Welcome at Leuphana University of Lüneburg – one of Germany’s young and progressive universities. We are delighted to welcoming you on our campus, working with you, learning from you, and discussing ideas with you. An intellectually stimulating atmosphere and a place to work and to live awaits you.

We hope that this handbook will be useful for your first orientation at the University and in the city of Lüneburg. Furthermore, the International Office team will assist you during the initial phase, and, of course, will give advice and support throughout your stay in Lüneburg.

The International Office generally promotes and coordinates the international cooperation and exchange programs. Thus, it is the central point of contact for all international visitors. The International Office mainly takes care of organisational questions that are related to your stay, while the core academic issues are taken care of by your host professor or the department.

We will make every effort to ensure that your stay in Lüneburg will be a pleasant and successful one and that you feel at home.

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IN BRIEF: UNIVERSITY, TOWN, STATE, COUNTRY
Interdisciplinary and internationally oriented research is a key feature of our research centres. Amongst other research activities, Leuphana focuses on four ‘scientific initiatives’, enabling it to develop excellence in these particular fields and thereby compete better with bigger universities:

— Educational Sciences and Teacher Training
— Management and Entrepreneurship
— Cultural Sciences
— Sustainability Sciences

To achieve this target, Leuphana has appointed more than 40 new professors (approx. a third of the existing professorships) in the past years.

The development of a new campus design with the aim of creating an inspirational as well as aesthetic space that will invite people to think, learn and do research. The centrepiece of this design will be a new main building designed by Daniel Libeskind, which will include a study space, research centre and central hall (congress centre). Since 2007, Daniel Libeskind has been working as a part-time professor at Leuphana.

All of these initiatives have been or will be reinforced by additional activities, such as:

— The creation of the first climate-neutral campus in Germany: The development of a new campus design with the aim of creating an inspirational as well as aesthetic space that will invite people to think, learn and do research. The centrepiece of this design will be a new main building designed by Daniel Libeskind, which will include a study space, research centre and central hall (congress centre). Since 2007, Daniel Libeskind has been working as a part-time professor at Leuphana.

— The establishment of an organisational culture and administration that stands out for the simplicity and transparency of its procedures as well as its reliability, service orientation and support of students and academic staff. In 2007, the German Donors’ Association for the Pro-

THE UNIVERSITY
Past and Present
Founded as a teacher training college in 1946 and awarded university status in the late 1970’s, the university moved to its main campus in 1995. Today, its facilities accommodate roughly 8,000 students.

In Germany’s scientific community we are a forward-thinking institution. In 2001, the University of Lüneburg was among the first universities in Germany to become a foundation under public law – the highest degree of autonomy awarded to state universities. Since 2006, we have pursued a groundbreaking university reform in order to meet the demands of the civil society of the 21st century. The underlying rationale of our transformation has been to reinvigorate the Bologna process (aimed at harmonising the European Higher Education Area) and to overcome the process’s shortcomings by refining its existing approach. Our restructuring process is driven by an educational ideal, based on humanistic values and a comprehensive, sustainable as well as pro-active approach to education. Our objective is to shape the university as a location of lifelong learning and to create academic institutions that meet the needs of our target groups.

At present, the Leuphana University of Lüneburg consists of four faculties: the Faculty of Business and Economics, the Faculty of Education, the Faculty of Humanities and Social Sciences, and the Faculty of Sustainability. Undergraduate education takes place in the Leuphana College; graduate and doctoral studies are carried out in the Graduate School. Close cooperation with the local and regional businesses as well as the community is an essential part of the Leuphana Professional School.
Experience the best that city living has to offer as well as the comforts and quirks of provincial university life: Lüneburg, a vibrant community of 70,000, is the centre of the Northeast region of the state of Lower Saxony.

Founded more than 1,000 years ago as a salt mining community Lüneburg became one of the wealthiest and prestigious towns in the Medieval Ages, supplying the whole Scandinavian and Baltic Sea States with its salt. Since then many changes have taken place, however, the history is still evident in the well-preserved inner city. Today, Lüneburg is essentially a university and tourist town: Visitors from all over the world enjoy walking through the historical Old Town with its magnificent medieval squares, the lavish 13th and 14th century churches St John’s, St Michael’s and St Nicholas’s, and the many houses in the typical northern German brick gothic style as well as to stroll through the nearly car-free city with its many shops, cafés, and restaurants.

Also in the evenings Lüneburg has a lot to offer. Despite being a small town culture is dynamic – from theatre and cinema to music events of all styles. The pub quarter around the historic ‘Stint’ market has specific atmosphere, where one can spend the evening in one of the many different pubs after a stressful day at the university – either indoors or outdoors depending on the weather. Due to its proximity to Hamburg – only half an hour by train or car – Lüneburg offers both the quality of life in a small town as well as the leisure facilities of a big city.

What does the name ‘Leuphana’ mean?

In the 2nd 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.
THE COUNTRY: GERMANY AT A GLANCE

Location and Population
Situated in the heart of Europe, the Federal Republic of Germany is surrounded by not less than nine neighbouring countries: Denmark, Poland, the Czech Republic, Austria, Switzerland, France, Luxembourg, Belgium, and the Netherlands. In terms of population, it is the largest country of the European Union with 82 million people, 6.5 million of whom are foreigners. In terms of area, it is the third largest with a distance of 876 km from North to South and 640 km from East to West.

Due to its central location in Europe, Germany is the gateway to both Western and Eastern Europe. Since the unification in 1990, Berlin is the German capital and the seat of the federal government since 1998. With a population of 3.5 million, Berlin is the largest town, followed by Hamburg with 1.8 million, and Munich and Cologne with slightly over 1 million. There are 86 larger towns and cities with more than 100,000 inhabitants spread throughout the country, but more than half the people still live in towns with a population between 2,000 and 100,000. The towns can boast a lively, varied cultural scene sometimes comprising distinguished theatres, orchestras, art collections, and public libraries.

Climate and Topographic
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.

The State
Lower Saxony has a lot to offer. Not only does Germany’s second-largest state have cultural, scenic and traditional appeal, it has proven itself as a successful location for industry and commerce. Volkswagen AG is Europe’s largest automaker, and Lower Saxony has twice as many automobile-related jobs as the national average for Germany’s federal states. Agriculture plays an important role, too, however, Lower Saxony is by far not an agrarian region. Many people will have pleasant memories of Lower Saxony as host of the EXPO 2000.

The state – comparatively unspoiled by development – offers appealing countryside between the Ems and Elbe rivers, between the mountain summits of the Harz region and the maritime climate of the North Sea. Lower Saxony is committed to nature conservation: more than 20 per cent of the state’s area has been designated as protected, with the mudflats of the Wattenmeer National Park taking in the entire North Sea coast, and the Harz National Park extending over the state border into Sachsen-Anhalt. The Elbetalual river landscape enjoys protected status as a biosphere reserve. In between lie countless peat bogs, secluded areas of heathland and extensive tracts of mixed woodland.
in the planes and – 6° C in the mountains. Rain falls all year round, especially in autumn.

The German landscape is extremely varied. The North is characterised by lakes, heath, and mar-
shland, 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 is nearly impossible to give a short overview of more than 1,000 years of German history with
its ups and downs. Germany, a barely manageable 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 – 1918 and 1939 – 1945), the time of National
Socialism (1933 – 1945) and the division of Germany into two states (GDR and FRG).

Nowadays – after the reunification, Germany has established itself as a modern industrialised
state and a leading European democracy, but remains deeply rooted in its origins. One has to
experience and to know German history before understanding its significance and its influences on
nowadays society and the way it permeates everyday German life.

Political Constitution
Germany’s liberal-democratic constitution, the so-called Basic Law (Grundgesetz) dates back to
May 1949. Since the Unification Treaty of 3 October 1990 between the former German Democratic
Republic and the Federal Republic of Germany, the constitution now governs the whole of Ger-
many. The constitutional bodies comprise the Federal President (Bundespräsident), the Federal
Parliament (Bundestag), the Council of Constituent States (Bundesrat), the Federal Government
(Bundesregierung), and the Federal Constitutional Court (Bundesverfassungsgericht).

Germany’s federal structure is reflected by 16 Federal States (Bundesländer) with state authority
and own state constitutions, set up in accordance with the principles of a republican, democratic,
and social constitutional state. The entire educational system, for example, including higher
education, falls within the political jurisdiction of the Federal States.

Economy
Germany’s economic system is based on a social market economy within which competition in the
global market has become very pronounced. Unemployment has been a major problem for several
years, especially, but not only in the new Federal States. The most important economic sectors are
the manufacturing industry, service industries, trade, and transport. Great importance is attached
to environmental policy, and environmental protection is among the major concerns of people.
UPON ARRIVAL
REGISTRATION WITH THE LOCAL AUTHORITIES AND RESIDENCE PERMIT

Nationals from countries, which are not a member of the European Union, or EFTA or for which the EU has dispensed with the visa requirement, must apply for a visa in advance at the German embassy or consulate in their home country.

EU citizens don’t apply for a residence permit but they do have to register their new address with the local authorities in Lüneburg within the first week upon arrival.

Please have the following documents ready:
— Invitation letter/Assignment of Leuphana University
— Passport (or ID)
— 1 biometric passport-sized picture
— Proof of health insurance that is valid in Germany
— Statement that the living expenses are covered
— Entry visa (if applicable)

With your residence permit, you will also receive an income tax number (Lohnsteuernummer), which must be submitted to the university’s personnel department.

REGISTRATION WITH THE UNIVERSITY

The International Office supports you by going through all necessary formalities at Leuphana University. We will also make all necessary appointments for you, e.g., with the personnel department. Please, find below an overview of all formal matters that need to be done during the first week of your stay in Lüneburg and the people, who will assist you.

<table>
<thead>
<tr>
<th>Registration with the local authorities/residence permit</th>
<th>International Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration with the University (Internet access, library card, etc.)</td>
<td>Ms Claudia Wölk</td>
</tr>
<tr>
<td>Payment of salary, personal details, etc.</td>
<td>Email: <a href="mailto:cwoelk@leuphana.de">cwoelk@leuphana.de</a></td>
</tr>
<tr>
<td>Office keys, computing support, mail box, Introduction to MyStudy, etc.</td>
<td>Phone: +49.4131.677.1072</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personnel Department</th>
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<tbody>
<tr>
<td>Ms Swenja Jesswein</td>
</tr>
<tr>
<td>Email: <a href="mailto:s.jesswein@leuphana.de">s.jesswein@leuphana.de</a></td>
</tr>
<tr>
<td>Phone: +49.4131.677.1778</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Departmental coordinator or administrator</th>
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</thead>
<tbody>
<tr>
<td>Personnel Department</td>
</tr>
<tr>
<td>Ms Swenja Jesswein</td>
</tr>
<tr>
<td>Email: <a href="mailto:s.jesswein@leuphana.de">s.jesswein@leuphana.de</a></td>
</tr>
<tr>
<td>Phone: +49.4131.677.1778</td>
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</tbody>
</table>

Internet access
— You will be issued a personal computing account granting several services:
— Fast Internet access
— Electronic mail facilities
Commercial banks, savings banks, and postal banks offer more or less the same services. 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. The fees for a current account may vary from bank to bank, so it may pay off to compare beforehand.

Bank accounts can only be opened in person, together with a valid passport and proof of registration from your place of residence. When opening the account you will be requested to show your passport and to provide evidence of your residence permit.

Further information
EURAXESS Germany as part of the Europe-wide Internet platform ‘EURAXESS – Researchers in motion’, launched by the European Commission, is an information and advice point for mobile researchers wishing to come to Germany or go abroad to work in research. The web site provides detailed information on funding opportunities, job offers, social security and tax issues and other topics related to researcher mobility as well as a help desk.

Library Card
To use the University library you need a library card (Bibliotheksausweis). Upon completion of the application form we will make an appointment for you at the University Library. They will then issue your library card.

MensaCard
You can pay cashless in the canteen once you have the electronic MensaCard. You will get the card from the cashier in the canteen against a small deposit and can upload the card at either a cash desk or the machines in the entrance hall (min. 5 Euro, max. 60 Euro).

Opening a bank account
In order to receive your salary or to make regular payments it will be necessary to open a bank account. The most common kind of account is a “Girokonto” (current or checking account) that comes with a Europe-wide accepted cash card (EC Karte) and enables you to withdraw money free of charge at cash dispensers at any time.
GETTING ALONG AT THE UNIVERSITY
INTERNATIONAL OFFICE

The International Office promotes the University’s international relations and is the central contact point for all international partners and visitors. Information, advice, and support with regard to both academic and social matters are given to international students and scholars as well as to German students who intend to study abroad.

The Info & Welcome Point of the International Office is the first place to go to for students and visiting scholars from abroad. The student assistants are happy to answer any questions about your stay at Leuphana University, assist with formalities or refer to the responsible contact person at the International Office or any other department.

Ms. Claudia Wölk will be pleased to assist you with any more specific issue. With academic issues please address your inviting Faculty or Institute.

You are welcome to join our semester program activities like guided city tours, a summer barbecue at the Cafeteria lawn or the International Dinner.

FACULTIES

Faculty of Business and Economics
Phone: +49.4131.677.2001, Email: dekanat.wirtschaft@leuphana.de

Institutes:
— Competition & Regulation Institute (CRI)
— Institute of Knowledge and Information Management (IWI)
— Institute of Finance and Accounting (IFA)
— Institute of Marketing (IFM)
— Institute of Information Systems (IIS)
— Institut for Management and Organisation (IMO)
— Institute of Performance Management (IPM)
— Institute of Economics (IVWL)
— Leuphana Law School (LLS)
— Institute of Experimental Industrial Psychology - LüneLab
— Institute of Product and Process Innovation (PPI)
— Institute of Distributed Autonomous Systems and Technologies (VAUST)
Faculty of Education
Phone: +49.4131.677.1601, Email: dekanat.bildung@leuphana.de
Institutes:
— Institute of Educational Sciences (IBWI)
— Institute of German Language and Literature and its Didactics (IDD)
— Institute of English Studies (IES)
— Institute of Art, Music and its Procuration (IKMV)
— Institute of Mathematics and its Didactics (IMD)
— Institute of Psychology (IFP)
— Institute of Social Work and Social Pedagogy (IFSP)
— Institute of Theology and Religion Pedagogy (ITP)
— Institute of Sport Sciences
— Business Education Unit

Faculty of Humanities and Social Sciences
Phone: +49.4131.677.2601, Email: dekanat.kultur@leuphana.de
Institutes:
— Institute of Culture and Aesthetics of Digital Media (ICAM)
— Institute of History and Literary Cultures (ILG)
— Institute of Philosophy and Theory of Art (IFP)
— Institute of Political Science (IPW)
— Institute of Sociology and Cultural Organization (ISCO)
— Institute of Urban and Cultural Area Research (IFSK)

Faculty of Sustainability
Phone: +49.4131.677.2801, Email: dekanat.nachhaltigkeit@leuphana.de
Institutes:
— Institute of Ethics and Transdisciplinary Sustainability Research (IETSR)
— Institute of Integrative Studies (INIFS)
— Institute of Sustainability Governance (INSUGO)
— Institute of Ecology (IE)
— Institute of Sustainable and Environmental Chemistry (ISEC)
— Institute of Environmental and Sustainability Communication (INFU)
— Centre for Sustainability Management (CSM)

SCHOOLS

Leuphana College

The 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 teamwork 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 specialization. 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.
Leuphana Graduate School

The Graduate School offers consecutive Master’s and PhD programs, designed to provide students a most flexible approach towards their future academic career and enabling them to prepare for a PhD while undertaking a Master’s program. The programs are strictly based on European higher education standards and have a strong international and interdisciplinary approach. Graduates acquire scientific expertise as well as personal qualifications, such as leadership, communication, and organisational competencies.

The two-year Master’s programs cover three subject areas: Arts & Sciences (Culture, Arts and Media, Economics, Law and Politics, Sustainability Sciences), Management & Entrepreneurship, and Education. Although differing in their 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.

The partially structured doctoral programs combine subject specific and interdisciplinary elements. Six core modules, among them research methods, ethics, and theory of science, provide the necessary support when writing the doctoral thesis. In addition, a subject based doctoral colloquium, which consists of a team of professors acting as academic supervisors, enables a direct access to the scientific community. The doctoral programs have been designed to complete the dissertation within three years. Part-time doctoral studies are also possible.
Leuphana Professional School

The courses and programs of study in the Professional School are tailored to the needs of mid-career professionals, with classes offered in the evenings or on weekends. The School’s offer ranges from certificate-courses to full MBA programs as well as E-learning opportunities and start-up counselling.

Businesses, as well as anyone interested in continuing their education or starting their own company, will profit from the courses offered by the Leuphana Professional School. You can acquire new capabilities, get advice on establishing yourself independently, or mobilize the latest research discoveries profitably, both for you and your organization.

ACADEMIC POLICIES AND PROCEDURES

Academic Calendar

The University operates on a semester-based system:

Winter semester from October 1 to March 31
- Mid-September: Orientation Program for exchange students
- Mid October: Classes start
- End of January: Classes end
- End of February: Exam period

Summer semester from April 1 to September 30
- Early March: Orientation Program for exchange students
- Early April: Classes start
- Early July: Classes end
- Early July: Exam period

Organisation of Studies and Teaching Methods

University studies in Germany aim to enable students for independent academic work although being instructed and supervised by their instructors. Therefore, several types of courses each with an average of 2 class contact hours per week but different teaching methods and learning goals are offered.

- Lectures usually give either an introduction to a subject or an overview on a specific topic of a
subject, presented by the instructor. 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 group of 20 – 25 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.

Undergraduate and graduate studies at the University are modularized. Modules are course units, which comprise a set of lectures, seminars or tutorials on a given topic of an academic discipline. The sample module description below gives you an idea how a module is designed:

<table>
<thead>
<tr>
<th>Module title</th>
<th>Module code</th>
<th>Study program</th>
<th>Subject area</th>
<th>Module leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses that are part of the module</td>
<td>Lecture / Seminar / Tutorial / Exercise / Project / Practical project</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contents/Standards
Learning outcomes and competencies
Social skills and self competence
Learning and teaching methods
Assessment / Grading components
Written exam / Seminar paper / Presentation / Project work / Regular exercises, etc.
Workload (class contact hours, self-study) and (ECTS) credits
Duration (Semester or year)
Prerequisites

For each course as part of a module a separate description has to be delivered. Please see a sample below.

<table>
<thead>
<tr>
<th>Course title</th>
<th>Course type</th>
<th>Lecture / Seminar / Tutorial / Exercise etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor, Study program, Subject area, Module title, Module Code</td>
<td>Maximum enrolment, Class contact hours, Language of instruction, Contents, Reading, Aims, Prerequisites</td>
<td>Written exam / Seminar paper / Presentation / Project work / Regular exercises, etc.</td>
</tr>
</tbody>
</table>
The general exam regulations (Rahmenprüfungsordnung) and detailed subject specific regulations for each study program (Fachspezifische Anlagen) define the modules to be taken respectively the number of credits as well as the number and type of academic achievements (Prüfungsleistungen).

Electronic Course Catalogue

The electronic course catalogue and virtual platform MyStudy comprises the module handbook with module descriptions as well as the course descriptions of a given semester. It offers various interactive tools: students enrol for courses, register for or withdraw from exams, and communicate with their instructors. As an instructor you are required to deliver course descriptions via MyStudy and to upload information such as syllabi or reading lists. You can also use the platform as a virtual board for announcements.

Course evaluations

At the end of every semester, students evaluate the courses. These evaluations are reviewed at the central university level. Very serious attention is given to these evaluations.

Course Assessment and Grading System

Based on the requirements set by the exam regulations, students pass a course with proving qualified attendance, which means besides regular course attendance he or she has to complete the required coursework. The assessment of coursework varies from subject to subject. Whereas in Art and Humanities presentations and/or essays are common, in Economics, Natural Sciences, and Engineering written exams are usually required. The University’s grading scale, which is also common at other German universities, ranges from 1 (very good) to 5 (fail).

ECTS credits

The European Credit Transfer and Accumulation System was launched in the course of the Bologna restructurings to ensure a higher transparency and transferability of course achievements across borders. Credits are based on the workload students are required to accomplish in order to achieve educational objectives. Full-time enrolment is 30 ECTS credits per semester. A Leuphana module usually amount to 5 credits.

<table>
<thead>
<tr>
<th>Single Grade</th>
<th>Final Grade</th>
<th>German</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1,0/1,3</td>
<td>sehr gut</td>
<td>very good</td>
</tr>
<tr>
<td>B</td>
<td>1,7/2,0/2,3</td>
<td>gut</td>
<td>good</td>
</tr>
<tr>
<td>C</td>
<td>2,6/3,0/3,3</td>
<td>befriedigend</td>
<td>satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>3,7</td>
<td>ausreichend</td>
<td>sufficient</td>
</tr>
<tr>
<td>E</td>
<td>4,0</td>
<td>ausreichend</td>
<td>sufficient</td>
</tr>
<tr>
<td>F/X/F</td>
<td>5,0</td>
<td>nicht ausreichend</td>
<td>fail</td>
</tr>
</tbody>
</table>

For further information and the detailed way of proceeding please address your inviting colleague or department and see the following website: » mystudy.leuphana.de

All exam regulations can be downloaded at: » www.leuphana.de/en/study/bachelor/examinations
Language Centre
The Language Centre offers language courses at different levels during the semester in English, French, Spanish, Italian, Russian, Polish, Finnish, Japanese and Swedish. In addition, language courses for specific purposes are available.

The German as a Foreign Language section offers courses from beginners to advanced level. Please feel free to contact the GFL co-ordinator if you would like to attend a course.

The language lab offers the opportunity to improve language skills via the self-learning method. It is well equipped with self-learning material for German as a foreign language.

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

The Media Centre (AVM) provides the audio-visual media resources for teaching and research: a broadcasting and TV studio, rooms for electronic editing and video producing, a photo lab and an archive for audio-visual media.

INFORMATION AND MEDIA CENTRE

University Library
The Central Library is currently stocked with 664,000 volumes and 1,255 print journals as well as more than 23,000 electronic journals, most of them are directly accessible. Around 20,000 volumes are newly acquired per year.

The University library is located on the main Campus, next to the lecture hall building.

Open Semester Semester break
Mon – Fri 8:30 – 23 h 8:30 – 23 h
Sat + So 10 – 20 h 10 – 20 h

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CONTACT
Reinhard Werner, C.5.118
Phone: +49.4131.677.2667
Email: reinhard.werner@leuphana.de
Office hours: Tue + Thurs 13.30 – 14.30 h

» www.leuphana.de/zemos
CAMPUS FACILITIES

Canteen and Café
The canteen (Mensa) on the main Campus serves full breakfast, lunch, and evening meals. The canteen on the Campus Rotes Feld serves lunch only. Payment is made by a rechargeable money card, which you obtain at the Mensa cashpoints against a small deposit. Lunch costs 5 EUR on average. The opening hours during the semester differ from those during the lecture free periods, for detailed information and the weekly menu, please check the website.

In the lecture hall building on the main Campus the Café 9 (under private management) serves breakfast, pasta and pizza, salads and snacks.

Printing and Copying
Usually visiting professors may use the copying and printing facilities of their institute, which are operated by electronic codes. Please ask the institute’s administrator.

In addition, there is a copy-shop called Campus-Copy within the small shopping centre on the main Campus.

University Sports and Fitness Facilities
More than 30 sport activities and the fitness studio ‘21’ on the main Campus are available to all university members. Many activities are free of charge. An information brochure listing all sports, places, and dates is published at the beginning of every semester. Please note that registration is necessary for several activities and that there are special courses for employees on offer, also during the lecture free periods.

Other Leisure Activities on campus
Numerous cultural events are offered during the semester including theatre and movie performances and concerts. Many of them take place in the culture hall ‘Vamos’ (near the building site of the new central building). The University symphony orchestra, the choir, and the Big Band welcome international members.

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 (Veranstaltungska-lender) of the International Office listing all those activities is available at the semester start in print and as PDF on the website. Visiting scholars are very welcome to join. For further information please contact Ms. Claudia Wölk at the International Office.

Visitors with special needs
All university buildings and facilities guarantee easy access for people with disabilities. Special technical equipment is available upon request.
Radio and Television License Fees

After registration in Germany you have to pay licence fees for using radio and television. You will receive the registration form by mail. If you have a low income you may ask for exemption.

Parcels and Letters

You can recognise post-offices and mailboxes by the yellow signs with black post-horn. For a standard letter within Germany, you currently have to pay 0.60 Euro and 0.55 Euro for a postcard. More information on prices can be obtained at a post office or on the web. The main post office in Lüneburg is located at Sülztorstrasse 21 (bus line 11). Parcels are to be handed in at the parcel counter.

Postal-codes for Germany can be found in the directory “Postleitzahlen finden” on the following web page: www.deutschepost.de

COMMUNICATION

Telecommunications

In Germany there are a number of telecommunications companies which offer different rates for landlines, mobile phones and the internet. Most providers offer flat rates for landlines, mobile phones and internet use. Phone flat rates usually only include domestic calls made from landline phones unless you select an extra option for international calls. You will find more information on the websites of the prospective providers (e.g. Telekom, 1&1, Alice, Kabel Deutschland).

You can get prepaid cards for your mobile phone for example in Aldi, Rossmann etc.

The easiest way to apply for a telephone line, to buy or rent a phone, and to get a German mobile phone is via the Telekom-Shop located in the Bäckerstrasse. However, in the Bäckerstraße and the close-by Grapengießerstraße you will find lots of other phone shops.

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LIVING IN LÜNEBURG: PRACTICAL ADVICE
BANKING

Payment
In Germany still more cash purchases are made than in many other countries. A lot of stores and retailers do accept EC cards or credit cards but food is often paid in cash – at least in smaller shops and on the market. If you want to pay by credit card 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.

Money Transfer
Other than in most countries, it is unusual in Germany to send cheques by mail (e.g., the rent to your landlord). There are various ways of conducting money transactions:

— 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. This method of payment may be new to you and you may be suspicious that it could be abused. However, all direct debits are registered on your bank statement so that you can check them and revoke any incorrect debits.

EC cards and Credit Cards
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. The equivalent credit card would be the Euro-card, which is allied to the Master-Card system and valid all over the world. 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 may be awarded overdraft facilities (Dispositions kredit), which allows you to overdraw your account to a certain agreed amount.

PLEASE NOTE
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.
from slowest and cheapest to fastest and most expensive are: RB (Regional Bahn), RE (Regional Express), MER (Metronom Regional), ME (Metronom), IC (InterCity), ICE (InterCity Express), EC Euro City. Since the Deutsche Bahn AG (DB) offers a lot of tickets at reduced prices, it is recommended to ask for special offers before buying a ticket.

If you plan to travel by train frequently, please find below some detailed information:

BahnCard: The “BahnCard 50” allows for a 50% savings on all tickets. It is valid one year. This BahnCard cannot be combined with other discounts offered. The “BahnCard 25” allows for a 25% savings on all tickets and is also valid one year. It can be combined with other discounts. People with a “BahnCard” also receive a free “City-Ticket” when travelling to certain cities that are at least 100 km away. The “CityTicket” allows you to travel by bus, S-Bahn, U-Bahn, or tram to your destination for free in over 40 German cities.

Railplus: Holders of a “BahnCard” have the option to pay a low extra price per year and receive a 25% discount on trains going to 23 countries. Eligible countries are: Belgium, Bulgaria, Denmark, Finland, France, Greece, Italy, Serbia, Montenegro, Macedonia, Croatia, Lithuania, Latvia, Luxembourg, Netherlands, Austria, Poland, Romania, Switzerland, Slovakia, Slovenia, Czech Republic and Hungary.

Schönes-Wochenende-Ticket: The ‘Happy Weekend’ ticket allows up to 5 people to travel in any of the slower regional trains throughout Germany (and some parts of Poland and the Czech Republic) on Saturday or Sunday from midnight until 3am the next day.

GETTING AROUND

Bus Lines
All urban, sub-urban, and regional bus lines depart from the central bus station, which is right beside the train station. Most buses also stop at Lüneburg’s main square ‘Am Sande’. For getting to the main campus, take either Line 11 (destination Häcklingen) or Line 12 (destination Bockelberg) and step off at the bus stop “Blücherstraße/Universität”.

Buses do not run in the evenings (from 8 pm). You may then ask for a shared taxi cab (ASM) at a reduced price (approx. 3.50 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)
Phone: +49.4131.533 44

Taxis are available at the train station, at “Am Sande” (main square) and usually in front of the main Campus. If you want to order a taxi you can dial the following service number: +49.4131.520 25.

Trains
All trains depart and arrive at the Lüneburg train station. There are different types of trains and the price often depends on how fast the train is and how many stops it makes. The different trains
Bicycle Rental

There is a bicycle rental on the main campus (KonRad) as well as at the train station (Rad am Bahnhof). However, if you stay for a semester or a year it is usually cheaper to buy a second-hand bike. See the local papers that are delivered free of charge to any house twice a week.

Prices: up to 3 hours: 5 Euro; one day: 10 Euro; one week: 50 Euro plus deposit

You also can use the red “Stadtrad”-bikes. You register with your smartphone and rent the bikes on different spots in Lüneburg. The first 30 minutes are free. More information and registration:

» www.stadtradlueneburg.de

Driving by car

Germans are passionate and unfortunately sometimes aggressive drivers and often ignore the recommended top speed of 130 km/h on German motorways. However, traffic regulations are taken very seriously and observed. 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 100 km/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 in Germany you are obliged to carry your driver’s licence and the vehicle documents with you. Unlimited driver’s licences issued in an EU or EEC country are auto-

Niedersachsen-Ticket: This ticket allows up to 5 people to ride as many RB, ME and RE trains to as many different places within Niedersachsen including Hamburg and Bremen and gives access to public transport in Hamburg, Bremen, Hannover and Braunschweig. You pay the ticket for one passenger and then a small amount for any additional person. It is valid for one weekday from 9am to 3 the next morning, on a weekend day from midnight to 3 the next morning.

Other Discounts: Even more discounts are available with the “Sparpreis” (saver fair). Just like plane tickets, the DB offers a number of cheaper tickets for each train. One should book at least 3 days, or even better, two weeks in advance. The Sparpreis Tickets are only available when at least one part of the trip is done in ICE, IC, EC or IR trains. Exchanging the tickets will cost a fee.

Children: Children up to 14 years old ride for free when a parent or grandparent accompanies them. If riding alone, they only pay half-price and can save more by using the “Bahncard”.

Reserving Seats: A seat reservation does not automatically come with the ticket, but is optional. A reservation costs 4.50 Euro.

Online Reservations: For more detailed information about the German train system, go to

» www.bahn.de. There you can find detailed connections, with times, transfers, and prices. You can also purchase your ticket online.

Travel Service of the Deutsche Bahn: call 11861.

» www.radspeicher.de

» www.konradlueneburg.de
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 from 10 to 50 Euro. 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 also special spaces for female drivers close to the entrance.

Bringing your own car/Car Sharing
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 whether you really need a car. If you need one occasionally, it is probably cheaper and easier to rent one or use a car-sharing system. Check for instance ‘Cambio car-sharing’.

Drinking and Driving
The blood alcohol limit in Germany is 0.5 per mille. If it turns out at a police control that you are beyond the limit, you will lose your driver’s licence for a minimum of one month and must pay high fines. Please note that you may also lose your driver’s licence if you are caught as a cyclist having a blood alcohol beyond 0.15 percent.

Documents necessary for converting your driver’s licence:
— Application form (available at the Office for Driver’s Licences
— Passport or ID
— Residence Permit
— Biometric photo
— National driver’s licence and translation if appropriate
— Proof that the national driver’s licence is valid

Since for many national licences an official 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 can be helpful to bring the generally known and recognised international driver’s licence.

CONTACT
Fachdienst 42 Straßenverkehr und Führerscheine
Am Springintgut 3, building: 6
Phone: +49.4131.260
Opening hours:
Mon, Wed – Fri 8 – 12 h, Tue 8 – 17 h

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— Passport or ID
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German universities do not provide health care on campus. If you need medical help, you should look for a medical practitioner as quick as possible. A list with general practitioners and medical specialists as well as pharmacies and emergency pharmacy services in Lüneburg can either be found on the first pages of the local phone book or on You may also ask a colleague, friend or someone in the International Office. If you have chosen an appropriate doctor, make an appointment by phone or just walk in. If you have state medical insurance, you will have to present your health insurance card/form. No direct payment is necessary for the treatment. If you have a private medical insurance you will have to pay for the treatment and ask your insurance company for reimbursement.

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

In case of emergency please contact the local hospitals.

— Städtisches Niinikum Lüneburg
Bögelstraße 1, Phone: +49.4131.77-0 or +49.4131.77-2529

— Orthoklinik Lüneburg GmbH
Ginsterweg 5 – 7, Phone: +49.4131.722-0 or +49.4131.722-265

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 arrives. 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.

Some useful links for travelling:
— Hotels:
  » www.hrs.de, » www.booking.de

— Travel portals:
  » www.traveloverland.de, » www.reise.de, » www.opodo.de

— German Airlines:
  » www.lufthansa.de, » www.airberlin.de

— HVV (local transportation)
  » www.hvv.de

MEDICAL HELP
If you need medical help on weekends you can contact the
--- Zentrale Anlaufpraxis Lüneburg
Jägerstraße 5, Phone: +49.180.222 6374

English speaking general practitioner:
--- Dr. Petra Naber-Carstens
Auf dem Meere 9, Phone: +49.4131.400 410

RECYCLING

In Germany, the re-cycling of waste products is practiced to a much greater extent than in other countries (a ‘throw-away mentality’ (Wegwerfmentalität) is frowned upon). Consequently, there are waste bins and containers for used paper, glass sorted according to colour, packaging material, organic waste, and residual waste. The sacks and bins can be overwhelming at first, but with a little explanation, and a little time in Germany, you get used to it quickly.

Paper: this can be collected in a box and then placed into a public container on the street. There are also waste bins for paper available for households. Please ask your landlord.

Glass: this also goes into a container on the street. Many jars and bottles (some plastic ones too) can be brought back to the market. There you will find special machines designated for bottle return. After depositing your items one by one, press the button to print out a receipt (Bon), which you can then hand in at the checkout counter in return for money that is put towards your purchase.

Plastic, aluminium cans, and milk and juice cartons that are marked with a ‘green point’ (grüner Punkt): these go in a yellow sack, which is available at any supermarket at no cost. The yellow sacks are picked up every two weeks.

Organic waste: this goes in the organic waste bin, which is provided for each household (or a container for an apartment house) and is emptied every two weeks.

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FURTHER INFORMATION

» www.gfa-lueneburg.de
Payment: A lot of stores and retailers do accept 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 card or EC card, check first whether this is possible.

Opening Hours: Opening hours are restricted by law. In Lüneburg, most shops open between 8 and 9 h and close between 18 and 19 h, except supermarkets, which often remain open until 20 or even 21 or 22 h from Monday to Saturday. 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 flower shops are usually open on Sundays for a couple of hours around lunchtime as well as cake shops (Konditoreien) to ensure that everyone can have a piece of fresh cake for the Sunday afternoon “coffee and cake” session.

Food: Although it is true that hot and cold meat in every conceivable form is traditionally popular in Germany and nearly every Federal State has developed a huge variety of its own particular specialities. However, the choice of food in Germany is so vast that you (and, indeed, many Germans, too) can avoid meat altogether. Over the last few decades, immigrants have contributed significantly to making food in Germany more varied and shops and restaurants selling food from all over the world can be found everywhere.

Prices: Germany is one of the countries with the highest cost of living. Therefore, it is always worth comparing prices. 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) 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.

Exchanging Goods: In general, you can exchange everything you have purchased within 10 or 14 days, provided it has not been used and you can produce the receipt. However, some goods are excluded from exchange, such as swimming costumes, underwear as well as reduced goods and articles from the sales.

Import and export: To find out whether you have to pay duty on items, which you want to bring to Germany or to take home, ask either the German foreign missions, the Federal Administrative Office (Bundesverwaltungsamt), or the Federal Agency for Information on Foreign Trade (Bundesstelle für Außenhandelsinformation). Also enquire whether the purchase tax you have to pay in Germany can be refunded when you leave the country.
RECOMMENDATIONS

The local religious communities perceive themselves not only as places and institutions where one meets to celebrate services but also as vivid social gatherings that are open to everyone.

— Catholic Church:
  » www.katholische-kirche-lueneburg.de

— Protestant Churches:
  » www.sankt-michaelis.de
  » www.st-nicolai.eu
  » www.st-johanniskirche.de

— Baptist Church:
  » www.friedenskirche-lueneburg.de

— Muslim Community:
  » www.ditib.de

The University has a very active ecumenical community that organises workshops, trips and parties: » www.ehg-khg.de/index.php
LIVING IN LÜNEBURG: CULTURAL AND LEISURE ACTIVITIES
CULTURAL AND LEISURE ACTIVITIES

While staying in Lüneburg you might want to explore the city’s main attractions, meet locals, and do or try things you have never done before. We have compiled some information of the many possibilities; just to give you some recommendations.

If you would like to get in touch with locals, please ask at the International Office for a contact. We have a database with local people, mostly families, who would be pleased to invite you for a casual meeting. In addition, the FABS, a group within the Lüneburg lutheran church, organises meetings and events for new residents in Lüneburg.

Bars and Restaurants

Lüneburg offers a great gastronomic variety. The town has got the highest concentration of bars in Germany. Especially the Schröderstraße and the Stintmarkt next to the old harbour are not only loved by locals but are also famous beyond the city limit. There are offers for every taste and price.

We would like to recommend only a few but popular places:

— Local food

The Restaurant Zum Alten Brauhaus offers a fine regional and seasonal cuisine in a beautiful historical setting. Most of the ingredients come from local producers.

Grapengießerstraße 11, Phone: +49.4131.721277, » www.brauhaus-lueneburg.de

— Pub food

The Brewery Mälzer not only brews its own beer, but also offers a variety of lunch and dinner

Sightseeing

The tourist information offers a variety of guided sightseeing tours; some give a general overview, other focus on special local topics such as salt mining or medieval history, and there is also an evening tour guided by a ‘night watchman’

Ask for tours offered in English and do not miss visiting the churches St. Michael, St. John and St. Nicolaus as well as the Town Hall, which is truly a jewel among the many Lüneburg attractions.

— Kloster Lüne

A bit further in the outskirts but still within easy cycling or walking distance you will find Kloster Lüne, an exceptionally calm and lovely place. The old nunnery invites to stroll around in its beautiful gardens and masonries; its homey cafe allows a rest after visiting the affiliated museum.

— Water Tower

The water tower (Wasserturm) is yet another must-do when exploring the city. Apart from its permanent exhibition on ancient and contemporary water supply it offers a great view over the city area from its platform in a height of 56 metres. You will get a good impression of Lüneburg’s actual dimensions and might spot something that you want to investigate later on.

FURTHER INFORMATION

Please check » www.lueneburg.de

FURTHER INFORMATION
Please check » www.wasserturm.net

FURTHER INFORMATION
Please check » www.familienbildungsstaette.de

FURTHER INFORMATION
Please check » www.luene-info.de
If you fancy singing and playing music jointly with others you may find it hard to choose between the numerous choirs and bands in Lüneburg:

- **Bachchor**, [www.bachchor-lueneburg.de](http://www.bachchor-lueneburg.de)
- **Basileia-Chor**, [www.basileiachor.de](http://www.basileiachor.de)
- **Kantorei St. Johannis**, [musik.st-johanniskirche.de](http://musik.st-johanniskirche.de)
- **Lüneburger Gospelchor**, [www.gospelchorlueneburg.de](http://www.gospelchorlueneburg.de)
- **University Choir**, [www.leuphana.de/institutes/ikmv/musik/chor](http://www.leuphana.de/institutes/ikmv/musik/chor)
- **University Bigband**, [www.leuphana.de/institute/ikmv/musik/big-band](http://www.leuphana.de/institute/ikmv/musik/big-band)
- **University Orchestra**, [www.leuphana.de/institute/ikmv/organisation/musik/orchester](http://www.leuphana.de/institute/ikmv/organisation/musik/orchester)
- **Music School**, [www.musikschule-lueneburg.de](http://www.musikschule-lueneburg.de)

### Cinemas

Whether you prefer classics or the latest Hollywood production, in Lüneburg you can find everything. Apart from the multiplex theatre “Filmpalast” there is the arts cinema “Scala”, where they show not only mainstream movies. It is also an experience to join the open-air cinema at the Kurpark during the summer as well as watching a movie at the “Unikino” on campus within the semester.
Theatre
Lüneburg’s city theatre stages classical and modern plays, musicals, concerts and ballet.

Information on the numerous theatres in Hamburg can be found on

Tickets
Information and tickets for cultural events in Lüneburg, Hamburg and throughout Germany are available at the ticket office run by the local newspaper “Landeszeitung”
Am Sande 17, Phone: +49.4131.740444
Opening hours: Mon – Fri 9 – 17 h, Sat 9 – 13 h

History Factory
The “Geschichtswerkstatt” broaches the issue of Nazi-Lüneburg; it offers discussion rounds, city tours and many more ways to tackle the delicate and important subject thoroughly.

Literature Club
The “Literaturbüro Lüneburg e.V.” is an association that committed itself to promote recent and ancient literature and to organise readings of locally and nationwide known writers.

Museums
The Lüneburg museums, among them the historic town hall, the German Salt Museum and the Monastery Lüne (see Sightseeing) are worthwhile a visit.
SPORTS AND RECREATION

Sport clubs
Lüneburg’s two major sports clubs ‘VfL’ and ‘MTV Treubund’ offer a broad range of activities.

Spa
If you want to spend an active time with friends or family or a relaxed day full of spa and wellness treatments you will find either in the Salü. Located in the very centre of the city, the thermal saltwater park attracts young and old.

Walking and Jogging
Adjacent to the Salü the 23ha Lüneburg spa garden invites you for a walk or run. One of its attractions is the graduation house, a wall-like structure made of bundles of twigs, on which the brine evaporates. You inhale the saline air walking along this ‘wall’. In summer, the spacious lawn attracts young and old for playing, picnicking, and sunbathing. There is also a tennis park, a miniature golf, and a playground.

The woodlands ‘Wilschenbruch’ along the Ilmenau River are the local recreation area, where you can bike or walk for hours or just for a short break. It is only minutes away from the University campus.

Golf
You will find some high standard golf courts and clubs nearby.

Climbing
If you are looking for some thrilling sportive adventures you may discover high-wire forest courses for you. two of them are close to Lüneburg.

Skiing
Despite lacking mountains and no snow guarantee in winter the Snow Dome gives you the possibility to go skiing and snowboarding indoors all year round.
The Altstadt of Bremen is one of the most beautiful places to go in Northern Germany. Among lots of interesting museums and places to visit in Bremen are the Becks Brewery, the Universum Science Center, and the Space Center.

Lübeck has an exciting medieval history (seeing the medieval city gate alone is worth the trip), medieval cathedrals and an interesting WWII history as well. The city is one of the most famous Hanseatic cities in Germany renowned for its shipping and trade industries as well as the Marzipan factory and museum. There is also an amazing Christmas market, and great shopping in Lübeck.

Ratzeburg is a small, but really beautiful place on the way between Lüneburg and Lübeck. There are interesting small museums there and the main area of Ratzeburg is surrounded by lakes.

Get to the Baltic Sea when in Lübeck, it is only 20 minutes away by train!

Hamburg is one of Germany’s premier cities. Its facilities range from the Kunsthalle Art Museum and the State Opera to music clubs on the famous Reeperbahn. Hamburg boasts 31 theatres, 6 music halls, 10 cabarets, and 50 museums. Of the 4,000 restaurants in Hamburg, 2,400 offer foreign cuisine.

The banks of the Elbe and the Alster rivers are perfect for a stroll. The port sightseeing trips are impressive and they offer a special perspective on the panorama of Hamburg. Right in the heart of the city, there is a large lake: the Alster. A boat tour on the Alster ends up in the city centre, where you can go shopping or relax in a street café. And Hamburg’s modern underground trains and busses will take you anywhere fast and for a small fare. It is really easy to get there from Lüneburg and it takes only about 30 min.

Neuengamme was a big concentration and work camp during the Nazi regime, built 1938 on the outskirts of Hamburg, it held about 106,000 inmates. After the war the former concentration buildings were used to intern SS members. In the 60’s a prison within the former concentration camp was built.
Hildesheim

Hildesheim has been the cultural centre of the area between the Harz Mountains and the Heide Moor, between the Weser River and the Elbe River for more than 1,100 years. St. Michael is a beautiful church that was built between 1001 and 1033. There is also the famous Egypt Museum here.

Goslar

The former Free Imperial Town of Goslar has an over-1000-year history. Probably the discovery of silver and copper ore deposits induced the Saxon and Salic emperors to establish their largest and most secure palatinate there in the 11th century. For centuries it was the favoured seat of government in northern Germany and at the same time a centre of Christianity. The spires of the 47 churches, chapels and monasteries delineated the town’s unique silhouette. It was referred to as the “Rome of the North”.

For visitors it is best to drive to the large car park at the foot of the Romanesque Imperial Palace (Kaiserpfalz). Since 1992, the ore mine in the over 600-metre-high Rammelsberg Mountain and the Old Town with its crooked, narrow, cobble-stoned streets have been entered on the UNESCO World Cultural and Natural Heritage List for all Mankind.

Celle

Celle, originally founded nearly 1,000 years ago, is a well-preserved town with half-timbered houses that presents a great impression of what the city used to look like in the 16th to 18th century. There is a castle to visit and a really nice Christmas market that takes place in December.

Memorial Site Bergen Belsen

Bergen Belsen, located close to Celle, is a former concentration camp and now a memorial site with a museum, slide shows, lectures etc. The camp was originally created to hold people selected for exchange for German nationals held in allied countries. In 1944 Bergen-Belsen became a regular concentration camp holding thousands of prisoners, including Anne Frank. It is a bit difficult to get to the site by public transport, but you can take the train from Lüneburg to Celle, then take a bus to the memorial site. Buses do not run on Sundays, and there are no buses on Saturday afternoon or evening from the site back to Celle train station. Fridays are the best days to visit the area and entrance is free. For further info on the bus schedule etc., please call 05051/47590 (the people there also speak English).

Hannover

Hannover, formerly the residence of a king and today the capital of the state of Lower Saxony as well as a centre for trade fairs, was the venue of the first world Expo in Germany in 2000, which about 20 million people visited. There are many things to see there, including the town hall dating back to 1500A.D, the Marktkirche built in the 14th century, the old town, opera, city centre Stadtpark, Tiergarten, and last but not least, the zoo.

Southbound

— Celle

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www.cell.de
www.bergenbelsen.de
www.hannover.de
www.hildesheim.de
www.goslar.de
About 60,000 people live in Wolfenbüttel. Originally Wolfenbüttel had a castle that was destroyed once in 1192 and then again in 1255. It was rebuilt in 1283. Since then it has gone through many changes. The Palace of Dukes is the largest Palace in northern Germany. It has a very nice old town (Altstadt).

— Wolfsburg

Wolfsburg is a fairly large place with not much to see except the VW factory, which is the largest car factory in the world, and the VW Autostadt. Everything that you would want to know about VW and how cars are built is in Wolfsburg:

» automuseum.volkswagen.de

There is also a great modern art museum, Kunstmuseum Wolfsburg, and a planetarium:

» www.planetarium-wolfsburg.de
» www.kunstmuseum-wolfsburg.de

These are just some ideas. If you have more questions, come to the International Office and we can give you more information!

— Göttingen

Göttingen, a community of 130,000, thereof 25,000 students, is a traditional German university town. King George II of England, who was also elector of Hanover, founded the University back in 1733. The University library, one of the best libraries in Germany, the town hall, St. John’s church, and the German theatre are only some of the interesting spots there.

— Hameln

Hameln is a place you probably know. It is the place of the Pied Piper. In the 11th century Hameln was developed into a market place. Bürgergarten, Pied Piper fountain, Garnisonskirche, and Rattenfängerhaus are some things to see in Hameln. The buildings have been restored in the Weser Renaissance style.

— Braunschweig/Wolfenbüttel

With around 246,000 inhabitants, Braunschweig is the biggest city in the area between Hannover and Berlin. Braunschweig’s history is closely linked to the Guelfs, Henry the Lion, and his son Otto IV, who was the first and only Guelf emperor. Places of interest like St. Blasii Cathedral or Dankwarderode Castle remind us even today of the powerful Guelf Duke who made Braunschweig his residence in the 12th century. The lively thousand year old history of the Lion City can be seen in the picturesque half-timbered buildings that are particularly well preserved in the area around St. Blasii church. The buildings around the old town market and the gothic town hall testify even today of Braunschweig’s great independence and economic boom years during its Hanseatic League membership.
INTERCULTURAL COMMUNICATION

Some hints on “German etiquette”
As in all countries, also in Germany specific forms of behaviour and politeness exist. It might be helpful to observe them to a certain extent or at least get to know them.

Greeting People
The standard formulas for greeting people are „Guten Morgen“ (good morning) until about 12 h, „Guten Tag“ (good afternoon) until about 16 h, 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 used 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 kennenzu- lernen“ (Pleased to meet you). If you yourself are introducing people to each other, you use the formula „Darf ich vorstellen - Herr XY - Frau XY“ (May I introduce you to X, 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. 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 still often used among colleagues at work. Many Germans only use the informal ‘Du’ with friends.

Titles are still important in Germany, particularly at universities. If someone has a doctorate, he or she will be often addressed as Herr or Frau Doktor xxx. Professors are usually addressed as Professor plus surname. However, there are also many doctors and professors who prefer their titles not to be used.
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 ist bitte 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“ (“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, or opens a door for you.

Excuse me
If you have bumped into somebody, say „Verzeihung“ or „Entschuldigung“ (“I’m sorry”). If you want to ask somebody 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 official appointment, you should not keep the person waiting! This is true for all other arrangements you make. Particularly if punctuality is not an important factor in your own country, you should try to get used to it in Germany if you want to avoid 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 good friends can just drop in unannounced. When you are invited somewhere with a more official character, you should bring flowers or a bottle of wine and send a brief note the following week thanking for the invitation. When you are invited to a more informal get-together or dinner you do not need to take flowers with you, but a bottle of wine 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...
HANDBOOK FÜR GASTWISSENSCHAFTLER // CULTURAL AND LEISURE ACTIVITIES

Table manners

There are a few basic table manners, which are taken pretty seriously, at least in a more formal setting. 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.

Some 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, conquered new realms of activity, and are self-confident. 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

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 16% value added tax and 10 – 15% service charge. Nevertheless, it is usual 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.
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.
APPENDIX
**ACADEMIC GLOSSARY**

**ASIA**
The ASIA (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 ASIA carries out the decisions of the Student Parliament, deals with the everyday business, and gives advice about social, academic and legal problems.

**Bachelor**
1st university degree; awarded usually after three years of study

**Colloquium**
- *Kolloquium*

**Dekanat/Dekanin/Dekan**
The Dekan (Dean) is the head of a faculty elected every two years by the Faculty Council. All faculty affairs are handled in the dean’s office.

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

**Dozentin/Dozent**
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

**Gasthörerin/Gasthörer**
Visiting student (not of student status)

**Hausarbeit**
Essay on a specific topic comprising app. 15 to 20 typed pages
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immatrikulation</td>
<td>Official registration of students for a degree program</td>
</tr>
<tr>
<td>Institut</td>
<td>Sub-unit of a faculty</td>
</tr>
<tr>
<td>Klausur</td>
<td>Written exam</td>
</tr>
<tr>
<td>Kolloquium</td>
<td>Type of course, in which graduate and PhD students discuss specific topics</td>
</tr>
<tr>
<td>Kommilitonin/Kommilitone</td>
<td>Fellow student</td>
</tr>
<tr>
<td>Kompaktkurs</td>
<td>Block seminar</td>
</tr>
<tr>
<td>Kreditpunkte</td>
<td>Credits indicate the workload of a course</td>
</tr>
<tr>
<td>Leistungsnachweis</td>
<td>Proof of achievement (presentation, assignment, and/or written exam), with or without a grade (z.B. à Referat, à Hausarbeit, à Klausur)</td>
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<tr>
<td>Magister Artium (M.A.)</td>
<td>Traditional degree in Humanities awarded upon completion of written and oral exams and a thesis (will be replaced by Master)</td>
</tr>
<tr>
<td>Master</td>
<td>2nd university degree; awarded usually after a period of 2 years of study</td>
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<tr>
<td>Praktikum</td>
<td>Work placement in business, schools or other organisations</td>
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<tr>
<td>Promotion</td>
<td>Attainment of doctorate</td>
</tr>
<tr>
<td>Prüfungsausschuss</td>
<td>Examination board</td>
</tr>
<tr>
<td>Prüfungsordnung</td>
<td>Specific regulations for a degree program, which set the legal frame for all exams</td>
</tr>
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</table>
Referat
Oral presentation

Semester
A semester consists of the lecture period of 14 weeks and a lecture free period/semester break (› vorlesungsfreie Zeit)

Seminar
Type of course, in which academic topics are presented and worked out in detail. 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 supports students in social, cultural, 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
Study 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.

Tutorin / Tutor
Student who supports the teacher in the realisation of classes and supervises › Übungen

Tutorium / Übung
Tutorial/Exercise: 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
Lecture; type of course with an introduction and/or an overview on a specific topic of a subject, given by a lecturer. In contrast to a seminar no active participation from students is expected.

Vorlesungsverzeichnis (VVZ)
Course directory

Vorlesungsfreie Zeit
Lecture free period
### ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>English Translation</th>
<th>Description</th>
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<tbody>
<tr>
<td>Mo/Mon</td>
<td>Monday</td>
<td>Montag</td>
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<tr>
<td>Di/Tue</td>
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<tr>
<td>Mi/Wed</td>
<td>Wednesday</td>
<td>Mittwoch</td>
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<td>Sa/Sat</td>
<td>Saturday</td>
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<td>So/Sun</td>
<td>Sunday</td>
<td>Sonntag</td>
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<td>ASIA</td>
<td>Studiendenausschuss</td>
<td>Student Body</td>
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<td>C</td>
<td>Colloquium</td>
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<tr>
<td>ca.</td>
<td>circa</td>
<td>approximately</td>
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<tr>
<td>FAK</td>
<td>Fakultät</td>
<td>Faculty</td>
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<tr>
<td>Geb.</td>
<td>Gebäude</td>
<td>Building</td>
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<tr>
<td>HS</td>
<td>Hörsaal</td>
<td>Lecture Hall</td>
</tr>
<tr>
<td>IO</td>
<td>International Office</td>
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<tr>
<td>K</td>
<td>Kompaktkurs</td>
<td>Block Seminar</td>
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<td>M.A.</td>
<td>Magister Artium</td>
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<td>n.V.</td>
<td>nach Vereinbarung</td>
<td>by arrangement</td>
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<tr>
<td>NN</td>
<td>nomens nescio</td>
<td>lecturer is not known yet</td>
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<tr>
<td>RMZ</td>
<td>Rechen- und Medienzentrum</td>
<td>Computer and Media Centre</td>
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<td>S</td>
<td>Seminar</td>
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<table>
<thead>
<tr>
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<td>Ü</td>
<td>Übung</td>
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<td>UB</td>
<td>Universitätssbibliothek</td>
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<td>Uni</td>
<td>Universität</td>
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<td>Vorlesung</td>
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<td>Vorlesungsverzeichnis</td>
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<td>Wintersemester</td>
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<td>Library</td>
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<td>Main University Campus</td>
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