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FAQs related to application and admission

1. What is the Master Programme International Mechatronics and who is involved?

The Master Programme International Mechatronics is a Double Degree Master study program, which is offered in cooperation with the Peter the Great Saint-Petersburg Polytechnic University (SPbSPU) and Leibniz Universität Hannover (LUH). During the program, students study for one year in Russia and one year in Germany. The teaching language for the entire course is English. Graduates from the programme receive a Master of Science – International Mechatronics degree from Leibniz Universität Hannover and a Master in Information Science and Computer Engineering degree from the SPbSPU. This study programme is managed and promoted under different names at either universities: whereas in Hanover the study programme is named “International Mechatronics”, in St. Petersburg the same study programme can be found under the name of “Intelligent systems”. Completing the programme staying 4 semesters only in Hanover or only in St. Petersburg is impossible.

2. Which languages do I need to know?

The teaching language for the entire course is English. All the lectures will be given in English and all the exams are held in English. During the application procedure, the applicant’s language level of English will be reviewed. The proof of English language skills at the level at least C1 must be proven by one of the following certificates:

- TOEFL iBT 95 points
- telc English C1 University
- TOEFL PBT 627 points
- Pearson Test of English (PTE) Academic 76 points
- IELTS academic 7.0
- UNICert III
- Cambridge C1 advanced/Certificate of Advanced English(CAE)

Unfortunately, Method of Instruction/MOI (i.e study programs undertaken in English) is not considered a sufficient certificate. Please attach a proof of an English language proficiency certificate of an C1 level (detailed here: <https://www.llc.uni-hannover.de/en/language-examinations/accepted-language-certificates-at-the-luh/>)

Although you are not required to certify any German or Russian language proficiency, it helps in everyday life to know a country’s language. Before and during the study programme preparatory language courses in German and Russian are offered, in order to prepare for everyday communication situations. Further information on these courses are available at the Applied Linguistics and Special Languages Department or at the International Office at Leibniz Universität Hannover:

<https://www.fsz.uni-hannover.de/deutsch.html?&L=1>

<https://www.llc.uni-hannover.de/en/language-courses/other-languages/>

<http://www.international.uni-hannover.de/>

3. What are the admission requirements for Master Programme International Mechatronics?

The LUH admission requirements for the Master Degree programme International Mechatronics are similar to those of the regular Master study programme Mechatronics at Leibniz Universität Hannover. According to the admission regulations, the admission requirements are:

A Bachelor degree in Mechatronics (or in a related field of study such as Mechanical Engineering, Electrical Engineering etc.) with following number of points according to the European Credit Transfer System (ECTS) in the fields of:

Electrical Engineering	20 ECTS
Mechanics	15 ECTS
Mathematics	15 ECTS
Measurement and control technology	10 ECTS
Language proficiency (see FAQ 2)	

Applicants may apply for Master Programme International Mechatronics either at Leibniz Universität Hannover or at the Peter the Great St. Petersburg Polytechnic University, as long as they hold a European Bachelor degree or a Bachelor degree from any non-EU country except for Russia. Applicants with a Russian Bachelor degree may apply only at Peter the Great St. Petersburg Polytechnic University.

4. What kind of degree do I receive on completion?

Leibniz Universität Hannover awards a Master of Science – International Mechatronics degree. Peter the Great St. Petersburg Polytechnic University awards a Master degree in Information Science and Computer Engineering for the same study programme. The study programme is managed and promoted under different names at both universities: Whereas in Hanover the study programme is called “International Mechatronics”, in St. Petersburg the same study programme can be found under the name of “Intelligent Systems”:

<https://www.maschinenbau.uni-hannover.de/de/studium/studienangebot-der-fakultaet/international-mechatronics-m-sc/>

<http://english.spbstu.ru/education/programs/double-degree-programs/intelligent-systems/>

5. When is the application deadline for the Master Programme International Mechatronics?

The LUH application deadline is May 31st of every year. The study programme can only be attended starting in the winter semester. The study programme starts on September 1st in St. Petersburg. The programme cannot be completed by enrolling only into one university. Completing the first two semesters in St. Petersburg is mandatory.

6. What is the timetable during the study programme?

The curriculum is structured as follows:

International Mechatronics				
	1. Semester / St. Petersburg (WiSe)	2. Semester / St. Petersburg (SuSe)	3. Semester / Hannover (WiSe)	4. Semester / Hannover (SuSe)
1	Software Development Technology (5 CP) Pass-fail test	Scientific Discourse (3 CP) Grading Test	Compulsory elective courses, in total 15 CP - Production of opto-electronic Systems (5CP) - Optical Measurement Technology (5 CP) - Engineering Dynamics and Vibrations (5CP) - Continuum Mechanics I (5CP) - Micro- and Nano Systems - Fundamentals and Configuration of Laser Beam Sources (5CP) - Power Electronics (5CP) Written or Oral Examination	Master's Thesis (30 CP)
2				
3				
4	Knowledge Engineering and Knowledge Management (4 CP) Written Examination			
5				
6	History and Methodology of Science (3 CP) Pass-fail Test	Cognitive Multiagent Systems (4 CP) Written Examination Course work		
7				
8	Foreign Language in Professional Activity (4CP) Written Examination	High-level Synthesis and Modeling of Digital Devices (4 CP) Pass-fail test Course project		
9				
10				
11	Neuroinformatics and Neurotechnologies (4CP) Written Examination Course work	Software Development Technology (5 CP) Written Examination Course work	Aspects of Process Design in Forming Technology (5 CP) Written/Oral Examination	
12				
13				
14	Methods of Optimisation and Decision Making Theory (5 CP) Pass-fail Test	Introduction Practice (6 CP) Report	Electrical Drives (5 CP) Written/Oral Examination	
15				
16				
17	Intelligent Systems (5 CP) Written Examination	Project Management (4 CP) Report	Project Thesis based on scientific and research work (5 CP)	
18				
19				
20	Research Methods (4 CP) Report	Corporate Information Systems (4 CP) * Pass-fail test		
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
LP	30	34	30	30
			Master complete	124

4 CP Scientific and research work will still be assigned to the 5 courses of the 3rd semester.

* Additional, elective course (not obligatory)

as of: 27.11.2019

The scientific and research work during the 3rd semester is the mechatronics senior class laboratory and the project thesis is a course assignment. The master thesis should be completed during the 4th semester.

The module catalogue with descriptions of the courses is available here:

<https://www.maschinenbau.uni-hannover.de/de/studium/studienangebot-der-fakultaet/international-mechatronics-m-sc/>

7. How to apply?

An application for the Master Programme International Mechatronics is possible at both Leibniz Universität Hannover and Peter the Great St. Petersburg Polytechnic University. However, students who hold a Russian Bachelor degree may apply only at Peter the Great St. Petersburg Polytechnic University. Students with a Bachelor degree from anywhere else except Russia may apply at either university. To apply through Leibniz Universität Hannover, online applications are placed according to flowchart in Appendix A:

- EU-applicants** → apply through the [online portal of LUH](#)
- Non-EU-applicants** → apply via [Uni-Assist](#)

The following documents are necessary for an application at Leibniz Universität Hannover:

- Curriculum Vitae
- Copy of the Bachelor degree certificate / diploma, or, should this currently not be available, a list of grades which shows the achieved credit points
- Letter of motivation
- Certified transcript of all previous degree certificates, i.e. Bachelor and A-Level, translated into English and German
- Completed application form
- Copy of personal identification, i.e. passport
- Language proficiency certificate

The following documents are necessary for an application at Peter the Great St. Petersburg Polytechnic University:

- Copy of the Bachelor degree certificate, diploma or similar and a list of study dates
- Curriculum Vitae
- Letter of motivation
- Completed application form
- Language proficiency certificate

The following link explains the application procedure at St. Peterburg Polytech step by step:

<http://english.spbstu.ru/education/admissions/admission-procedure/>

After your application has been received, it will be evaluated with regards to the formal and subject-specific requirements of both universities. The number of places available is limited, so in case the number of applicants exceeds the number of places, the selection procedure based on academic proficiency, language skills and motivation will take place. Following a successful evaluation, you will be invited to an application interview at Leibniz Universität Hannover, during which you will be asked to demonstrate your language capabilities and professional skills. Should your application be ultimately successful, you will be admitted to the Double Degree Master study programme. The first and second semester take place in St. Petersburg. The third and fourth semester take place in Hanover.

8. What happens during the admission procedure / interview?

During the admission interview, the language capabilities as well as the relevant professional skills of the applicant are reviewed and checked against the required standard. The interview takes place in either Hanover or St. Petersburg, depending on which University the applicant has applied to.

9. What kind of tuition fees are charged?

An enrollment to Leibniz Universität Hannover requires payment of the regular semester fees of the University for each of the four semesters. The current amount of semester fees can be found here:

<https://www.uni-hannover.de/de/studium/im-studium/studienorganisation/rueckmeldung/>

Should the application be placed at the Peter the Great St. Petersburg Polytechnic University, the tuition fees which apply there need to be paid, as well as the semester fees at the Leibniz Universität Hannover during the stay at the Leibniz Universität Hannover from the third. The information about tuition fees at the Peter the Great St. Petersburg Polytechnic University can be found here:

<http://english.spbstu.ru/education/programs/programs-in-english/master-s-degree/intelligent-systems/>

10. How do I obtain a visa and which one do I need?

You have applied for the “International Master study programme Mechatronics” in Hanover. Should you be invited to Hanover for an application interview, a visa for travelling to Germany is necessary. A tourist visa can also be used. In rare cases, the interview can be conducted online after verification.

Following the application interview: Should you pass the interview successfully and be admitted to the programme, the study programme will commence on September 1st at Peter the Great St. Petersburg Polytechnic University (1st –2nd semester). You will now require a student visa in order to travel to Russia. At first, the visa will be valid for 90 days. In St. Petersburg, the visa will be extended for the duration of the study programme.

Change to the Leibniz Universität Hannover in the 3rd semester: Should you have successfully passed all the required courses during the 1st and 2nd semester, you will come to Hanover for the 3rd and 4th semester. For this, you require a student visa as of the September 1st, which will also be valid for 90 days and then be extended for the duration of the studies in Hanover.

Following the study courses in Hanover: You will travel to the Peter the Great St. Petersburg Polytechnic University for one week to present your master thesis. This will take place from September 20th to September 30th.

FAQ related to Germany

1. Can I change my master thesis after arrival to Germany?

Yes, you are allowed to change your master thesis topic after arrival to Germany. Before finalizing this procedure, confer with your supervisor at Peter the Great St. Petersburg Polytechnic University.

2. Where can I find courses for the 3rd and 4th semesters?

You can find the module catalogue of the courses at following link:

<https://www.maschinenbau.uni-hannover.de/de/studium/studienangebot-der-fakultaet/international-mechatronics-m-sc/>

3. Will the university provide accommodations during our stay in Germany?

No, the Leibniz Universität does not provide accommodations. You can apply for the student's residence; due to a shortage of accommodations for students an accommodation cannot be guaranteed. It is advised to apply as soon as possible. More information on how to apply for an accommodation can be found here:

<http://www.studentenwerk-hannover.de/en/en-international/en-vor/en-vor-wohnen/>

4. When and where can I apply for an accommodation?

You can apply at any time. Due to the shortage of student accommodations provided by the Studentenwerk, you should apply at least 6 months prior to your arrival in Germany. Alternatively, you could search for a private accommodation. Information on how to apply for student accommodations and tips for finding a private room or flat can be found here:

<http://www.studentenwerk-hannover.de/en/en-international/en-vor/en-vor-wohnen/>

5. What are the costs of living in Hanover? Is there financial support?

You can find a breakdown of the average monthly living and studying costs under the following links:

<https://www.studentenwerk-hannover.de/soziales/studienkosten/kosten2/>

<https://www.uni-hannover.de/de/studium/finanzierung-und-foerderung/studienkosten/>

Find information on financial support here:

<https://www.uni-hannover.de/en/studium/finanzierung-und-foerderung/finanzielle-beihilfen-fuer-internationale-studierende/>

6. Can I apply for German Visa from Russia?

Yes, you can apply for German Visa at the German Consulate Saint Petersburg.
<http://www.germania.diplo.de/Vertretung/russland/ru/Startseite.html>

7. When and where can I apply for German Visa in Russia?

There is no specified time to apply, however we recommend you to not apply before the end of 2nd semester. The following link provides information on how to get the German visa in St. Petersburg:

<http://www.vfsglobal.com/germany/russia/english/index.html>

The following link provides general information regarding the German visa:

<https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node>

The following link provides general information regarding Consulates and Embassy:

<https://germania.diplo.de/ru-de>

8. Do I need a proof of financial resources?

For German visa one of the most important requirements is the proof of financial resources, this means that you need to show that you are able to live in Germany for one year.

The required amount is 10,236 EURO from 1.1.2020 and is subject to change.

Ways to prove that you can finance your stay:

- Your parents can submit documents certifying their income and financial assets.
- Someone with permanent residence in Germany can guarantee the Foreigners' Registration Office to cover your expenses.
- A security payment can be deposited into a blocked account (must be a German banking institute).
- You can present a bank guarantee.
- You can present a scholarship award notification from a recognized scholarship provider.

Make sure to inquire at the German embassy in your country as to which form of financial proof is required!

The following link provides general information regarding the proof of financial resources:

https://www.study-in.de/en/plan-your-studies/requirements/8000-euros-for-one-year_27533.php

9. Do I need health insurance in Hanover during my stay in Saint Petersburg?

Yes, you need health insurance in Hanover, even when you are not in Hanover, if you are a student of Leibniz Universität Hannover. German law requires all students to have health and long-term care insurance from the date of enrollment to a German university, regardless where exactly they

are studying. There are two kinds of health insurance forms in Germany, *statutory* and *private* health insurance.

private	statutory
<i>If you opt for private health insurance, you have to stay in the private system during the duration of your studies. No change to statutory system is possible.</i>	<i>Under certain circumstances you can switch to private insurance, but not back again.</i>
<i>With private health insurance you need to request an exemption from compulsory statutory health insurance (see example in annex) from any of the providers of statutory health insurance.</i>	<i>Statutory health insurance is the standard health insurance form, but often does not supply the same level of care (basics are always included).</i>
<i>Exemption form has to be filed from enrollment. The campus AOK (largest statutory provider) shop can help you with this.</i>	<i>Subscription to health insurance must be established from first semester of enrollment,</i>
<i>Costs around 85€/month</i>	<i>Costs around 95€/month</i>
<i>Where to apply: https://www.care-concept.de</i>	<i>List of providers (German): https://de.wikipedia.org/wiki/Liste_deutscher_Krankenkassen</i>
<i>The mandatory long-term care insurance is included in both premiums!</i>	

If you opt for private health insurance in Russia, your Russian insurance policy can be accepted, if it covers your stay in Germany in its terms and conditions.

For more information, please contact the international office.

<https://www.uni-hannover.de/en/universitaet/internationales/wege-nach-hannover/versicherungen/>

10. Do I need health insurance during my stay in Germany?

Yes, you need a valid health insurance during your stay in Germany, but before you start your visa procedure the university will provide you information regarding how to apply for insurance while you are in Russia (see also above FAQ).

11. Do I need a new admission letter for applying for German Visa?

If you have an admission letter stating that you will study from September 20XX to July 20XX and from October 20XX to October 20XX at Leibniz Universität Hannover, you do not need a new admission letter. However, before applying seek confirmation from your programme coordinator in Hanover.

12. Do I need a transcript of 1st and 2nd semesters for the admission process in Germany?

Yes, you need to provide your transcripts (English version).

13. Valid address for postal delivery in Germany?

*Studiendekanat Maschinenbau
Your Name
MSc International Mechatronics
Leibniz Universität Hannover
An der Universität 1*

30823 Garbsen

Limited to official mail, please hold back any private mails or packages, until you have accommodation in Hanover.

FAQ related to Russia

1. How to get a visa?

For the journey to Russia a student visa is necessary, if you are not of Russian citizenship. You have to apply for this visa in the country where you are currently living, either at the Russian consulate or in the visa center. Please find further information here:

<https://russische-botschaft.ru/de/consulate/visafragen/>

The Peter the Great St. Petersburg Polytechnic University will send you an invitation, which is necessary for the visa to be issued, and will be happy to answer any questions you should have. In your visa application take care to match the dates and number of entries to the invitation letter. You also as of recently need to provide a negative HIV-test for the application.

<http://english.spbstu.ru/education/admissions/visa-issues/>

2. Important steps before and after your arrival in Russia?

Here you can find details of steps required before and after arrival to Russia:

<http://english.spbstu.ru/education/admissions/admission-procedure/>

NOTE: If you are enrolled at LUH, you can skip steps 1 and 2 found under the section “Before arrival”.

IMPORTANT: Do not forget the legalization of the documents in your home country required in step 4; however, the translation of the documents has to be done in Russia.

3. How to arrive to the University from the Airport?

Taxi:

The taxi ride to downtown St. Petersburg takes between 30 and 60 minutes, depending on the amount of traffic. There are two ways to book a taxi:

Book a taxi directly at the airport: After arriving at the airport, you can book a taxi at the taxi companies' counters in the arrival area on the first floor. Trips to the city centre of Saint Petersburg cost about 1,100 Rubles.

Book a taxi online in advance: <https://kiwitaxi.com/en>

IMPORTANT: It is advisable to ignore the people who offer to carry your luggage and at the same time offer you a taxi. These are illegal taxi drivers who are probably more expensive than the official ones.

Bus & Subway:

Bus or subway are the most economical means of transport for travelling to St. Petersburg, but you should keep in mind that they only get to the outskirts of St. Petersburg, where the subway lines start. To reach the city centre (or your hotel) you have to take the St. Petersburg Underground.

There are three bus lines which you can board directly in front of the arrivals hall and which take you directly to the nearest subway station called Moskovskaya:

Express City No. 39Ex

- ✓ Travels from 05:25 to 00:20 every 25 to 30 minutes.
- ✓ It takes 20 minutes to get to the subway station Moskovskaya.
- ✓ The ticket costs 30 rubles.

City Bus No. 39

- ✓ It runs from 05:30 to 01:30 in a 12- to 20-minute rhythm.
- ✓ It takes about 30 to 35 minutes to get to the subway station Moskovskaya.
- ✓ The ticket also costs 30 rubles.

Minivan Taxi No. K39

- ✓ This is a small minivan that runs every 5 minutes between 07:00 and 23:30.
- ✓ It takes about 15 to 20 minutes to reach the Moskovskaya subway station.
- ✓ The ticket costs 40 rubles.

Source: <https://ruslande.de/flughafen-pulkovo-sankt-petersburg/>

A map of the most important points: <https://goo.gl/maps/12z5VPhQw4z>

NOTE: If you do not speak Russian, we highly recommend you to print the address and the map.

4. Do I need to pay fees at the Russian university (LUH students)?

As an enrolled student at the LUH you do not need to pay the fees of the Russian university during your stay, please consider that the accommodation and the health insurance is not covered, you will have to pay for it after your arrival in Russia.

5. Will the university provide an accommodation during our stay in Russia?

Yes, the university will book a room for you in one of their student dormitories. Following the next link, you will find information about the dormitories (cost not included in the university fees).

<http://english.spbstu.ru/education/students-life/accommodation/>

6. Do I need health insurance in Russia?

Yes, you need a valid health insurance during your stay in Russia. If you do not have a valid health insurance at your arrival, you can get health insurance during your registration process (cost not included in the university fees).

7. What is the cost of living in Russia?

See:

<http://english.spbstu.ru/education/students-life/living-costs/>

8. How does the transport in Russia work?

As student in Russia you can buy a discounted transport card for students, the cost depends on the different transport systems that you want to use. Metro, tram, bus and trolleybus are available in St. Petersburg.

<http://www.metro.spb.ru/en/pricetickets.html>

9. Is there any scholarship available during the stay in Russia?

The availability of scholarships depends on current funds. You can check the link for the details.

<https://www.uni-hannover.de/de/studium/finanzierung-foerderung/>

10. Where can I buy tickets for opera, ballet, etc.?

The following links provide a billboard for the events, as a student enrolled in a Russian university you are eligible for many discounts.

<https://www.mariinsky.ru/en/playbill/playbill/>

<http://www.mikhailovsky.ru/en/afisha/performances/>

11. Can I get discounts in museums?

Yes, most of the museums in Russia offer free entrance or a 50% discount for students, you will have to show you student ID card before buying a ticket.

12. Where can I buy railway tickets in Russia?

<https://pass.rzd.ru/main-pass/public/en/>

Appendix A: LUH Application Flowchart

UNI-ASSIST

Application for Studying at LUH or for *Studienkolleg* via Uni Assist

Who should apply for a study programme via Uni Assist?

