And finally some important addresses:

Guided city tours: www.stattreisen-hannover.de

Swimming: www.hannover.de/Kultur-Freizeit/Freizeit-Sport/Bäderführer

Hannover 96 (football): www.hannover96.de

Recken (handball): www.die-recken.de/home/

Skate by Night: hannover.skatebynight.de/

Opera and theatre: www.schauspielhaus-hannover.de

Cinema: www.cinemaxx.de/Home/ https://hannover.premiumkino.de/ https://www.kinoamraschplatz.de/

Herrenhäuser Gärten: https://www.hannover.de/en/content/view/full/448652

Public libraries: www.hannover.de/Leben-in-der-Region-Hannover/Bildung/Bibliotheken-Archive/ Stadtbibliothek-Hannover/Bibliotheken-Öffnungszeiten

Bicycles: www.studentenwerk-hannover.de/fahrrad.html

Have a nice time!



Legal notice

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