



## Career Orientation Guidelines & Useful Information<sup>1</sup>

Career Orientation Service

Since November 2016, the English Department of the University of Bamberg offers its international Bachelor and Master students a career service with the aim of providing guidance and assistance to those concerned or curious about their professional future and its possible paths. This present document outlines information regarding which fields are open for those holding a Degree in English (Literature, Linguistics and Culture), internship possibilities, national and international student conferences and colloquia, job-related bureaucracy support<sup>2</sup> (dos & don'ts), scholarships or grants and more.

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<sup>2</sup> The information contained in this document is of general guidance purposes only. It is the sole responsibility of the student to discern the advices and suggestions herein from the binding legal information available on the official German websites for Migration, Studies and Work. Several links to such domains are provided on the right side column of the document. For further concrete legal orientation, we highly recommend students to see the personnel at the Aliens Office in the City Hall.

# 1. Working in Germany

If you are a foreigner from a country outside the European Economic Area but possess a valid Residence Permit, you are allowed to work in Germany under certain conditions.

Nevertheless, the labor market for foreigners is limited by the current employment regulation. In principle, access to work is restricted to specific professional groups and generally requires the prior approval of the labor administration. However, there are numerous exceptions to this principle and access to the German labor market has also been further liberalized in recent years by various legal measures.

There are still only limited options for non-qualified and/or low-skilled workers. For well-qualified foreigners (e.g. academically educated specialists), on the other hand, the legal barriers to employment in Germany were further reduced.

For further information, please consult the website (1).

## 1.1. Bureaucracy and Legal Matters

In what regards workload, international students from outside the European Union (EU) or European Economic Area (EEA) may work either 120 full days or 240 half days per year. Anyone wishing to work more needs the approval of the Agency for Employment and the Aliens Authority. Whether or not you may receive them depends on the labor market situation. In regions with higher unemployment, the chances of working more than 120 days are rather low.

However, in case you are a scientific assistant (Hiwi), you are allowed to exercise such profession indefinitely (foreigners' authorities must be nonetheless informed). In addition, international students are not allowed to work independently, that is to say, autonomously.

If you attend a language course, even stricter regulations apply. You can only work with the consent of the Agency for Employment and the Aliens Authority and even then, only during the lecture-free hours.

The brochure (2) provided by the Office for Migration contains a thorough description of regulations regarding work and studies.

How much you earn depends strongly on your qualifications, the industry and the regional labor market. In cities such as Munich and Hamburg, hourly wages are usually higher, but so is the cost of living. Generally speaking, eight to ten euros per hour. For Hiwis, the hourly wage is between five and 15 euros, with more than 90 per cent of all Hiwis being between seven and ten euros. For some jobs, you even earn more than ten euros, for example, as a production assistant in industry or as a service force at trade fairs. Jobs in the catering industry can also be profitable and they may include tips.

Students are entitled to earn 8354 euros per year, ie tax free. You may earn 450 euros a month without paying taxes. Sometimes income tax is deducted from the employer despite low income, but is usually returned by an income tax return. If you do not work for more than two months at a time or 50 days a year,

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(1)

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



(2)

[www.bamf.de](http://www.bamf.de) (in English)

you do not have to pay social insurance. Anyone who is employed for an extended period of time or who carries out a "minijob" is usually obliged to take out pension insurance. Those who work more than 20 hours per week risk not only poorer study performance, but also usually have to pay into the health, unemployment and long-term care insurance

### 1.2. Career Paths

English Degree holders are not professionally limited to academia. There are numerous fields that welcome recent graduates of Literature, Linguistics or Culture. If Education does not suit your aspirations for the future, you may find a career in areas that range from Writing (Journalism or Publishing), Communication (Interpret or Public Relations), to even Marketing (Advertising and Product Manager), Informatics (Computational Linguistics) and Tourism. Check out the Career Map available on the Virtual Campus (3) page for further information

### 1.3. Finding a Job

The internet offers a variety of search engines (4) specialized in job hunting but you may also find offers in the ads of local and regional newspapers. There are job exchanges on the websites of many universities and student organizations. The Employment Agency also provides jobs for students, often it has its own student service. Be sure to take a glance at the bulletin board at the university every now and then. Some students work as academic assistants at the university, also called Hiwi. They work as a supervisor in the library, conduct tutorials or research literature for the professor. If you are interested, you should ask for vacancies in the secretariat of your institute and pay attention to announcements on the university campus.

If you find a position suitable for you, remember to have an up-to-date Resumé ready as well as a Motivational Letter.

### 1.4. Finding an Internship

It can be quite a difficult task to find a job without previous experience. An internship (5) can provide you with not only experience but also essential information on how your chosen profession works, on the German work environment and it will also improve your skills and expand your contact network (something Germans call *Vitamin B*).

There are different kinds of internships available, such as voluntary or compulsory. In addition to the advantages above mentioned, you may as well be able to earn ECTS credits for your internship. However, the work you perform must be relevant or directly related to your area of studies. For more information, please consult the professor or head of your department.

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[vc.uni-bamberg.de/](http://vc.uni-bamberg.de/)



(4)

[www.stepstone.de/](http://www.stepstone.de/)  
[jobboerse.arbeitsagentur.de/](http://jobboerse.arbeitsagentur.de/)



(5)

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

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## 2. Conferences and Colloquia

### 2.1. Online Search

In case you have decided to pursue the life of an academic, you might want to start getting used to the atmosphere of lecture rooms, auditoria and conferences. Writing and presenting academic papers, giving speeches and keynotes are recurrent activities for researchers and professors. Such events not only enhance your knowledge on one or many topics but also open doors to the future as you become acquainted with experts in your field of studies. Conferences and Colloquia take place all around the world all year long. To help you find which is closest to you, browse the conference calendar (6) suggested on the right, filter the search criteria to better fit your needs and prepare your material.

### 2.2. Student Grants

As much as it may be rewarding to attend conferences around Europe or the world, it can also be fairly expensive. You must bear in mind all of the costs involving the trip and plan the budget accordingly (transportation, housing, meals and possible leisure). However, some institutions worldwide provide students with grants to help cover some of those expenses. For instance, check out the website for student travel grants (7) and see if you are eligible for an award.

## 3. Funding and Scholarships

While some students are capable of self-financing their studies, others may find it troublesome to work and study simultaneously. Finding a scholarship may be the solution for the lack of time or of a job. Germany offers several scholarship grants every year or semester to high qualified students.

### 3.1. The German Academic Exchange Service

The German Academic Exchange Service, also known as DAAD (8), is an online database that provides applicants with information concerning deadlines, application papers, selection criteria, the selection process, language requirements, equivalencies, scholarship benefits and more for DAAD scholarship programs. It is important to notice, however, that depending on the country of origin of applicants, special conditions or requirements may apply. For further country-specific information, please visit the website on the right side of the page.

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



(7)

[www.ieee.org](http://www.ieee.org)



(8)

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

### 3.2. Studies and Research Funding

There is a large number of German foundations and organizations that grant scholarships every year. We strongly advise you to first look at the political and religious background of such foundations. The University website (9) provides a list with most foundations offering such grants. For more information regarding them, what kind of applicants they are looking for and application procedure, check the link on the right<sup>3</sup>.

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## 4. Others

### 4.1. Housing Allowance

The housing allowance (Wohngeld) (10) is paid as a rent allowance (for tenants) or as a pay allowance (for self-employed owners). The cost is divided between the federal government and the Free State of Bavaria.

Anyone who meets the legal requirements can claim such allowance. The prerequisite is, that no transfer payments (e.g., unemployment benefit II or social allowance, assistance to life support, basic insurance in old age and in the case of employment reduction, BAföG, vocational training subsidy) are obtained.

You can only obtain a housing allowance by submitting an application. If the prerequisites are met, an authorization is only possible from the month in which the application is submitted.

You can obtain application forms from your local authority responsible for the money collection. Documents can only be handed in personally and with an appointment. The website above has further information on the matter.



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[www.uni-bamberg.de](http://www.uni-bamberg.de)



### 4.2. German Language Proficiency Exams

Depending on what job you may find, you will need to be fluent in German and perhaps even prove so. The level of German language proficiency which applicants are required to have is primarily dependent on the employers decision (that is, if it is a private company). Students can prove their German language skills by presenting one of the following language proficiency certificates: the "Deutsche Sprachprüfung für den Hochschulzugang (DSH)" or the "Test Deutsch als Fremdsprache (TestDaF)". However, students who gained the "Abitur" school leaving certificate at a German school abroad or who hold one of the following language certificates – "Sprachdiplom der KMK (Stufe 2)", or "Feststellungsprüfung" in Germany by a "Studienkolleg", or "Goethe-Zertifikat C2", or "telc Deutsch C1 Hochschule" – will also be exempted from this requirement.

The DSH and TestDaF (TDN) certificates are each made up of three stages or lev-

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[www.stadt.bamberg.de](http://www.stadt.bamberg.de)

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<sup>3</sup> The information herein, offered by other organizations, may vary due to changes or updates to their websites. Therefore, we cannot guarantee the accuracy of the information. We strongly advise you to contact the institutions and inquire about the current terms and conditions and about what the program offers before you submit any application.

els: DSH-1, DSH-2, DSH-3 and TDN 3, TDN 4, TDN 5. An adequate knowledge of German is considered to have been proven when applicants pass the DSH with at least a grade point average score of DSH-2 or when applicants achieve at least TDN 4 level language skills in all TestDaF examination sections. In the case of lower scores (i.e. DSH-1 or TDN 3), the university in question is responsible for deciding on admission.

The Goethe Institut (11) periodically provides these exams. Check out their website for information on dates and prices.

#### 4.3. Publishing, Journals and Periodical

Publications are a vital part of the academic and/or scientific career. It is a process that requires constant hard work. Nonetheless, establishing a record of works published certainly opens doors that lead to the academic world. However, in order to avoid frustration, opt for a strategic approach when choosing both a topic and journal. Target the appropriate periodicals (those which are closely related to your area of expertise), write about something new and fresh (avoid topics which have been extensively written about), reference the original works rather than doing it indirectly through secondary literature and be thorough during the editing process to make your paper refusal-proof. Before submitting any work, ask your supervisor (professor, person in charge) for guidance and further help.

#### 4.4. Qualifications

Looking for a job in the current German market may sometimes be rather frustrating but not something impossible to find. That happens because German based companies are very specific at what they are looking for in their applicants. We recommend you read carefully their application procedure and requirements and only then send Resumes and Motivational Letters to avoid missing any opportunities. In principle, you must fit the prerequisites they expect. That means, if you are under qualified or, it is true, over qualified for a position, you will receive an *Absage*. By no means ever provide false information on any document such as the ones mentioned above. It will put both you and employer into trouble.

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