

How to study at the University of Bamberg: A Guide from A to Z

Explanations for new international students

A

ACADEMIC REGISTRAR'S OFFICE

(STUDIERENDENKANZLEI)

Institution within the university responsible for enrolment, re-registration, student ID and semester fee.

ADMISSION

(ZULASSUNG)

Letter you receive once you have successfully applied to the university and your documents have been processed. Please keep this document – it is important.

AEGEE

(Association des États Généraux des Étudiants de l'Europe)

Student organization which organizes events with an international focus. All students are welcome to join.

APPLICATION

(BEWERBUNG)

You need to apply to the university before you receive your admission letter.

ATHLETICS CENTRE

(SPORTZENTRUM)

Institution within the university responsible for university sports.

B

BAFÖG

School students and students in higher education may receive funding under the Federal Training Assistance Act.

BA-NUMBER

Number you receive upon enrolment which you need to register for classes, exams and other functions.

BAYERNWLAN

Free WLAN-hotspots all over Bavaria; no registration necessary.

BLOCK SEMINAR

Class that is taught within a very short period of time; usually during the weekend.

C

C.T.

(CUM TEMPORE)

Latin for *with time*. Academic quarter which means that classes that start c.t. start 15 minutes later. Make sure to check if your class starts c.t. at the first lesson.

CAFETERIA

Cafeterias offer smaller snacks, beverages and fruit. There are three cafeterias located next to university buildings. Bring your student ID with you for discount.

CAMPUSPRINT

Central print and scan service at the university. Printers can be found in almost every university building.

CENTRAL EXAM

(ZENTRALE PRÜFUNGEN)

Central exams are organised by the examination's office. Please look up the registration deadlines for your exams.

CHAIR

(LEHRSTUHL)

Smallest organizational unit within a field of studies (e.g. Chair of Mobile Systems).

CIP-POOL

Almost every university building offers a computer lab in which you can use a computer to study.

CITY LIBRARY

(STADTBÜCHEREI)

The city of Bamberg has its own library from which you can loan books and other media from. You need to create an account to do so.

COMPULSORY ATTENDANCE

(ANWESENHEITSPFLICHT)

There is no general compulsory attendance. However, please make sure to attend your classes regularly.

CREDIT HOURS PER WEEK

(SEMESTERWOCHENSTUNDEN (SWS))

How many hours of work each class represents; including prep before and after each class.

D

DEANERY

(DEKANAT)

Each faculty has its own deanery.

DE-REGISTRATION

(EXMATRIKULATION)

De-registration from the university; either because you have finished your studies or have forgotten to re-register each semester.

DECENTRAL EXAMS

(DEZENTRALE PRÜFUNG)

Exams organized by the lecturers themselves. Please look up the registration deadlines for your exams.

DINING HALL

(MENSA)

Offers a variety of hot meals every day. Meal plans change weekly. Two dining halls are located next to university buildings. Bring your student ID with you for discount.

DISADVANTAGE COMPENSATION

(NACHTEILSAUSGLEICH)

In case you suffer from a disability, you may be eligible for a disadvantage compensation (e.g. more time for written exam).

E

ECTS

(EUROPEAN CREDIT TRANSFER AND ACCUMULATION)

Credits you will receive for each class. High range of credit distribution. Please refer to your module handbook.

EDUROAM

Offers free WIFI to all students and university personnel. You need your ba-number to use this service.

ENROLMENT

(IMMATRIKULATION)

Official registration at the university.

ENROLMENT CERTIFICATE

(IMMATRIKULATIONSBESCHEINIGUNG)

Document which proves you are a student at the university, which may be important for various institutions (e.g. aliens registration office). Document can be downloaded by yourself and is valid without a signature.

EXAM

(KLAUSUR)

Written test as a way of determining your grade for each module. Please keep in mind that there are various types of examinations; a written exam is just one of them.

EXAM SEASON

(PRÜFUNGSPHASE)

Period of time after classes end (written) exams are conducted.

EXAMINATION REGULATIONS

(PRÜFUNGSORDNUNG)

Regulates the conditions in which an exam is written in.

EXAMINATIONS OFFICE

(PRÜFUNGSAMT)

Institution within the university which regulates the central exams, monitors FlexNow and place where you have to hand in your final thesis at the end of your studies.

F

FACULTY

(FAKULTÄT)

The University of Bamberg consists of four faculties. Faculties are fields of studies grouped together.

FEKI.DE

Student-run association which organizes events, parties and get-togethers.

FINAL THESIS

(ABSCHLUSSARBEIT)

At the end of your studies you need to write a final thesis. The length and corresponding regulations differ from each study programme.

FLEXNOW

Online platform which allows you to register for classes and exams; also shows you your exam results.

G

GRADUATE ASSISTANT

(WISSENSCHAFTLICHE HILFSKRAFT)

Paid student assistant to a lecturer or chair.

I

INTERNSHIP

(PRAKTIKUM)

Work-place experience which some fields of studies demand (either before your studies or during your studies)

INTERNATIONAL OFFICE

Institution within the university which offers a variety of services.

INTERNATIONAL WEEK

(INTERNATIONALE WOCHE)

Every summer the university organizes an international week with a different programme each year.

L

LANGUAGE CENTER

(SPRACHENZENTRUM)

Institution within the university which offers a variety of language classes on varying levels of proficiency.

LANGUAGE TANDEM PROGRAMME

(SPRACHTANDEM-PROGRAMM)

Programme offered by the language center.

LEAVE OF ABSENCE

(URLAUBSSEMESTER)

LECTURE

(VORLESUNG)

Type of class. Usually attended by many students.

LECTURER

(DOZENT/IN)

Person who holds lectures, seminars and practical training courses.

LECTURE HALL

(HÖRSAAL)

Room in which lectures are held. Usually a room with a great capacity.

LEGAL ADVICE

(RECHTSBERATUNG)

In case you need legal advice, the Studierendenwerk Würzburg offers a free of charge

LIBRARY

(BIBLIOTHEK)

The University of Bamberg has a total of six different library branches depending what you study.

M

MEDICAL CERTIFICATE

(Attest)

In case you cannot attend an exam, you need to hand in a written note from your doctor; otherwise you will fail the exam due to not taking it.

MODULE

(MODUL)

A composition of two or more classes (e.g. lecture and seminar) which combined form a module.

MODULE HANDBOOK

(MODULHANDBUCH)

Compiled list of modules to be taken during your studies. Explains when the classes can be taken, how many ECTS you will gain from them and how many SWS you have to expect. Every degree programme has its own module handbook.

N

NEW STUDENT ORIENTATION EVENTS

(ERSTSEMESTEREINFÜHRUNGSTAGE)

Usually in the week before lectures start, Student Advisory Service organizes a week full of events for new students including tutorials on how to use UnivIS, FlexNow or the Virtual Campus as well welcoming events by various institutes.

O

ONLINE SERVICES

(INTERNET-DIENSTE)

Online platform which allows you to download your own enrolment certificate. You need your ba-number and password to log in.

ORAL EXAM

(MÜNDLICHE PRÜFUNG)

Type of exam to determine your grade within a class.

OTTFRIED

Student-run magazine since 1998.

P

PERFORMANCE RECORD

(LEISTUNGSNACHWEISE)

Depending on the class, a performance record can be delivered by different means: exam, oral exam or presentation, term paper.

PLACEMENT TEST FOR STUDENTS OF ENGLISH AND AMERICAN STUDIES

(EINSTUFUNGSTEST)

If you are a new student in the Master programmes English and American Studies, you need to attend the placement test during the new student orientation events.

PLAGIARISM

(PLAGIAT)

Claiming/ declaring another's work as your own. Consequences range from failing the exam/term paper to being expelled from the university.

PRACTICAL TRAINING COURSE

(ÜBUNG)

Type of class. Theoretical approaches are applied to actual texts/exercises.

PRESIDENT

(PRÄSIDENT/IN)

Academic director of the university.

PSYCHOTHERAPEUTIC COUNSELLING

(PSYCHOTHERAPEUTISCHE BERATUNG)

Service offered by the Studierendenwerk Würzburg.

R

REGISTRAR

(KANZLER/IN)

Administrative director of the university.

REPEAT EXAM

(WIEDERHOLUNGSPRÜFUNG)

In case you missed the actual exam date or did not pass it, you have to re-take it. The dates for repeat exams differs greatly from study programme to study programme. Please plan accordingly.

RE-REGISTRATION

(RÜCKMELDUNG)

If you want to continue your studies at the university, you have to re-register each semester. You will receive all necessary information via e-mail during the lecture period.

REVIEWING EXAMINATION RESULTS

(KLAUSUREINSICHT)

You are allowed to review your exam after grading has finished. Please check with the respective lecturers or examinations office for dates.

S

S.T.

(SINE TEMPORE)

Latin for without time. The class starts on the full hour. Make sure to check if your class starts s.t. at the first lesson.

SEMESTER

(SEMESTER)

A half-year term which consists of the semester break and the lecture period.

SEMESTER BREAK

(VORLESUNGSFREIE ZEIT)

Period in which no lectures are held. Usually from mid February to mid April before the summer semester and mid July to mid October before the winter semester.

SEMESTER OF STUDY

(FACHSEMESTER)

Semesters you have studied a specific study programme. If you don't know in which semester you currently are you can check your FlexNow account.

SEMESTER TICKET

(SEMESTERTICKET)

Combined in your student ID. Allows you to ride buses within the city without having to buy a separate ticket.

SEMESTERS ENROLLED

(HOCHSCHULSEMESTER)

All semesters you have been enrolled at the university. Can differ from semester of study in case you have changed your study programme.

SEMESTER ON LEAVE (URLAUBSSEMESTER)

Students can request a semester on leave for a variety of reasons (e.g. sickness, internship). The request has to be submitted to the academic registrar's office. However, the semester fee still has to be paid.

SEMINAR (SEMINAR)

Type of class. Smaller number of students instructed by a lecturer. Usually participation is required.

SEMINAR ROOM (SEMINARRAUM)

Room in which seminars, practical training courses and tutorials are held. Smaller capacity.

SITE RULES AND REGULATIONS (HAUSORDNUNG)

Regulations how to behave within the university buildings (e.g. no smoking) and opening times.

STANDARD PROGRAMME DURATION (REGELSTUDIENZEIT)

Intended semesters for your study programme.

STUDENT ADVISORY SERVICE (STUDIENBERATUNG)

Institution within the university which helps you in case you are having difficulties with your studies.

STUDENT FEES (SEMESTERBEITRAG)

Has to be paid for each semester you want to be enrolled at the university. Consists of fee for the semester ticket and Studierendenwerk fees.

STUDENT ID (STUDIERENDENAUSWEIS)

Received upon enrolment. Holds various different functions (semester ticket, identification document, library ID).

STUDENT REGISTRATION NUMBER

(MATRIKELNUMMER)

Identification number you receive upon enrolment.

SUBJECT ADVISORY SERVICE

(FACHSTUDIENBERATUNG)

Advisory service in case you have questions concerning your field of studies. Please see respective websites for contact details.

SUMMER SEMESTER

(SOMMERSEMESTER)

The summer semester lasts from April 1st to September 30th each year.

T

TERM PAPER

(HAUSARBEIT)

Written work to be handed in for grading. Length depends on your field of study.

TRANSCRIPT OF RECORDS

(TOR)

Document which can be downloaded from FlexNow and is valid without a signature. Shows all of your previous grades.

TUTOR

(TUTOR/IN)

Usually students from higher semesters who conduct tutorials.

TUTORIAL

(TUTORIUM)

Type of class corresponding to a lecture or seminar

U

UNIVERSITY ATHLECTICS

(HOCHSCHULSPORT)

Sport classes which are offered to every member of the university. Differ each semester.

UNIVERSITY IT-SERVICE

(IT-SERVICE)

Institution within the university. One of their key roles is help students in case of IT problems.

UNIVIS

Plattform to plan your schedule.

V

VALIDATION

(VALIDIERUNG)

Your student ID has to be validated each semester.

VIRTUELLER CAMPUS

(VC)

Online learning platform which allows lecturers to upload materials for their classes.

W

WELCOME CENTER FOR INTERNATIONAL MASTER STUDENTS

Institution within the university which is designed to help international master students with issues concerning finding accommodation or bureaucracy.

WINTER SEMESTER

(WINERSEMESTER)

The winter semester lasts from October 1st to March 31st each year.

WORKING STUDENT

(WERKSTUDENT/IN)

Students working for an organization or firm alongside their studies. The work does not necessarily have to correspond to their field of study.