



**LEUPHANA**  
UNIVERSITY OF LÜNEBURG

# Studying in Lüneburg

International Students Guide



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# Studying in Lüneburg

International Students Guide

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## Welcome to the Leuphana University of Lüneburg!

We are very pleased that you have decided to spend your study abroad period in Lüneburg. In the weeks ahead, you will find out that the Leuphana University of Lüneburg, with its about 7,000 students a smaller German university, aims to promote and cultivate international relationships and takes special care of students from abroad. You will meet students from different countries and various partner institutions on campus, and you will make friends with German students who in Lüneburg are generally open-minded towards international students.

Living abroad, becoming acquainted with a different educational system, and studying in a foreign language usually means a lot of new experiences and challenges. We hope that this guide will be helpful for a first orientation. Furthermore, the International Office team will assist you in dealing with problems which may arise in the initial phase, and, of course, will give advice and support throughout your stay in Lüneburg.

With our very best wishes for a pleasant stay and successful studies,

The International Office Team

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# LEUPHANA UNIVERSITY OF LÜNEBURG

## Past and Present

Founded as a Teacher Training College in 1946 and awarded university status in 1978, the University of Lüneburg moved to its main campus in the early 1990ies. Today, its facilities accommodate roughly 7,000 students and integrate two formerly independent institutions – the University of Lüneburg and the former University of Applied Sciences Nordostniedersachsen.

We pride ourselves on being a forward-thinking facility. Home to Germany's youngest President, the Leuphana University of Lüneburg was among the first German universities to become a foundation under public law – the highest degree of autonomy awarded to state universities.

We offer programs at bachelor's and master's level as well as doctoral programs. Leuphana University today consists of four faculties: Economic Sciences, Educational Sciences, Cultural Sciences and Sustainability Sciences. The university's close cooperation with local businesses and the community offers students the opportunity to gain practical experience and learn about modern management style

### **What does the name “Leuphana” mean?**

In the 2<sup>nd</sup> century A.D. the Greek mathematician and geographer Ptolemy developed a detailed atlas of the world, as it was known at the time. In his works he used the name *Leuphana* for a settlement in the northern Germania, which has been attributed to today's Lüneburg in the 19th century.

Since the works of Ptolemy have been published initially more than a half millennium prior to the foundation of Lüneburg and his map is anything but precise given today's standards, it is questionable, whether the settlement indicated by Ptolemy was actually located on the later Lüneburg grounds. Therefore, the connection between Lüneburg and Leuphana is not an assured fact but an assumption.

However, even if the exploration of the world had been limited at the time Ptolemy lived, he did not mind to document and systematise what he knew. Compassion and curiosity, as shown by the geographer, are essential requirements for a spirited science. By choosing the name Leuphana the University expresses its commitment to these spirits.

## Programs of Study

### **College**

The College as a place of undergraduate education is the heart of the university. Leuphana College stands for a holistic educational philosophy committed to the ideas of humanism and sustainability. With the Leuphana Bachelor, we have implemented an unusual type of undergraduate degree in Germany: From the first week on, students become integrated in both campus and city community. They experience intensive team work and genuine commitment as they become familiar with university life.

Students of all majors jointly attend core courses during the first semester, the Leuphana Semester. The program is composed of lectures and seminars around the topics:

1. scientific methods and academic foundations
2. history and ethics of science
3. civic engagement and social responsibility.

The first semester concludes with a student-organized conference presenting course results in various formats.

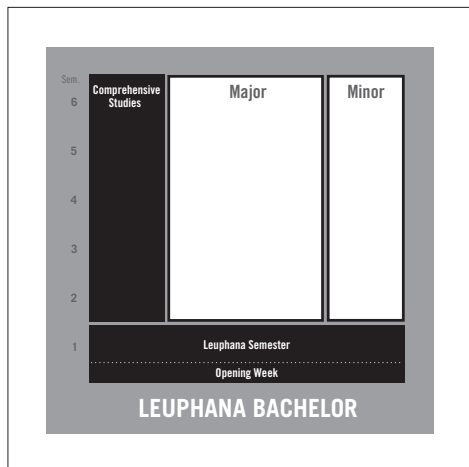
As of the second semester, students choose a major and a minor field of study. The range of minors offers the possibility to acquire a second field of specialisation.

But real-world puzzles rarely come to an end at disciplinary borders, so we encourage connections between disciplines with our *complementary study* program. Leuphana College provides six different perspectives in this field, among them foreign languages and cultural studies, philosophy and social sciences, art and art history, or natural sciences and technology.

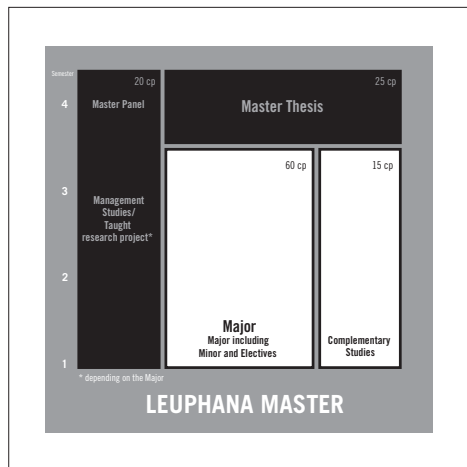
### Graduate School

The Leuphana Graduate School offers consecutive Master's and doctoral programs, designed to provide students a most flexible approach towards their future academic career and enabling them to prepare for a

Leuphana College



Leuphana Graduate School





doctorate while undertaking a Master's program. The programs are strictly based on European higher education standards and have a strong international and interdisciplinary approach. Graduate students acquire not only scientific expertise but also personal qualifications, such as leadership, communication, and organisational competencies. The two-year Master's programs cover three thematic areas: Arts & Sciences (Cultural Studies; Economics, Law and Politics; Sustainability Sciences), Management & Entrepreneurship, and Education. Although differing in their thematic focus, all programs have the same structure: students follow a specialised pathway (major) in order to acquire a solid knowledge in the chosen subject area. In addition, all students jointly complete a set of compulsory modules in ethics, methods, and theory of science.

### **Professional School**

Our Professional School is designed for people who want to continue their education in their respective working field – be it engineers who want to learn more about sales and distribution, nurses and doctors who would like to improve their management skills, or marketing employees who want to qualify for a leading position.

Courses and study programs in the Professional School are tailored to the needs of mid-career professionals, with classes offered in the evenings or on weekends. You can choose to complete certificate-courses or apply for one of our MBA-programs – whatever suits your needs and qualifications best. You will find detailed course information, conditions, and price lists on our homepage.

## **Faculties and Major Disciplines**

### **Faculty of Educational Sciences**

- Educational Sciences
- Teacher Training for Primary Schools and Lower/Intermediate Secondary Schools
- Teacher Training for Vocational Schools

### **Faculty of Cultural Sciences**

- Cultural Studies

### **Faculty of Sustainability Sciences**

- Environmental Sciences

### **Faculty of Economic Sciences**

- Business Economics
- Business Information Systems
- Business Psychology
- Economics
- Economic Law
- Industrial Engineering

## **Organisation of Studies**

### **Duration and Structure of the Degree Programs**

The Leuphana Bachelor programs comprise 6 semesters (students may choose part-time studies; then the duration of the program may exceed). The Bachelor program consists of the interdisciplinary Leuphana semester (1<sup>st</sup> semester), a major and a minor subject and complementary studies. The Leuphana Master programs comprise four semesters and consist of a major subject, complementary studies, and the Master forum/supervised research project.

## Academic Calendar

The University operates on a semester-based system.

*Winter Semester* from October 1 to March 31



*Summer Semester* from April 1 to September 30



Please refer to the University's web site for the actual academic calendar:  
[www.leuphana.de/aktuell/termine/kalender.html](http://www.leuphana.de/aktuell/termine/kalender.html)

## Modularisation

All programs of study at Leuphana University are modularized in order to allow students national, European and international mobility. A module is defined as a course unit, which contains a set of courses on a given topic and a final examination. A module can be composed of courses with different learning goals and teaching methods such as lectures, exercises, seminars, projects, work placements, or colloquia.

All modules are based on the German Qualifications Framework and focus on the acquisition of competencies. Consequently, the module descriptions, which

are available on the virtual platform *mystudy*, have a problem-based approach towards all topics and learning processes.

→ [www.leuphana.de/mystudy](http://www.leuphana.de/mystudy)

The number and types of modules (core and elective) to be completed in a given program of study as well as the number and types of academic achievements are defined in detail in the examination regulations, which are regularly revised and updated. The examination regulations are available on the Leuphana homepage:

→ [www.leuphana.de/zpa](http://www.leuphana.de/zpa)

### **Types of Courses and Teaching Methods**

As mentioned above there are different types of courses offered:

*Lectures* usually give either an introduction to a subject or an overview on a specific topic of a subject, presented by the lecturer. Students are encouraged to enlarge and deepen their knowledge by reading additional materials on their own. The auditorium accommodates up to 400 students.

*Seminars* are normally designed for a small group of participants forcing an interactive communication through the presentation and discussion of research papers prepared by the students. The objectives of seminars are the analysis and critical reflection of theories and research methods and/or a detailed analysis of a certain topic.

*Tutorials* and *Exercises* give small groups of students the opportunity to either apply knowledge or to receive assistance e.g. for exam preparations.

### **Language of Instruction**

Most of the courses at Leuphana University are currently taught in German, so you should have sufficient German language skills in order to study successfully. Exchange students should have at least basic German skills at Level A2. Degree-seeking students are required to pass the German Language Test for the Admission of Foreign Study Applicants (DSH). Different levels of German language courses are offered at Leuphana University to improve your German during your stay. Keep in mind that your German skills will also significantly influence how

comfortable you feel in Germany and how quickly you can make friends.

### **ECTS / Credits / Workload**

The European Credit Transfer and Accumulation System (ECTS) was launched by the European Commission to ensure transparency and transferability of course achievements. It is student centered and based on the workload of a student in order to achieve the goals of a program of study, which should be defined by learning outcomes and competencies. The workload of a student is expressed in credits.

The workload includes class contact hours (of seminars, lectures, internships) and the self-learning time (preparation/revision of sessions, preparing for exams, exams, term papers, etc.). In Germany, the workload per semester amounts to a total of 900 hours corresponding to 30 ECTS credits. Thus, a student needs 180 ECTS credits for a Bachelor's degree and 120 ECTS credits for a Master's degree.

The standard module size at Leuphana University amounts to 5 ECTS credits corresponding to a workload of 150 hours. Therefore, a student takes 6 modules per semester on average. Since there are also modules that are worth 10 or 15 credits, the number of modules per semester can be reduced to 3-4.

### **Course Assessment**

The types of assessment can be classified as follows: First, the so-called formative assessments during the semester, which provide information on the learning process for both the lecturer and the student. Formative

assessments are for instance learning diaries or other assignments. Second, the so-called summative assessments, which are the final examinations at the end of a module. They serve to document the learning outcome and the acquisition of competencies through either written exams, portfolio exams, or research papers. For further information, please consider the ECTS information package available on

→ [www.leuphana.de/en/services/io](http://www.leuphana.de/en/services/io)

### Grading System

The University's grading scale, which is also common at other German universities, ranges from 1 (very good) to 5 (fail). For details see overview.

### How to create a Study Plan

Information on all courses including time and location is available on the electronic platform mystudy. Your per-

sonal tutorweek will explain the use of mystudy during the orientation program including how to get a user account. You may then make your choice of courses, which will automatically be transferred to a personal course plan. For most courses pre-registration via my study is required.

→ [www.leuphana.de/mystudy](http://www.leuphana.de/mystudy)

### Learning Agreement

The Learning Agreement is the basis for the Academic Transcript and therefore has to be filled in by every exchange student. Only courses listed on the Learning Agreement and confirmed by the institutional and departmental coordinators will appear on the transcript, failed courses included. Modifications to the Learning Agreement are allowed until 6 weeks after start of the lecture period.

	Single Grade	Final Grade	German	English
A	1,0 / 1,3	1,0 – 1,5	sehr gut	very good
B	1,7 / 2,0 / 2,3	1,6 – 2,5	gut	good
C	2,7 / 3,0 / 3,3	2,6 – 3,5	befriedigend	satisfactory
D	3,7	3,6 – 3,9	ausreichend	sufficient
E	4,0	4,0	ausreichend	sufficient
FX/F	5,0	worse than 4,0	nicht ausreichend	fail

# PRIOR TO ARRIVAL

## Application for Admission

### Nomination

If you would like to study in Lüneburg as exchange student you need to apply at your home institution first. After being nominated you can apply online at the Leuphana University of Lüneburg under:

→ [www.leuphana.de/en/services/io](http://www.leuphana.de/en/services/io)

### Deadline

for the transmittal of signed application form incl. transcript of records

- for the winter semester: 15 July
- for the summer semester: 15 January

Exchange students will be registered at the Leuphana University of Lüneburg through the International Office.

### Admission as degree seeking international student

International students who wish to enrol for a full degree program must submit the application for admission at the latest by 15 July (for Bachelor students) or 1 June (for Master students) for winter semester entry. Please find further information and the application form on our homepage: → [www.leuphana.de/en/services/io](http://www.leuphana.de/en/services/io)

Summer semester entry is only possible for transfer students who will receive acknowledgement for completed studies at a foreign university and therefore will be graded into a higher semester (deadline: 15 January).

Applicants who have received official approval for admission (Zulassungsbescheid) must register personally at the Admission and Registration Office on the dates

that are communicated to them. Please, note that applicants from outside the European Union and the US need a student visa in order to enter Germany. The student visa will be issued by the German embassy or consulate in the home country upon presentation of the official approval for admission as well as proof of sufficient financial resources.

For further information about the admission procedures with ASSIST and general information on admission to the University of Lüneburg please refer to:

- Tobias Fischer  
[tobias.fischer@leuphana.de](mailto:tobias.fischer@leuphana.de)

## Visa

Nationals from countries outside the EU, EFTA, and the US must apply for a student visa (Visum zu Studienzwecken or Bewerbervisum) early in advance at the German embassy/consulate in their home country, presenting the following documents:

- Valid passport and additional passport-sized photos
- Confirmation of application or admission to a German Institution of Higher Education
- Financial Statement

Do not enter Germany with a tourist visa since there is no way to get it changed into a student visa.

A student visa gives permission to enter Germany and to stay in the country for a short time period only (max. up to three months). In order to get permission to stay for the entire study period, students must apply for the residence permit at the local registration office (Einwohnermeldeamt/Ausländerbehörde) within a week upon arrival in Germany.

## Accommodation

Finding adequate and affordable accommodation is in Germany, as in most countries, pretty difficult and often time consuming. Particularly in a small student town like Lüneburg the housing market is limited, at least for furnished and temporary accommodation. Therefore, it is highly recommended to look for accommodation as soon as you know that you will be going to Lüneburg. In Lüneburg there are various housing options for students:

- Single room in an apartment share (residence hall)
- Single room in an apartment share (private apartment)
- Single apartment
- Host family (for exchange students only)

For incoming exchange students, the Housing Service located at the International Office provides fully furnished rooms including bedding. In order to provide this service a fee is charged, which also includes liability insurance. The accommodation request form and more detailed information is available at → [www.leuphana.de/en/services/io](http://www.leuphana.de/en/services/io)

- Housing Service [C 8.15]  
Anika Kraft  
[housing@uni.leuphana.de](mailto:housing@uni.leuphana.de)  
Phone +49.4131.677-2646

For full-degree international students it is recommended to apply for accommodation in a residence hall, as it is usually cheaper than private accommodation and living in a residence hall is the easiest way to get to know other students.

Please find more information at:

- Studentenwerk Accommodation Service  
[wohnen.lg@sw-bs.de](mailto:wohnen.lg@sw-bs.de)  
Phone +49.4131.78963-22
- Campus Accommodation Service  
[wohnen@campuslueneburg.de](mailto:wohnen@campuslueneburg.de)  
Phone +49.4131.7436371

## Medical Insurance

Students from countries who have signed the Treaty on Health Care Abroad only need proof that they are insured in their home country. EU-students need to bring an electronic insurance card.

Students who have no medical insurance covering their stay in Germany can ask for a student insurance by one of the State Health Agencies at an average monthly cost of about 70 Euro. This does not apply to students who

are older than 30. They may either ask for a normal insurance at a State Health Agency or sign a contract with a private insurance company. Private medical insurance has to be signed in Germany within the first 30 days upon arrival. Please note that proof of medical insurance must be provided at registration.

will take you from the airport or the train station to your room.

Once you are ready, he or she will show you around Lüneburg and the University. Your buddy will get in touch with you early in advance via e-mail.

## Other Insurance

All students are insured against accidents on campus, on the way to or from campus, and during all activities related to their studies (for instance, field trips). In case of such an accident, please inform the university immediately.

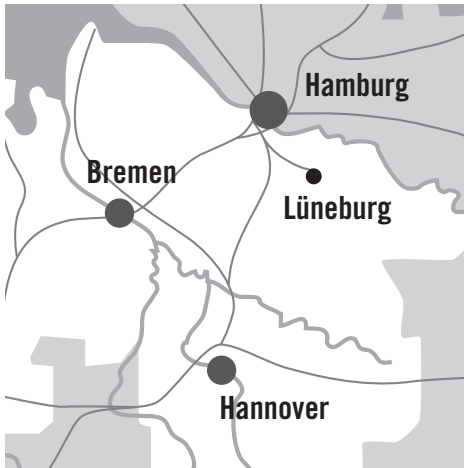
In order to avoid financial problems if you cause any damage to somebody or something, we recommend that you take out personal liability insurance (Haftpflichtversicherung). For insurance companies, see the yellow pages of the local phone book.

If you opt for pre-arranged accommodation via the Housing Service liability insurance is included. You do not need an additional insurance.

## Buddies

In cooperation with the student initiative L.A.S.S.I. – a group of study abroad returnees – the International Office offers a buddy system. Your buddy is a fellow student who volunteered to help make you feel at home in the first couple of days in Lüneburg. Initially, your buddy

## Travel to Lüneburg



### By plane – train – bus

If you travel by plane, we recommend a flight to Hamburg airport, which is the nearest to Lüneburg. From Hamburg airport a subway takes you to the main train station. Alternatively, you may fly with Ryanair to Lünebeck. From the airport you can take a local train directly to Lüneburg.

Trains to Lüneburg depart from the main train station in Hamburg nearly every 30 minutes and take about 25 minutes. You can take an InterCity (IC), a Metronom (ME) or a Regional Bahn (RB), but be careful if you take an Inter-City Express (ICE) – not all of them stop in Lüneburg. Regional trains like the ME or the RB are slower but cheaper than ICs.

Right beside platform 1 at the Lüneburg train station, the central bus station is located. Take either line 5011 (destination: *Häcklingen*) or line 5012 (destination: *Bockelsberg*), and depart either at bus stop *Blücherstrasse* or *Universität*. There is also a direct bus line (5001) with only two stops at campus Rotes Feld and main campus Scharnhorststraße.

### By car

From all directions, you will automatically go on the Lüneburg by-pass-road (from North on A7/A250, from West on A1 or A7/A250 or B209, from South on A7/B209 or B4, from East on A2/B209 or A2/B4). Take exit *Häcklingen/Universität* and follow the road for approx. 3 km, then turn left at the sign *P Universität* which leads you to the main University parking area.



# UPON ARRIVAL AT LÜNEBURG

## Language and Orientation Program

A special tailored language and orientation program prepares exchange students to studying at the Leuphana University of Lüneburg. The program includes an 'Intensive Course German', tutorials with useful and important information, handling of formalities (registration in Lüneburg/Germany and the university), and excursions to interesting places.

The language and orientation program is organised by the International Office and starts about 4 weeks before classes begin.

## Residence Permit

In accordance with the German law in force concerning foreigners, all international students must apply for a residence permit at the Lüneburg Office for Foreigners (Ausländerbehörde) as well as give notification of their address in Lüneburg. The application includes:

- Passport or ID
- Entry visa for study purposes if required
- 1 biometric passport photo
- Proof of registration with the university
- Statement that living expenses are covered (eg. *Sparbuch mit Sperrvermerk*)

For Non-EU residents a fee of 50 Euro is charged at the *Ausländerbehörde*.

Please note that you have to sign off when you leave the country!

- Ausländerbehörde  
Bürgeramt Lüneburg  
Phone +49.4131.309-252  
Bardowicker Str. 23, 1<sup>st</sup> floor

## Tuition and Fees

### Tuition fees

Full-time degree students	500 Euro per semester
Exchange students	none

### Administrative Fees

Full-time degree students	ca. 75 Euro per semester
Exchange students	none

### Service Fees

Full-time degree students:	ca.170 Euro per semester
Exchange students:	ca.170 Euro per semester

Service fees include reduced prices in the Mensa and the so-called *Semesterticket*, which allows students to use all local buses in Lüneburg and the surrounding area and all regional trains in Lower-Saxony and to Hamburg, Lübeck and Bremen free of charge by presenting their student ID and personal ID or passport.

For further information ask your Students' Union:

- AStA [C 9.111]  
Phone +49.4131.677-1510  
→ [www.asta-lueneburg.de](http://www.asta-lueneburg.de)

## Cost of Living

The estimated cost of living per month are approx. 650 Euro. A student who is legitimated to receive a full national grant will get this amount covering the costs for

280 Euro	Accommodation
200 Euro	Food (using the canteen)
70 Euro	Medical Insurance
75–150 Euro	Books, Clothing, Leisure

## Living in Lüneburg

Experiencing the best that city living has to offer as well as the comforts and quirks of provincial university life, that's what living the life in Lüneburg is about. A vibrant community of 70,000 in the North East of Lower Saxony, only 50 km from Hamburg, Lüneburg is where open forests, green fields and meandering rivers meet the welcoming hum of a friendly student town.

Lüneburg is over 1,000 years old. Established as a salt mining community, it enjoyed great prosperity in its early years, supplying the whole Scandinavian and Baltic Sea States with its salt. Renowned for its opportunities and affluence, Lüneburg was the place to be for Germany's

most well to do – which is still evident in the well-preserved inner city. Today, Lüneburg is essentially a university and tourist town. Our lavish 13th and 14th century churches: St John's, St Michael's and St Nicholas's; the beautiful baroque Main Square and the tranquil medieval monastery attract visitors from all around the world.

For more information about Lüneburg and its surrounding area please contact the Tourist Information Office:

- Rathaus, Am Markt 1  
Phone +49.4131.20766-20  
→ [www.lueneburg.de](http://www.lueneburg.de)

During the Orientation Program a guided city tour of Lüneburg will be offered free of charge to all exchange students.

# FACILITIES AND SERVICES

## Admissions Office

Building C 8

The Admissions Office (Immatrikulations-Service) in building 8 (2<sup>nd</sup> floor) registers the students and issues the student identity cards. In case you have lost your ID card, you may ask for a new one here.

→ [www.leuphana.de/services/immatrikulations-service](http://www.leuphana.de/services/immatrikulations-service)

## Canteen (Mensa)

Building C 3

The canteen on the main campus Scharnhorststraße serves breakfast, lunch and dinner during the semester, in the lecture free period only lunch. The canteens at Volgershall and at Rotes Feld serve lunch only. Students enjoy special prices with low rates. Payment is made through a money card, which you obtain at the Mensa cashpoints against a deposit of 5 Euro.

→ [www.sw-bs.de/lueneburg/essen](http://www.sw-bs.de/lueneburg/essen)

## Career Service

Building C 8

The Career Service of the Leuphana University offers students the possibility to find orientation in the professional field. Next to specialised qualifications and key qualifications gained during their studies, students can obtain additional competencies here.

→ [www.leuphana.de/careerservice](http://www.leuphana.de/careerservice)

## Computer and Media Centre

Building C 7

The Computer Centre administers the campus-wide network and provides a large number of personal computers with different operation systems that are directly accessible to students. Computers come with peripheral devices and a wide range of software programs installed.

The Media & Documentation Centre provides the audio-visual media resources for teaching and research: a broadcasting and a TV studio, rooms for electronic editing and video producing, a photo lab and an archive for audio-visual media. Besides lecturers, students have access to all facilities while working on supervised projects.

→ [www.leuphana.de/rmz](http://www.leuphana.de/rmz)

## Copy-Shops

There are two copy shops on the campus Scharnhorststraße: **AStA-Copy** in the lecture hall building and **Campus Copy** within the small shopping centre. Both shops sell copy cards, which can be used in the shops and in the library.

## Cultural and Leisure Activities

Numerous cultural events are offered throughout the semester including theatre and movie performances, concerts and parties, many of them take place in the culture hall *Vamos* near the University parking area. International students are also most welcome to participate in the University Symphony orchestra, the Choir or the Big Band. In addition, the International Office organises special activities for international students such as theatre visits, events like Thanksgiving or Christmas parties, trips in the surrounding area or city tours for instance to Hamburg, Lübeck, and Berlin. The information brochure of the International Office listing all those activities is available at the semester start and online:

→ [www.leuphana.de/en/services/io](http://www.leuphana.de/en/services/io)

## International Office (IO)

Building C 8

The International Office in cooperation with the Vice president for International Relations and the academic coordinators at the Faculties promotes the University's international relations and is the central contact point for all international partners. Information, advice, and support with regard to both academic and social matters are given to international students and faculty as well as to German students and faculty who are planning to study, teach or doing research abroad.

→ [www.leuphana.de/en/services/io](http://www.leuphana.de/en/services/io)

## Language Centre

Building C 5

The Language Centre offers general language courses at different levels throughout the semester in English, French, Spanish, Italian, and Swedish as well as German as a Foreign Language in co-operation with the International Office. In addition, courses for specific purposes like Business and Culture are available.

Students may also use the modern language lab to improve their language skills via the self-learning method. Please note, that the language lab is open only during the lecture period! In the language centre you have the opportunity to find partners to improve and learn languages together (Tandem).

→ [www.leuphana.de/fsz](http://www.leuphana.de/fsz)

## Lost Property Office

Building C 10

Any kinds of items that have been found on campus can be turned in here. When you have lost something, maybe somebody has found it and turned it in.

Phone +49.4131.677-0

## Social Services

The **Studentenwerk** provides the following social services:

- Advice in case of social or financial problems  
sozialberatung.lg@sw-bs.de  
Phone +49.4131.78963-20
- Psychotherapeutic Counselling  
Phone +49.4131.78963-25  
pbs.lg@sw-bs.de

Munstermannskamp 3

→ [www.sw-bs.de/lueneburg](http://www.sw-bs.de/lueneburg)

## Sports and Fitness Facilities

Building C 21

More than 30 sport activities and a fitness studio on the campus Scharnhorststraße are available to all university members, many of them free of charge. An information brochure listing all sports, places, and dates appears at the beginning of a semester. Please note that registration is necessary for several activities.

→ [www.leuphana.de/hochschulsport](http://www.leuphana.de/hochschulsport)

## Student Advisory Centre

Building C 8

Students, both current and prospective, can obtain information here about all matters related to their choice of

subject(s). Introduction days for new students as well as individual counselling (by appointment), particularly in the case of a study problem, are among the centre's services.

→ [www.leuphana.de/zsb](http://www.leuphana.de/zsb)

## Student Communities

There are protestant and catholic student communities, as well as other religious groups, in Lüneburg. These groups not only focus on issues of faith, but also organise many events for their members.

- Evangelische Hochschulgemeinde (EHG) & Katholische Hochschulgemeinde (KHG)  
Heinrich-Böll-Str. 33  
Phone +49.4131.73 38 84  
→ [www.ehg-khg.de](http://www.ehg-khg.de)

## Student Government (StuPa) and Students' Union (AStA)

Students regularly elect a student parliament whose members represent the students' interest in the Academic Council and their committees.

- StuPa-Büro [C 9]  
info@stupa-lueneburg.de  
Fon +49.4131.677-1510  
→ [www.stupa-lueneburg.de](http://www.stupa-lueneburg.de)

In addition, a standing committee called *AStA* – in some way or another equivalent to the students' union – cares

for students' social and cultural necessities as well as needs arising out of university policy or out of demands for skill and expertise.

- AStA-Büro [C 9.103]  
buero@asta-lueneburg.de  
Phone +49.4131.677-1510  
→ [www.asta-lueneburg.de](http://www.asta-lueneburg.de)

## Student Organisations

More than 20 student organisations cover a broad spectrum of aims and activities. Besides religious, political, cultural, and study related associations three organisations are of special interest for international students: the Lüneburg section of **AIESEC** with the main focus on international exchange of trainees, **IAESTE** is an organisation who arranges internships abroad for students in environmental sciences and engineering, and **L.A.S.S.I.** (Lüneburger-Auslands-Studium-Studierenden-Initiative), a group of study abroad returnees, who aims to integrate international students in university and extra-university life. L.A.S.S.I. provides in cooperation with the International Office the *buddy system* as well as a regular weekly meeting („round table“) and different social activities.

- AIESEC  
lb@aiesec.de  
→ [www.aiesec.org/germany/luneburg](http://www.aiesec.org/germany/luneburg)
- IAESTE  
iaeste@leuphana.de  
→ [www.leuphana.de/iaeste](http://www.leuphana.de/iaeste)

- L.A.S.S.I.  
lassi@leuphana.de  
→ [www.lassi.de](http://www.lassi.de)

## Students with special needs

All university buildings and facilities as well as some student residences guarantee easy access for disabled students. Moreover, special technical equipment is available upon request. Students with any special needs should give notice to the International Office early in advance.

## University Library

The **central university library** is located on the main campus Scharnhorststraße, next to the lecture hall building. It is the largest library on campus and contains books and magazines of every discipline.

In the **departmental library at Rotes Feld** you can find books on Social Studies, Business Psychology and Law.

In the **departmental library at Volgershall** you can find books on Automation Engineering and Business Studies.

### Library Card

In order to use all library facilities and to borrow books, a library card is necessary. It can be obtained at the information desk in the library building upon presentation of the student ID and the residence permit.

→ [www.leuphana.de/ub](http://www.leuphana.de/ub)

# LIVING IN GERMANY

## Some Facts about Germany

### Geography and Population

To live in Germany is to live in Europe's geographic and population heart. Neighbouring no less than nine countries – Austria, Belgium, The Czech Republic, Denmark, France, Luxemburg, Switzerland, The Netherlands and Poland – Germany is the perfect home base for many a European adventure. A gateway from the East to the West (or the other way, if you like) Germany is also an integral player in both the UN and NATO alliances.

The 82 million people who call Germany home make the country's population the largest in the European Union. Since the re-unification in 1990, Berlin is once again the capital and is population-wise by far the largest city, with 3.5 million residents. Next is Hamburg with 1.7 million, and then Munich and Cologne with just above 1 million. The rest of the population is dispersed throughout 100.000 culturally diverse cities, towns, and villages.

For those also interested in the more genteel side of German culture, there's a lifetime of museums, art houses, churches, statues and cultural precincts to meander through, ponder and picture. Berlin alone has 170 museums! The cities and towns, though industrial in places, are often adorned with state funded arts. And for the thespians, there's world-class theatre to be enjoyed throughout the country.

The German landscape is extremely varied. The North is characterised by lakes, heath, and marshland, the coast by chains of small islands, estuaries, and dunes. The Swabian-Bavarian plateau with its hills and large lakes

and the German Alps shape the South. In the area in between there are deciduous and coniferous forests, slate hills, and a green landscape of river valleys and plains.

### History

It's nearly impossible to give a short overview of more than 1.000 years of German history with its ups and downs. Germany, a barely unmanageable conglomerate of principalities, evolved from Germanic tribes like the Franks, Saxons, and Bavarians from the early Middle Ages until the late 19th century and united only in 1871 under the then Prussian Prime Minister Bismarck.

The 20th century was shaped by the two world wars (1914-18 and 1939-45), the time of the National Socialism (1933-45) and the division of Germany into two states (GDR and FRG). Nowadays – after the re-unification in 1990 – Germany has established itself as a modern industrialised state and a leading European democracy, but remains deeply rooted in its origins. You truly have to experience and know German history before you understand its significance and its influences on nowadays society and the way it permeates everyday German life.

### Climate

Germany has a temperate climate with an annual average temperature of +9°C. In late spring and summer, the average temperature ranges between +18–20°C, although sometimes the thermometer can clamber over the 30°C mark. In winter, the mean temperature is about +1.5°C in the planes and -6°C in the mountains. Rain falls all year round, especially in autumn.

## Some practical advice

### Jobs and Work Permit

International students with the exception of students from member states of the European Union are only allowed to work a limited amount of paid employment (max. 90 days per year, alternative 180 days part-time up to 4 hours per day) without having to obtain a work permit. Citizens from European Union countries, from EEA countries and from Switzerland enjoy special status under Community law and, therefore, the same conditions apply to them as to German students.

Student jobs are not always easy to find in Lüneburg. However, quite a few international students have got a job in one of the numerous pubs or on campus. Enquire about student jobs, tutorial and research assistant positions at the secretary's office in your department or other university organisations.

### Health Care

German universities do not provide health care on campus. If you need medical help, simply look at the first pages of the local phone book where you will find a complete list of all medical practitioners in Lüneburg (or ask a flatmate, friend or in the International Office). If you have chosen an appropriate one, make an appointment by phone or just walk in. You will have to present your health insurance card/form and pay a fee of 10 Euro per quarter of the year but not for the treatment itself.

If you have a private medical insurance you will receive a bill from the doctor that you have to hand in at your

insurance. For medicine prescribed (*Rezept*) you have to pay a small fee at the pharmacy (*Apotheke*).

If you need urgent medical assistance at night or at the weekend, you can call an ambulance or go to the Accident and Emergency department at the hospital.

- Städtisches Klinikum  
Bögelstraße 1  
Phone +49.4131.770  
→ [www.klinikum-lueneburg.de](http://www.klinikum-lueneburg.de)

In case of emergencies, dial 112, a free-phone number which puts you in contact with a doctor on call, an ambulance and/or the fire brigade.

### Banking

Students who study for at least one semester in Lüneburg are advised to open a bank account (Girokonto). Banks, savings banks, and postal banks offer more or less the same services, usually free of charge for students. As an account-holder, you can carry out monetary transactions at any branch and you can get money from your account from a cash dispenser at any time. In order to open the account you will need your passport or identity card.

### Money Transfers

Other than in most countries, it is unusual in Germany to send cheques by post (e.g. the rent to your landlord). There are various ways of conducting money transactions: Transferring money from one account to another: simply fill in a transfer form (*Überweisung*) either online or at your bank.



If you have regularly recurring payments of a set sum, such as the rent, it is recommendable to arrange for a standing order (*Dauerauftrag*): the set sum will then be deducted automatically from your account on a given date and transferred to the recipients account. The bank will provide you with the necessary form.

If you have regularly recurring payments, which vary in size, such as the phone bill, you may give the recipient a direct debit authorisation (*Einzugsermächtigung*), which allows him to deduct the respective amounts from your account. You can cancel the authorisation at any time and all direct debits are registered on your bank statement so that you can check them and revoke any incorrect debits.

### **EC and Credit Cards**

If you receive money on your account on a regular basis you can apply for the Europe-wide accepted EC card. It usually takes two weeks to receive one. The EC card is not a credit card. However, the use of an EC card is far more common in Germany than the use of a credit card. Credit cards are usually accepted in shops, gas stations and hotels, but not always in smaller restaurants and guesthouses and usually not in supermarkets. For further information on credit cards and savings accounts, ask your bank institute. Credit cards are also offered by various other institutions, e.g. in combination with a rail card (BahnCard). When opening a current account, you will usually be awarded overdraft facilities (Dispo) which allows you to overdraw your account to a certain agreed amount. Please note that the interest rate is very high, about 11% depending on the bank. It gets even more expensive (up to 15%) if you go beyond the agreed limit.

### **Parcels and Letters**

You can recognise post-offices and mailboxes by the yellow signs with black post-horn. The main post office in Lüneburg is located on Sülztorstrasse 21 (bus line 11). Parcels are to be handed in at the parcel counter. For a standard letter within Germany, you currently have to pay 0,55 Euro and 0,45 Euro for a postcard (within Europe 0,70 and 0,65 Euro). More information on prices can be obtained at a post office. Postal-codes for Germany can be found in the directory *Postleitzahlenbuch*.

### **(Food) Shopping**

Germans traditionally love hot and cold meat in every conceivable form and nearly every Federal State has developed a huge variety of its own particular specialities. In addition, thanks to immigrants and foreign residents you can buy food and dishes from all over the world.

Germany is one of the countries with the highest cost of living. On top of this, some towns are more expensive than others. Even within the same town the price for a product may be different. Therefore, it is always worth comparing prices carefully. You can assume that delicatessens are the most expensive, while specialist shops (bakers, butchers etc.) are not necessarily more expensive than supermarkets. Considerably cheaper (at least 20%) are discount shops (e.g. Aldi, Lidl, Penny) but the choice is smaller, the shops are simpler and there are fewer people to serve you. Highly recommendable are the popular weekly markets where you can buy fresh products from the region (in Lüneburg every Wednesday and Saturday on the market place in front of the city hall).

Germans are very ecologically minded and hence many

shops charge about 10 cents or more for a plastic carrier bag. Furthermore, you have to pay a small deposit on most bottles and cans that will be refunded if you return the bottles and cans. If you shop at the market you must take a bag or basket with you as your purchases will usually be filled into your bag loose or wrapped up in paper, which is bound to tear before you get home.

With regard to other goods you can also assume that specialist shops are not necessarily more expensive than stores – compare prices before purchase. Specialist shops usually offer better and professional advice, but you should not let yourself be pushed into buying anything.

### Second-hand Shops

You can spend a fortune on clothes but you can also look great for very little money if you buy in a second-hand shop. Besides second-hand shops selling undamaged, used clothes you will find those that have specialised in babies' and children's clothes and equipment, others in household equipment and furniture.

Tips for the Lüneburg region:

- Second Hand furniture and household equipment:  
*Sack & Pack, Vor dem Neuen Tore 35*
- Second Hand clothes and household equipment:  
*Zeughaus, Katzenstraße 3*
- Household equipment, books etc.:  
*Umsonstladen, Carl-Friedrich-Goerdelerstraße 33*
- A rather big second-hand chain is called *Kleider-*

*markt* and they have various stores in every city. For further information refer to:  
→ [www.kleidermarkt.de](http://www.kleidermarkt.de)

### Payment

In Germany more cash purchases are made than in many other countries. A lot of stores and retailers do accept EC or credit cards but food is mostly paid in cash – at least in smaller shops and on the market. If you want to pay by credit or EC card, check first whether this is possible. Bargaining in shops is allowed, but not very common. Exceptions to this rule are flea markets and private second-hand sales.

### Opening Hours

Most shops open between 8 and 9 am and close between 6 and 7 pm, except supermarkets, which often remain open until 8 or 10 pm during the week. On Sundays shops must remain closed with a few exceptions. If you run out of fresh milk on Sunday you can go to the train station or a petrol station: they are allowed to sell fresh goods even on Sundays. Also some bakeries are open on Sundays, but only until noon.

### Bicycle Rental

There is a bicycle rental on campus (KonRad) as well as in town (Laden 25). However, if you stay for a semester or a year it is usually cheaper to buy a second-hand bike. See the local papers (e.g. Lünepost) that are delivered free of charge to any house twice a week.

- **KonRad** [C 27a]  
Phone +49.4131.677-1540

## Recycling

In Germany, the recycling of waste products is practised to a much greater extent than in other countries (a „throw-away mentality“ / *Wegwerfmentalität* is frowned upon). Brochures produced by the municipal authorities inform how to sort rubbish, i.e. put different kinds of material into different dustbins. Consequently, there are dustbins and containers for used paper, glass (sorted according to colour), packaging material, organic waste, and residual waste. Further Information:

→ [www.gfa-lueneburg.de](http://www.gfa-lueneburg.de)

## Radio and Television License Fees

If you have a radio or a television you have to pay licence fees of currently about 54 Euro per quarter (3 months) to the central fees office (GEZ) of the public broadcasting corporations. Those on small incomes can apply to be exempted from paying licence fees. Scholarship-holders and other students who do not have lucrative part-time jobs are usually exempt. The authorities check on your full income; you have to provide a detailed run-down of your income and your fixed monthly expenditure. You can get hold of the necessary forms at the Local Government Authority (for Lüneburg: Bürgeramt).

## Telecommunications

Although there is no longer a state monopoly on telecommunications, the *Telekom* still is the main provider for telephone and cable television. However, there is a tremendous increase in private companies, both for landlines and mobile phones. Most providers of landline phone connections offer flatrates for phone calls and internet use. These flatrates only include national calls

unless you book a special option for international calls. Please inform yourself on the websites of the respective provider (e.g. 1&1, Alice, Kabel Deutschland).

## Public Transport

All students travel within Lüneburg by bus and within Lower Saxony by local train free of charge upon presentation of their so-called *Semesterticket* and passport.

## Bus Lines

All urban, sub-urban, and regional bus lines depart from the central bus station, which is right beside the train station and most buses also stop at Lüneburg's central square *Am Sande*. Buses do not run in the evenings (from 8 pm). You may then ask for a shared cab (ASM) at a reduced price (approx. 3,30 Euro per person). The cab picks you up at a bus stop and you have to call one at least half an hour before you would like to leave.

- ASM – Anruf-Sammel-Mobil  
Costs/person ca. 3 Euro  
Phone +49.4131.533 44

## Trains

All trains depart and arrive at the main train station. Since the Deutsche Bahn AG (DB) offers several special tickets at reduced prices, it is recommended to ask for special offers before buying a ticket.

- Phone +49.1805.99 66 33  
→ [www.bahn.de](http://www.bahn.de)

### **Car Pooling and Car Sharing**

If you look for a ride, see the blackboard in the Mensa building or the websites of the German car-pool agencies.

→ [www.mitfahrgelegenheit.de](http://www.mitfahrgelegenheit.de)

→ [www.mitfahrzentrale.de](http://www.mitfahrzentrale.de)

The car sharing company on campus offers car rental at affordable prices.

→ [www.cambio-carsharing.de/lueneburg](http://www.cambio-carsharing.de/lueneburg)

## **Traffic Regulations**

Traffic regulations are taken very seriously. Traffic offences are punished with high fines, penalty points, and even loss of licence. If there are no signs to the contrary, top speed in towns is 50 km/h and 100km/h on main roads outside towns. You should definitely respect any speed restrictions in force on certain stretches of the motorway, as there are often radar traps.

### **Driver's Licence**

When driving a motor vehicle you are obliged to carry your driving licence and vehicle documents with you. Apart from the German or EU one, national driving licences as well as the international driver's licence issued in your country are accepted. However, since for many national licenses a German translation is required, (which has to be done by a German diplomatic mission, a national Automobile Association, or the German Automobile Association ADAC), it is recommended to get the generally known and recognised international driving licence. All

foreign as well as international driver's licences are only valid for one year. Since you are liable to high fines if you are caught driving without a valid driver's licence, you are strongly advised to apply for a new one at least 3 months before your own licence runs out at

### ■ **Kfz-Zulassungen / Führerscheinstelle**

Am Springintgut 3

Phone +49.4131.1239-552

### **Drinking and Driving**

The blood alcohol limit in Germany is 0.5 percent, for beginners in the probation period 0,0. If it turns out at a police control that you are beyond the limit (even as a cyclist), you will lose your licence for a minimum of one month and must pay high fines.

### **Parking**

Since parking spaces are usually rare in German towns, parking can be very expensive either because of a high parking fee or incorrect parking which will be punished with a fine. If your car has been even towed away, you have to „release“ it paying around 125 Euro or even more. Therefore, you better use one of the car parks, which usually provide special spaces for female drivers close to the entrance.

### **Bringing your own car**

You may import your car without paying duty if you have owned it for at least six months and you will be registered as a resident in Germany. It is then considered as a removal good. If you stay in Germany for less than a year, an international or foreign motor vehicle registration certificate with a German translation is sufficient.

After this period, you need a German registration plate, which is available at the motor vehicle license office (Kraftfahrzeugzulassungsstelle), take it for a MOT test (TÜV – the organisation responsible for regularly checking on the technical reliability of motor vehicles), and insure it in Germany. Given the costs and bureaucratic effort, you should consider carefully whether you really need a car.

If you need one only occasionally, it is probably cheaper and easier to rent one or use the car-sharing system (see Campus mobil under [www.campus-ev.de](http://www.campus-ev.de)).

### Breakdowns and Accidents

The breakdown vans of the automobile associations help all breakdown victims. Emergency call boxes are situated every 1,5 to 3 km on motorways along the hard shoulder. Watch out for the arrows on white posts beside the motorway showing you the direction of the nearest call box. Simply lift the receiver and you are connected then to a breakdown service.

If you are involved in an accident, do not leave the scene until the police arrive. So-called hit-and-run offences are considered very serious in Germany. Even the slightest damage is defined as accident. If you are in doubt at all, you should insist on calling the police.

## Cultural Differences

As in all countries, you will also find in Germany specific norms of behaviour and politeness, which should be observed to a certain extent. Students are more informal so it is advisable to take notice of both behavioural codes.

### Greeting People

The standard formulas for greeting people are *Guten Morgen* (good morning) until about 12 am, *Guten Tag* (good afternoon) until about 4 pm, then *Guten Abend* (good evening). When you leave, you say *Auf Wiedersehen* (goodbye) or *Gute Nacht* (good night) in the late evening. Apart from these official formulas, there are numerous less formal greetings often used by students such as *Hallo* or *Grüß Dich* and leave saying *Tschüss* or *Bis bald* (see you soon).

By contrast to Anglo-Saxon countries, the question *Wie geht es Ihnen?* (How are you?) is a more private one, addressed to friends and acquaintances only or used in informal situations. The person asked might either give you detailed information on his or her precise state of health, or if the question is considered a formality a rather curt *Danke, gut* (Fine, thank you).

If you are introduced to someone, shake hands and say *Guten Tag* or *Freut mich, Sie kennenzulernen* (Pleased to meet you). If you are introduced to another student *Hallo* will usually do. If you yourself are introducing people to each other, you use the formula *Darf ich vorstellen?* – *Herr Müller* – *Frau Meier* (May I introduce you? – Herr Müller – Frau Meier), upon which they greet each other.

If you see somebody you know in the street, you should at least say hello in passing. In certain situations you should also greet people you do not know, for example when you get into an elevator or when you meet people on the stairs of a private building or office. Greet people when you enter the waiting room at the doctor's, and if you should happen to come out of your house just when the dustmen are clearing the rubbish or the postman is delivering the mail they are due for a greeting, too.

Upon arrival or at leave, people usually shake hands briefly. If you say hello to someone passing by it is not necessary to shake hands. Students do not usually bother at all and friends frequently greet each other in Southern European style with a kiss on the left cheek and a kiss on the right. On formal occasions such as receptions and parties, you only greet your hosts and individual people you meet by shaking hands; one does not necessarily need to stand up when greeted, although it is more polite.

### Formal and Informal Address

As a rule, adults initially address each other with the formal *Sie* as Herr or Frau plus surname and possibly even title. In contrast to the US and Anglo-Saxon as well as Scandinavian countries, this formal mode is also used among colleagues at work. Germans only use the informal *Du* with friends. However, students usually use *Du* amongst themselves, so when you address a fellow-student feel free to say *Du*.

Titles are usually important in Germany. If someone has a doctorate, he or she will be often addressed as Herr or Frau Doktor XY. Professors are usually addressed as

Professor plus surname. However, there are doctors and professors who prefer their titles not to be used; they will let you know if this is the case.

### Please and thank you

At first, you might be a bit confused and unsure about the use of these various polite formulas. Indeed, it is not easy and not particularly logical. You say *Bitte* or *Bitte sehr* when you give something to somebody, when you hold the door open for somebody, when you ask for something or make a request, for example: *Kann ich zahlen, bitte?* (May I have the bill, please?), or *Wo bitte ist der Bahnhof?* (Where is the station, please?). If somebody, for whom you have done a favour, thanks you, reply with *Bitte, gern geschehen* (roughly: *You're welcome*). If someone offers you something to eat or drink, like *Möchten Sie noch etwas trinken?* (Would you like anything else to drink?), answer with *Ja, bitte/Ja, danke/ Gerne* (Yes, please), or in the case that you do not accept the offer *Nein, danke* (No, thank you).

However, if you accept other offers you usually say *Ja, danke* (also: Yes, please), for example: *Möchten Sie mit uns fahren?* (Would you like a lift?) – *Ja gerne, danke* (roughly: Yes please, thank you). On top of this, *Danke* or *Vielen Dank* is used when someone passes something to you, gives you information, opens a door for you etc.

### Excuse me

If you have bumped into somebody, say *Verzeihung* or *Entschuldigung* (I'm sorry). If you want to ask someone something in the street you introduce your question with *Verzeihung, können Sie mir sagen ...* (Excuse me, could you tell me ...). If people are standing in your way you can

get through by saying *Entschuldigen Sie bitte ...* (Excuse me, please...). In addition, if you have interrupted somebody or want to make a point you also say *Verzeihen Sie* or *Verzeihung, dürfte ich Sie kurz unterbrechen* (Excuse me, could I interrupt you a minute?).

### **Punctuality**

It cannot be denied that Germans place a lot of emphasis on punctuality. If you have an appointment with your professor, you should not keep him or her waiting! This is true for all other arrangements you make. Particularly if punctuality is not an especially important factor in your own country, try to get used to it in Germany if you do not want to cause a lot of annoyance. If you have made an appointment, you should arrive on the dot. However, if you have been invited privately, the „academic quarter“ comes into play: *das akademische Viertel*, which you will come across in academic life too, means that a lecture or seminar only begins 15 minutes after the full hour (c.t. = cum tempore). If you have been invited to someone's home it is not usual to stand ringing the doorbell exactly on the minute but to arrive sometime within the academic quarter, though certainly not later.

### **Invitations**

Germans are often rather reticent with invitations to begin with. Only close friends can just drop in unannounced. When you are invited somewhere with a more official character, like to your professor's, you should bring flowers or a bottle of wine and send a brief note the following week thanking them for the invitation. When you are invited to share a pan of spaghetti with other students in their „WG“, you do not need to take flowers with you, but a bottle of wine or a homemade

dessert will certainly be welcome. When you leave, it is quite sufficient to say thank you for the invitation.

Arrangements are taken seriously. If someone tells you that you should definitely come and visit him or her sometime it is meant seriously and you can assume that you will soon receive an invitation. If you accept the invitation, appear at the appointed time, otherwise this may have been your first and last invitation. Vice versa: if you have extended an invitation at an agreed time, you must be there because your guest will certainly come. Moreover, if you simply say to someone, *Just pop in sometime* you have to be prepared for him or her to do so.

### **Visiting a Restaurant or a Pub**

If you want to order or pay, give a sign with your hand (but do not click your fingers, this is considered rude) and say something along the lines of *Kann ich bitte bestellen/bezahlen* (May I order/The bill, please).

Restaurants nearly always accept credit cards but in more humble establishments, cash is the norm. If you want to pay by credit card, check whether there is a sign outside or, if in doubt, ask the waiter before ordering.

Prices cited include 19% value added tax and 10–15% service charge. Nevertheless, it is common to leave a tip in restaurants and cafés. Rules are as follows: if a bill is less than 10 Euro, round the sum up to the next full Euro, if it is over 10 Euro allow 5–10% for a tip. You may give a little more if you were especially satisfied with the service.

### **Table Manners**

There are a few basic table manners, which are taken pretty seriously. Germans hold the fork in the left and the knife in the right hand during the entire meal. If you do not use your left hand while eating soup or dessert, keep it on the table but only supported at the wrist. Elbows do not belong on the table! If the food is on the table or the buffet is calling you, don't start eating before the hostess or host have given the signal.

### **Dress Code**

On the whole, there are no strict rules: you wear what you like but perhaps you should consider leaving your favourite slashed jeans at home when consulting your professor.

### **Gender Issues**

Relations between the sexes are complex even within a single culture. Furthermore, due to different backgrounds huge misunderstandings and barriers may arise in the intercultural context. Since women's emancipation starting in the early 1970s, both the traditional image of a woman and the given role patterns have been abandoned in many countries, also in Germany.

Women have gained equal rights on many levels and conquered new realms of activity. They are more self-assured than ever before knowing to be equal to men. Consequently, they expect respect and recognition and do not accept to be dictated to. The very least men should have understood is to accept a *no*: If a woman says *no* to something, it should be always taken very seriously. To wolf-whistle or to talk suggestively to women may be considered sexual harassment.

Germans – men and women – are usually liberal with regard to dress and attitudes towards sexuality. Depending on the culture you come from, you might be shocked by flimsy clothing and naturist bathing in summer: this may be not typical in all cultures, but definitely tolerated in Germany. As a result of the “sexual liberation“ in the Sixties, men and women are generally more open-minded towards sexuality. Women do not necessarily wait to be contacted but take the initiative themselves. Homosexuality is no longer a taboo, although some homosexuals still feel they experience discrimination. AIDS is of course a problem in Germany, too, and it is absolutely essential to take precautions.

More information:

→ [www.profamilia.de](http://www.profamilia.de)

→ [www.blist-ev.de](http://www.blist-ev.de)





# ABBREVIATIONS

<b>Mo/Mon</b>	Montag	Monday
<b>Di/Tue</b>	Dienstag	Tuesday
<b>Mi/Wed</b>	Mittwoch	Wednesday
<b>Do/Thurs</b>	Donnerstag	Thursday
<b>Fr/Fri</b>	Freitag	Friday
<b>Sa/Sat</b>	Samstag	Saturday
<b>So/Sun</b>	Sonntag	Sunday
<b>AStA</b>	Studierendenausschuss	Student Body
<b>C</b>	Hauptcampus	Main Campus (Scharnhorststraße)
<b>ca.</b>	circa	approximately
<b>Geb.</b>	Gebäude	Building
<b>HS</b>	Hörsaal	Lecture Hall
<b>IO</b>	International Office	
<b>n.V.</b>	nach Vereinbarung	by arrangement
<b>NN</b>	nomens nescio	lecturer is not known yet
<b>RMZ</b>	Rechen- und Medienzentrum	Computer and Media Centre
<b>S</b>	Seminar	
<b>SoSe</b>	Sommersemester	
<b>SWS</b>	Semesterwochenstunden	Hours of class per week
<b>Ü</b>	Übung	Exercise, Tutorial
<b>UB</b>	Universitätsbibliothek	Library
<b>Uni</b>	Universität	University
<b>V</b>	Vorlesung	Lecture
<b>VVZ</b>	Vorlesungsverzeichnis	Course Directory
<b>WiSe/WS</b>	Wintersemester	

# ACADEMIC GLOSSARY

## **AStA**

The AStA (Allgemeiner Studierenden-Ausschuss) is the executive committee of the Student Parliament. It is given the task of being aware of the political, professional, economic, social and cultural interests of students. The AStA carries out the decisions of the Student Parliament, and deals with the everyday business. The AStA also gives advice about social, academic and legal problems.

## **Bachelor**

1<sup>st</sup> university degree; awarded usually after three years of study.

## **Blockseminar**

Unlike a normal seminar, a ‚Blockseminar‘ does not take place regularly once a week during the semester, but as an all-day event on one or several weekends.

## **Buddy**

a fellow student who volunteered to help make you feel at home in the first couple of days in Lüneburg.

## **DekanIn/Dekanat**

The Dekan (Dean) is the head of a faculty elected every two years by the members of the Faculty Council. All faculty affairs are handled in the dean's office.

## **Diplom**

Awarded degree in Natural Sciences and Engineering as well as in study programs specifically designed for professional purposes.

## **DozentIn**

Collective name for all university lecturers (professors, assistant professors, lecturers, etc.)

## **Einschreibung**

Registration → *Immatrikulation*

## **Fachschaft/Fachgruppe**

Elected students who represent the interests in a given field of study.

## **Fakultät**

Organisational unit (faculty); responsible for the organisation of studies and the academic supervision of students.

## **Fernleihe**

Lending a book via online-service from another university library.

## **Gasthörer / GasthörerIn**

Person who is allowed to participate in a selected number of courses (not of student status).

## **Hausarbeit**

Essay on a specific topic comprising app. 15 to 20 typed pages.

## **Immatrikulation**

Official registration of full-time students for a degree program.

## **Institut**

Sub-unit of a faculty

**Klausur**

Written exam

**Kolloquium**

Type of course in which graduate, postgraduate and PhD students discuss specific academic topics.

**Kommilitone/Kommilitonin**

Fellow student

**Kreditpunkte**

Credit points are indicating the course workload

**Learning Agreement**

A contract, completed by the exchange student him- or herself, that lists all the classes he or she is going to attend. Both, the sending and the receiving institution have to confirm it beforehand.

**Leistungsnachweis**

Proof of achievement upon completion of course work (oral presentation, assignment, or examination), with or without a grade (z. B. → *Referat*, → *Hausarbeit*, → *Klausur*).

**Master**

2<sup>nd</sup> university degree; awarded usually after a period of two years of study.

**Praktikum**

Work placement, internship

**Promotion**

Attainment of doctorate; imparts a thesis that has to be graded by at least two supervisors and must show the

candidate's academic work competence. In addition, an oral examination (*Rigorosum*) has to be passed which covers topics of the candidate's major subject and at least of one second subject. Students who have been awarded a degree with a grade above average can apply for doctorate studies.

**Prüfungsausschuss**

Examination board

**Prüfungsordnung**

Specific regulations for a degree program, which set the legal frame for all exams.

**Referat**

Oral presentation

**Rückmeldung**

Re-registration with the university, which has to be done for each semester; the re-registration dates are published in the course directory.

**Schein**

Proof of achievement → *Leistungsnachweis*

**Semester**

Unit of study with an average of 14 weeks. Two semesters are equivalent to an academic year. A semester consists of the lecture period and a lecture free period/semester break (→ *Vorlesungsfreie Zeit*).

**Seminar**

Type of course in which academic topics are presented and worked out in detail. Usually a seminar is defined

for either undergraduate studies (Proseminar) or graduate work (Hauptseminar). In seminars active participation of students is required.

### **Staatsexamen**

University degree with special requirements set by the state; obligatory for teacher training and law programs

### **Studentenwerk**

An association bound by public law, which aims to support students in social, cultural, healthcare and financial matters. It provides student housing, canteens, and a counselling service.

### **Studiengang**

Degree program, which is defined by study and exam regulations → *Studien-/Prüfungsordnung*

### **Studienordnung**

Regulations defining aims, structure, and contents of a degree program; all requirements are presented in full detail, for instance, compulsory or elective courses, work placements, etc. Copies are available at the dean's or examination offices.

### **Studienplan**

The study plan is a document corresponding to the Learning Agreement. It helps to keep record of the courses attended and has to be signed by the respective lecturers at the beginning and the end of the semester.

### **Tutor/in**

Student who supports the teacher in the realisation of the classes and supervises → *Übung*

### **Tutorium**

→ *tutorial*

### **Übung**

Type of course with a limited number of participants where students learn to apply academic working methods and/or deepen their knowledge in a specific subject area.

### **Vorlesung**

Type of course, in which an introduction and/or an overview on a specific topic of a subject are given by a lecturer (lecture). In contrast to a → *seminar* no active participation from students is expected. The auditorium can be up to 600 students.

### **Vorlesungsverzeichnis (VVZ)**

Course directory; includes information on lecturers, faculties, offices, the academic calendar and other important dates.

### **Vorlesungsfreie Zeit**

Lecture free period

