



COLLEGE COMPASS

Guidelines for your first semester

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Dear student,

Welcome to Leuphana! I would like to congratulate you on your choice of university: the Leuphana University of Lüneburg is an innovative and inspiring place, and your studies here can be a journey of discovery which will change your life. You don't go on this journey alone. From the first day of your course, you are a valuable member of the academic community and 184 professors, 574 research associates, 100 tutors and around 9,000 other students are looking forward to meetings and discussions with you.

In your hands, you now hold the compass for your first steps on the journey. It will help you to find your feet during the first weeks on the campus. But a compass only ever shows directions. Choosing the path and travelling it is your task. I am sure that your time at Leuphana holds many new experiences and impressions for you.

I am therefore delighted, together with my colleagues, to be able to welcome you to the orientation days and orientation week!



Prof. (HSG) Dr. Sascha Spoun



Prof. (HSG) Dr. SASCHA SPOUN

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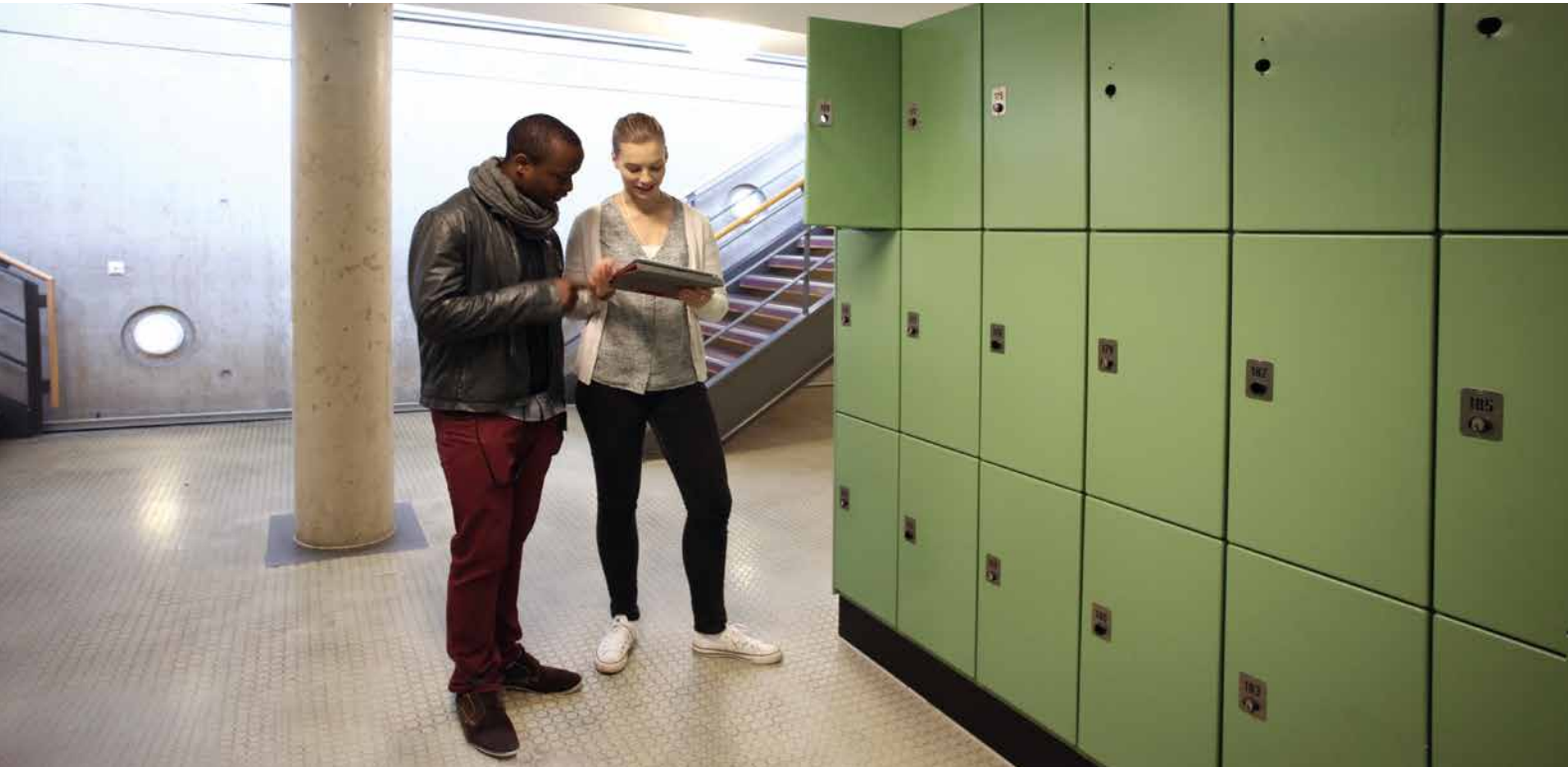
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FROM ADMISSION TO ARRIVAL

ATTENTION

Do not enter Germany on a tourist visa since there is no way to have it changed to a student visa.

» www.leuphana.de/io-visa

VISA

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

The following documents must be submitted:

- Valid passport
- Bio-metric passport photo
- Letter of admission from Leuphana University
- Evidence of adequate financial resources
- Declaration concerning insurance

HEALTH INSURANCE

In Germany, health insurance is compulsory for everyone. This also applies to students. Students from (European) countries which have entered into a healthcare coverage agreement usually have adequate health insurance coverage in Germany. They simply need to bring along their European Health Insurance Card (EHIC).

International students who do not have valid health insurance coverage in Germany can take out health insurance with a statutory health insurance company, currently at a cost of 75 Euros per month. However, no statutory health insurance coverage can be provided for students over 30 years of age. These students must take out private health insurance within 30 days of their arrival. Foreign health insurance policies must be checked by a German insurer and an exemption must



be issued. The insurance must provide unlimited coverage.

ACCIDENT AND LIABILITY INSURANCE

All students are insured against accidents on their way to and from campus, on campus and during off-campus university activities like field trips. In the event of any such accident, please inform the International Office immediately.

Please note that an accident caused by any private activity is not insured under the University's accident insurance scheme.

If you unintentionally injure someone or damage their property, this can result in an enormous cost for you. We therefore recommend that you take out personal liability insurance (German: Haftpflichtversicherung) to cover the costs arising from any personal injuries or property damage you may cause.

You can find insurance companies online or in the local phone book.

TUITION AND FEES PER SEMESTER

	Tuition	Administrative Fees	Service Fees
Degree students	none	75 Euros	approx. 260 Euros

The service fees include reduced prices in the University refectories and the semester ticket.

⊕ **INTERNATIONAL OFFICE**

Scharnhorststraße campus
Building 4, ground floor
Phone +49.4131.677-1070, international@leuphana.de

» www.leuphana.de/international-office

SEMESTER TICKET

Information about the semester ticket can be found on page 23.



COST OF LIVING

The monthly cost of living is currently 670 Euros on average, which is broken down as follows (the details are estimated and depend on your personal lifestyle):

Accommodation	280 – 350 Euros
Food (refectory)	200 Euros
Health insurance	75 Euros
Books, clothing, leisure	75 – 150 Euros

ACCOMMODATION

Finding adequate and affordable accommodation in Germany is, as in most countries, time-consuming. Especially in a small student town like Lüneburg, the housing market is limited. We therefore recommend you to look for accommodation in Lüneburg as soon as possible.

There are various housing options available for students: single room in a students' hall of residence, in a private apartment or single occupancy apartment.

We recommend that international students apply for accommodation in a students' hall of residence because it is cheaper than private accommodation and a good way to get to know other students.

ELECTRONIC TITLE OF RESIDENCE (EAT)

In accordance with German law, international students must apply for a residence permit at the

» www.leuphana.de/io-accommodation

STUDENTS' HALL OF RESIDENCE

OstNiedersachsen students' union
Email: g.mueller@stw-on.de

» www.stw-on.de/en/lueneburg/wohnen

Lüneburg Foreigners' Registration Office (German: Ausländerbehörde) and must register their place of residence in Lüneburg. To apply for the electronic residence permit (eAT), you must appear in person at the Foreigners' Registration Office and pay a service charge of 110 Euros.

The following documents must be submitted:

- Passport or ID card
- Entry visa for study purposes (not required for EU/EFTA nationals)
- 1 biometric passport photo
- Proof of registration with the University
- Statement on funding of living costs, e.g. savings account with blocking notice

IMPORTANT PHONE NUMBERS

Fire, ambulance, emergency doctor	112
Police	110
Emergency medical assistance (1 – 8 PM)	+49.180.222 6374
Welcome Point International Office	+49.4131.677-1410
Claudia Wölk (International Student Coordinator)	+49.4131.677-1072

BUDDY PROGRAMME

The International Office provides this service for interested international students. A buddy is a Leuphana student who serves as a contact person for a new international student, in particular during the first few days and weeks after his/her arrival in Lüneburg.

FOREIGNERS' REGISTRATION OFFICE

Bürgeramt Lüneburg, Bardowicker Str. 23, 1st floor

Please note that you have to provide notice of departure when you leave the country.

CONTACT

If you would like to make use of this service, please send your arrival details to buddy@leuphana.de.

The buddy will pick up the new student at the airport or train station, takes him/her to his/her accommodation, and help him/her to feel at home in his/her new place of residence and study.

ORIENTATION PROGRAMME

The International Office offers a Language and Orientation Programme for international students that includes intensive German language courses at all levels.

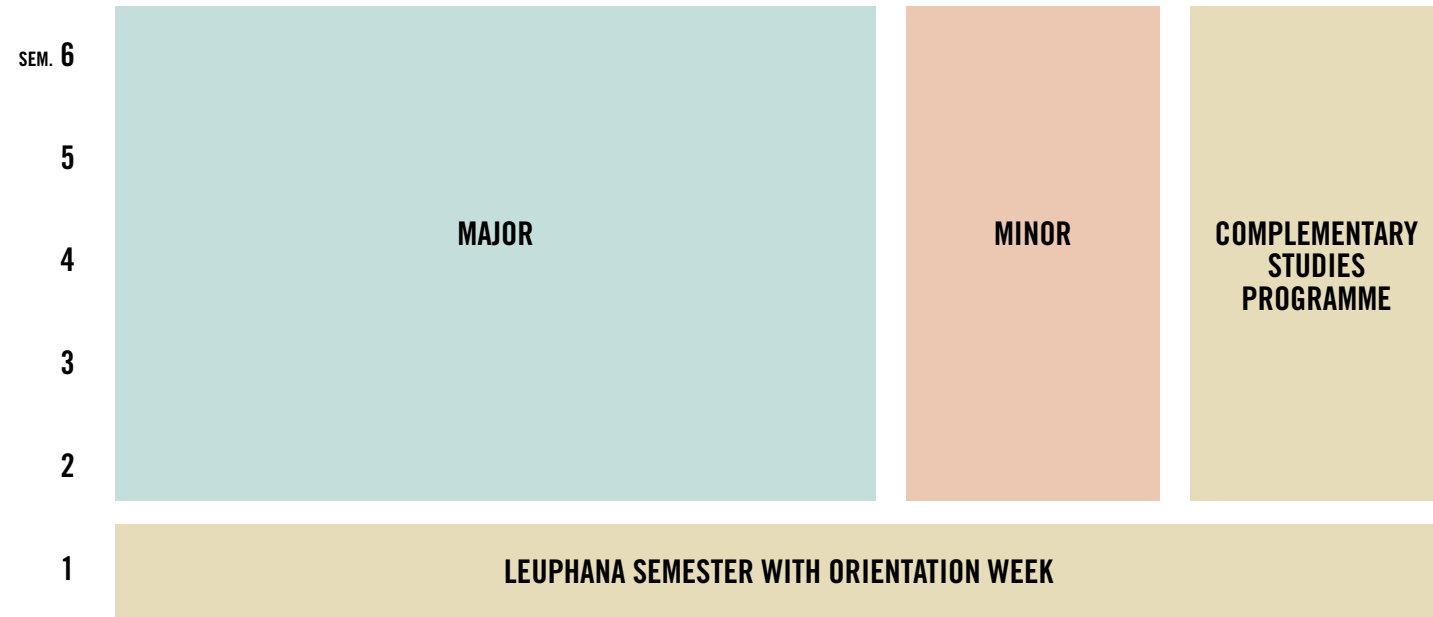
The programme has been designed to help students settle in Lüneburg, become acquainted with cultural differences and characteristics, get to know a lot of new people from all over the world and to prepare for the first semester at Leuphana College.

» www.leuphana.de/college-first-semester





BACHELOR'S DEGREE AT THE COLLEGE



COURSE STRUCTURE

COURSE STRUCTURE

The Bachelor's degree at the Leuphana College is made up of four components: during the **Leuphana Semester**, you acquire the foundations for a scientific course of study and get an introduction to your major (main subject).

From the second semester, your studies are divided into **Major** and **Minor**, as well as Complementary Studies Programme. In the **Complementary Studies Programme** you become familiar with other disciplinary and methodological approaches and thus acquire interdisciplinary skills.

START OF STUDY

The university welcomes you to Lüneburg at the beginning of October with the orientation days. On the orientation days, you learn what awaits you in the Leuphana Semester, how you register for courses, how you create your timetable and what topics you will deal with in your Bachelor's degree.

During the subsequent orientation week, you concern yourself with a current social issue during the course of the project work. The lecture period begins on the following Monday.

ORGANISATION OF STUDIES

Course types and teaching methods

Below you will find a brief overview of the main course types and teaching methods:

LEUPHANA COLLEGE

Scharnhorststraße campus
Building 8, 1st floor
college@leuphana.de

» www.leuphana.de/college

ENGLISH LANGUAGE PROGRAMMES

You can find information about English language programmes (major and minor) at:

» www.leuphana.de/college-studies-major
» www.leuphana.de/college-studies-minor

FURTHER INFORMATION

Information about the orientation days and orientation week can be found at:

» www.leuphana.de/college-orientation-days
» www.leuphana.de/college-orientation-week

— Lecture

A lecture usually gives either an introduction to a subject or an overview of a specific topic within a subject. Students are encouraged to expand and deepen their knowledge by reading additional materials on their own. The auditorium accommodates up to 400 students.

— Seminar

A seminar is normally designed for a small group of participants, allowing for interactive communication through the presentation and discussion of research papers prepared by the students. The block seminar is a special type of seminar, which does not take place weekly but instead takes place on one or more weekends.

— Tutorial and exercise

Tutorials and exercises give small groups of students the opportunity to either apply knowledge or to receive assistance, for example in preparing for exams.

Modularisation

All study programmes at Leuphana University of Lüneburg are modularised to allow for student mobility at a national, European and international level. A module is defined as a course unit which comprises a set of courses on a given topic including a final examination. It can be composed of courses applying different learning and teaching strategies, such as lectures, exercises, seminars, projects, work placements, or colloquia.



All modules comply with the requirements of the German Qualifications Framework and focus on the acquisition of skills. Furthermore, the modules have a problem-based approach to all topics and learning processes.

The number and types of modules to be completed in a given study programme as well as the module requirements with regard to the student's coursework and examinations are defined in detail in the general examination regulations (GER) and subject-specific schedules (SSS) applicable to the relevant Bachelor's programmes.

ECTS, Credits and Workload

The European Credit Transfer and Accumulation System (ECTS) was launched by the European Commission to ensure transparency and transferability, as well as eligibility, of course achievements. It is based on the workload required in order for students to achieve their study objectives.

The workload is defined by learning outcomes and skills, and is expressed in credits. The workload or credits include attendance and class contact hours in lectures, seminars and in projects and internships and self-study time in preparation and follow-up of sessions, preparation of the student's own contributions, preparation for exams and participation in exams.

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 of Lüneburg amounts to

⊕ GER AND SSS

Information about the general examination regulations (GER) and subject-specific schedules (SSS) can be found on page 22.



5 ECTS credits. A student therefore takes six modules per semester on average. Since there are also modules which are worth 10 or 15 credits, the number of modules per semester can be reduced to three to four.

Course Assessment

Generally, there are two types of course assessment:

- **Coursework** (German: Studienleistung), which needs to be successfully completed in a given course as part of a module, e.g. oral presentations, project work, learning diaries, etc. No grades are given.
- **Final examinations** (German: Prüfungsleistung) upon completion of a module, e.g. written exam, oral exam, etc. Final exams will be graded. Only one final examination needs to be passed per module.

Grading System

The grading scale ranges from 1.0 (very good) to 5.0 (fail). For details, see the grading table below.

Description	Leuphana grade	ECTS grade
very good	1.0 – 1.5	A
good	1.6 – 2.5	B
satisfactory	2.6 – 3.5	C
sufficient	3.6 – 4.0	D
fail	below 4.0	F



COURSE CATALOGUE ON MYSTUDY

Six weeks before the beginning of lectures, the course catalogue is published on **myStudy**, Leuphana's **web-based student portal**. You need to set up an account in order to be able to access the course catalogue. On the portal home page you will find a **user's guide for students** which will show you how to set up your account.

Along with the publication of the course catalogue, myStudy is also used for registering for courses and **generating the timetable**.

REGISTERING FOR COURSES

In general, course registration is activated on myStudy at the beginning of October. Places in compulsory lectures are assigned using a list procedure without participant limitation. Spaces in lectures with a limited number of seats can be assigned using a random selection procedure. You have the opportunity to apply for a place in these lectures during the two random selection phases.

We recommend taking a look at the general examination regulations for your course of study as well as the associated subject-specific schedules when creating your timetable. You can find the relevant guidelines on which modules need to be completed there.

⊕ SETTING UP A MYSTUDY ACCOUNT

You will need the access data for your Leuphana email account in order to set up your myStudy account. This can be found on the document with your student ID card.

» www.leuphana.de/mystudy

⊕ SUPPORT DURING REGISTRATION

The College Tutorial helps you with registering for courses.

» www.leuphana.de/college-tutorial

SCHEDULE OF STUDIES AND COURSE CONTENTS

Detailed information about the schedule of studies, as well as about the course contents and examinations required for your Bachelor's degree can be found in the GER and the SSS.

» www.leuphana.de/college-exams

GENERAL EXAMINATION REGULATIONS AND SUBJECT-SPECIFIC SCHEDULES

There are faculty-spanning general examination regulations (GER; German: Rahmenprüfungsordnung, RPO) with subject-specific schedules (SSS; German: Fachspezifische Anlage, FSA) for the Bachelor's degree programmes at the Leuphana College. The GER and SSS form the legally binding basis for your studies. It is therefore imperative that you familiarise yourself with them. Changes to the GER or a SSS are officially announced through the "Gazette", the university's official journal.

The general examination regulations determine the general conditions for the examinations. They govern the schedule of studies, the examination dates, the recognition of achievements and the registration and withdrawal periods for examinations, among other things. In the subject-specific schedules, you will find all of the provisions which relate specifically to your **major and minor**. The SSS also contain an overview of the modules to be studied as well as the type and number of examinations to be taken. There is also an attachment to the GER each for the **Leuphana Semester** and **Complementary Studies Programme** interdisciplinary areas of study respectively (attachment 5 and attachment 8).

REGISTERING FOR EXAMS

Registration for exams is done online through the QIS student information system. Along with exam management (registration and withdrawal), the QIS system is also used to give you an overview of the **exams** you have taken and their **results**. In addition, you can amend your **personal details**, which the university can use to contact you, via QIS.

ACCESS TO QIS

In order to login to QIS, you need the access details for your Leuphana account. These details can be found on the document with your student ID card.

» qis.leuphana.de

STUDENT ID CARD AND SEMESTER TICKET

With your student ID card, you have also received a semester ticket for the local transport. The cost of the semester ticket is included in the semester fee which you paid to the university before starting your studies. The ticket can be used for **regional trains throughout Lower Saxony and buses in the Lüneburg administrative district**. In addition, it entitles you to use **regional trains** to travel **to Hamburg, Lübeck and Bremen**. Although the **semester ticket** can be used to get to Hamburg, it **cannot be used for the suburban trains or buses in Hamburg**. A separate ticket must be purchased to travel to the Hamburg Media School.

The semester ticket can also be used as a **cultural ticket**: Against production of your ticket, you can **get a remaining ticket free of charge** half an hour before the beginning of an event or general free entry. The cultural ticket currently grants free entry to more than 800 events per semester. The participating institutions include, among others, the Lüneburg theatre and the churches of St. John, St. Michael and St. Nicholas as well as the theatre in e.novum, the East Prussian State Museum, the Kulturforum Lüneburg and the Literaturbüro Lüneburg e.V. Added to this are associated or supporting institutions such as Freiraum (with entry from time to time), BachChor Lüneburg, Halle für Kunst and the Kunstraum at Leuphana University of Lüneburg.

RE-REGISTRATION

At the end of each semester, there is re-registration for the coming semester. To this end, you must pay the outstanding semester fee to the university within the re-registration period. You will then receive your student ID card and the semester ticket within 14 days.

SEMESTER TICKET

An overview of the validity range for the semester ticket can be found at:

» www.asta-lueneburg.de/semesterticket



» www.facebook.com/SemesterticketKultur

RE-REGISTRATION PERIODS

— for the summer semester: January/February
— for the winter semester: June/July

All enrolled students will receive a request for re-registration by email.

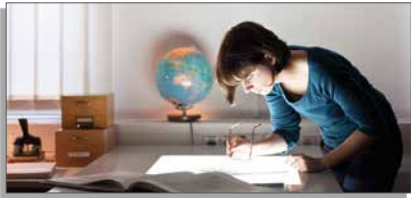
IMPORTANT DATES

RELEVANT DATES

Please refer to the College calendar for the relevant dates:

» www.leuphana.de/college-calendar

Orientation Days	October
Orientation Week	October
Registering for courses	October
1. random selection phases	October
2. random selection phases	October
Tutorial: Creating your schedule with myStudy	October
Beginning of lecture period	October
Tutorial: How to register for exams via QIS	November
Deadline for exam registration	November
Christmas Holidays	December / January
Minor-Day(s)	January
Tutorial: Choice of Minor	January
Application deadline for change of minor for programmes with limited admission	15 th January
College Day	January
Application deadline for change of minor for programmes without limited admission	1 st April
End of lecture period	January / February
Re-registration period for summer semester	January / February
Exam period 1	February
Exam period 2	March
Conference Week	February / March





ORIENTATION WEEK

ORIENTATION WEEK

Detailed information and current details about the process and the programme for the orientation week can be found at

» www.leuphana.de/college-orientation-week



WHAT'S IT ALL ABOUT?

A degree at the Leuphana College begins with the orientation week. The orientation week is simultaneously a practical workshop and a forum for ideas.

The aim of the orientation week is to challenge your creativity right from the beginning of your studies in order to develop exemplary solutions to social problems as a result. In the process, your possible solutions should take both societal, cultural and social aspects and economic aspects into account.

WHAT SHOULD I EXPECT FROM THE PROJECT WORK?

In order to be able to master the project work, you will first receive a substantive introduction. You will attend lectures and thus gain an impression of what problems and parameters need to be taken into account on the path to the realisation of your project and what the options for confronting the contradictory societal ideals are.

In line with the research activities in the four faculties, the particular focus here will be on aspects from culture, education, sustainability and economics. While dealing with the project work, you experience what it means to design and implement something together with your fellow students: you will learn to put your opinion across, but also how to accept compromises. You will ultimately shape a joint result with plenty of work input and drive.

Throughout the orientation week, you will receive advice from experts as well as getting super-

IMPORTANT NOTE

All lectures during the orientation week are given entirely in English.



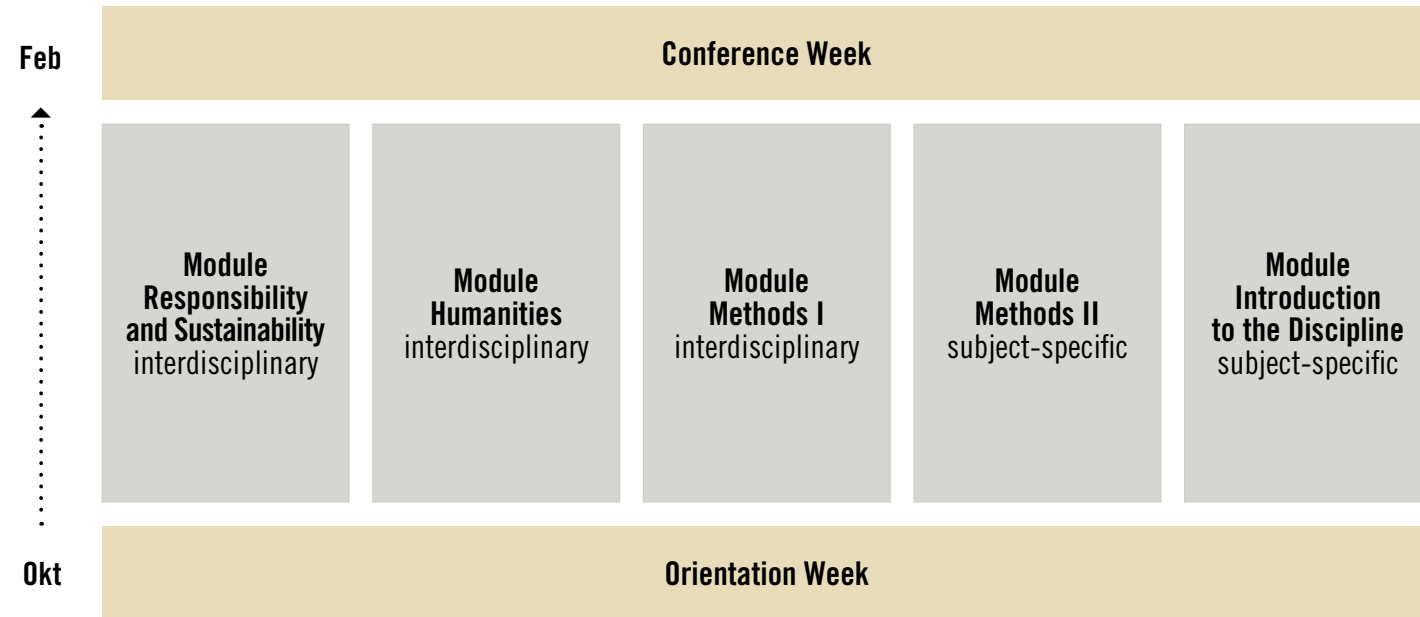
vision with regard to content from numerous mentors. Student tutors will also help you to find your feet on the campus and in Lüneburg.

At the end of the orientation week, at the grand finale on Friday, selected concepts will be presented to a plenum. You yourself can then participate in the evaluation of your fellow students' project results.





LEUPHANA SEMESTER



STRUCTURE OF THE LEUPHANA SEMESTER

STRUCTURE OF THE LEUPHANA SEMESTER

The Leuphana Semester comprises five thematically related teaching units – the so-called modules. During the course of the **three interdisciplinary modules** on **Responsibility and Sustainability**, **Humanities** and **Methods I**, you grapple intensively with different perspectives on science as well as with scientific methods: here you will learn, among other things, how you get from an idea to the formulation of a question, how you write a term paper or how to present your results in an academic setting. At the same time, you deal with the particular responsibilities of scientists as well as with a variety of scientific mentalities and ways of working. In the **two subject-specific modules** **Methods II** and **Introduction to the discipline**, you get an introduction to your major.

During the **College Day** in January, you have the opportunity to reflect on your first few months at the College and in the Leuphana Semester and analyse them together with the teaching staff. Approaches to your specialist studies will also be discussed.

The conclusion of the Leuphana Semester is the Conference Week, which you will organise together with your fellow students in the Responsibility and Sustainability module. It offers you the opportunity to make direct use of the knowledge you have gained. You present the results of your work across three days at the end of February – and present what you have learned in the first semester, not just in a broader context but also to a larger audience.

☛ CONFERENCE WEEK

Every year, the Conference Week shows once again how much you can achieve during the course of the Leuphana Semester.

» www.leuphana.de/college-conference-week

NOTE ON COURSE SELECTION

Information about course selection in the **Responsibility and Sustainability** module can be found at

» www.leuphana.de/college-first-semester

MODULE: RESPONSIBILITY AND SUSTAINABILITY

The interdisciplinary module deals with the social responsibility of scientists. This responsibility is made tangible in a concrete way by means of the example of sustainable development.

The sustainability concept offers central indications for the **fulfilment of social responsibility**: it targets development which “meets the needs of the present without compromising the ability of future generations to meet their own needs” (final report of the Brundtland commission “Our Common Future” from 1987).

The **course of lectures** and the accompanying **tutorials** set out the content framework for the module: they introduce the topic of sustainable development and furnish you with the initial tools so that you are able to get your bearings in the interdisciplinary debate on sustainability.

In the course of lectures, you encounter characters who provide you with differing perspectives – switching between individual specialist fields and civic practice.

In the **project seminars**, you tread research ground for the first time and develop your own hypotheses for sustainable development together with your fellow students. Through research-based learning in seminars, so taking responsibility for a first manageable **research project** yourself, you – with the support of teaching staff – become acquainted with the perspectives, conduct and approach of researchers.

You present the results of your research to one another at the Conference Week, open to members of the university, in February. A wide variety of presentation formats, which you can develop further and try out during the course of the project seminars, are available to you for this.

The Conference Week invites you to discuss the possibilities and limits of shaping the future – not least with guests from the fields of politics, science and civil society.

MODULE: HUMANITIES

In the interdisciplinary module, you become familiar with the possibilities of **humanistic and cultural analytical methods** and get an introduction to scientific mentalities and ways of working. The role of humanistic forms of perception in the understanding of the modern world is illustrated in an exemplary manner here.

You thus acquire knowledge as well as opportunities for reflection and practices from the cultural sciences and humanities, technology and the arts. The seminar offering thus includes such diverse topics as humanism’s conception of man, the history of salt production in Lüneburg or the educational programme from the age of enlightenment. Scientific history and philosophical debates can also be topics of study, along with musical scores, legal documents, cinematographic works or fashions. For all the diversity of the seminar topics, they do have one thing in common – the general theme of the module.

The general theme is presented in a joint **forum event** (lecture) in overviews and at the same time

 ⓘ **CONFERENCE WEEK**

In order to get an idea of the content, structure and order of events for the conference, visit the Conference Week pages.

» www.leuphana.de/college-conference-week

NOTE ON COURSE SELECTION

Information about course selection in the **Humanities** module can be found at

» www.leuphana.de/college-first-semester

is pursued and deepened through contributions from the accompanying **seminars**. The forum event is a market for discussions, differences and consensus, but above all it is a place for all first year students to get to know one another and exchange views of common themes.

The forum event takes place regularly, once a week, and ensures continued meetings with teaching staff and students beyond your seminars. The seminars take place weekly, or at least fortnightly, on a regular schedule. Beyond their scientific function, they also serve to introduce the university as a strong social venue with its own requirements for presence.

In the seminars, you learn **fundamental methods for scientific work** with the support of dedicated tutors. These include the location and evaluation of information beyond Google and Wikipedia, dealing with scientific publications, online sources, biographical and bibliographical directories or the university's own database of journals, for example.

Equipped with the initial technical knowledge, an idea of the diversity of scientific methods and ideas from your seminars and the forum event, you produce a term paper in which you develop selected themes from the corresponding scientific literature and bring them together in scientific analysis.

MODULE: METHODS I

In the interdisciplinary Methods module, you develop qualitative and quantitative foundations based on **scientific theory** and **scientific history** together with the other students in your year. You will also be able to use the skill you gain from this in the other modules in the first semester

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WRITING CENTRE AND WRITING WORKSHOP
In the Writing Centre for Academic English and Leuphana Writing Workshop (German: Schreibwerkstatt), you get support in the composition of scientific texts.
» www.leuphana.de/zemos-writng-center
» www.leuphana.de/schreibwerkstatt
.....

.....
NOTE ON COURSE SELECTION
Information about course selection in the **Methods I** module can be found at
» www.leuphana.de/college-first-semester
.....

as well as in your continuing studies.

What is science? This question is pursued in the **lecture**. Scientific mentalities and practices as well as approaches to systematic knowledge acquisition are also presented and critically discussed.

In the process, you get to know scientific theorists such as Popper, Kuhn or Lakatos and grapple with the corresponding theories. You explore a variety of viewpoints and gain insights into the various fundamental problems and approaches within science. You become familiar with central scientific theory approaches and debates and are able to reflect on the content.

You will also attend an in-depth **seminar**. These sessions, which accompany the lectures, are text-based seminars which relate to the content of the lecture in the form of examples. The cognitive skills gained in the lecture are built upon in the seminars.

In particular, the implementation and application of what has been learned aids in the development of creative skills. At the same time, the individual preparation work as well as collaboration in small groups and in plenum strengthens personal skills. The critical discussion of scientific texts ultimately contributes to the development of your reflection skills. In this respect, the in-depth seminars deal with a broad spectrum of important aspects for promoting the understanding of the scientific character.

NOTE ON COURSE SELECTION

Information about course selection in the **Methods II** and **Introduction to the discipline** module can be found at

» www.leuphana.de/college-first-semester

MODULE: METHODS II

The path to scientific knowledge is made up of careful individual steps. You will learn in a subject-specific Methods module which of these you must master in your major.

MODULE: INTRODUCTION TO THE DISCIPLINE

In the module, you get a basic introduction to the content of your major. You thus acquire insights into your specialist field across a semester and gain an overview of the thematic fields which relate to it.

POINTS OF CONTACT FOR THE SUBJECT-SPECIFIC MODULES

If you have any questions about the subject-specific **Methods II** and **Introduction to the discipline** modules, the professors responsible for your major are your direct point of contact for this.

MAJOR		
Digital Media	Prof. Dr. Götz Bachmann	goetz.bachmann@leuphana.de
International Business Administration and Entrepreneurship	Prof. Dr. Michael Gielnik	michael.gielnik@leuphana.de

IMPORTANT NOTE

The contact persons may have changed. You can find current contact details at

» www.leuphana.de/college-studies-major





COMPLEMENTARY STUDIES PROGRAMME

PERSPECTIVES				
APPROACHES	Social Sciences method oriented	Humanities method oriented	Sciences method oriented	inter- and trans- disciplinary sciences method oriented
	Social Sciences practice oriented	Humanities practice oriented	Sciences practice oriented	inter- and trans- disciplinary sciences practice oriented
	Social Sciences mediality oriented	Humanities mediality oriented	Sciences mediality oriented	inter- and trans- disciplinary sciences mediality oriented

STRUCTURE OF THE COMPLEMENTARY STUDIES PROGRAMME

CHANGES OF PERSPECTIVE IN COMPLEMENTARY STUDIES PROGRAMME

In the Complementary Studies Programme, you become familiar with a wide variety of areas of study, practice the transfer of theory into practice and expand your intercultural skills. You can thus **focus on additional points** in parallel with your specialist subject and sharpen your skills profile – in your field, in another field or across the disciplines.

The Complementary Studies Programme lectures are offered in twelve modules which stand for scientific viewpoints and approaches. As a result, there is differentiation between Humanities, Social Sciences and the Sciences perspectives as well as between interdisciplinary and trans-disciplinary sciences perspectives. Within each perspective, there are **three approaches to a topic**, whereby the lectures happen with an orientation towards either methods, practice or mediality. The result is a total of twelve different combinations of perspectives and approaches.

You can therefore deepen the course content, for example, or work on a wide range of topics using comparable methods in complementary studies and develop a scientific profile which is aligned with your interests and study objectives. At the same time, the Complementary Studies Programme promote academic diversity by allowing for a **systematic change of perspectives**.

In the Complementary Studies Programme, you can also **improve your foreign language skills**: the courses offered by the Centre for Modern Languages are indicated with FSL-ZeMoS and comprise 4 semester periods per week since they also include language immersions alongside the substantive component.

⊕ COURSE CONTENTS

Detailed information about the course contents and the examinations required in Complementary Studies Programme can be found in the corresponding attachment to the GER (Anlage 8).

» www.leuphana.de/college-exams



SUPPORT AND ADVICE SERVICE

SUPPORT AND ADVICE SERVICE AT A GLANCE

Information Portal

The student service’s information portal is the first key point of contact for questions about your studies. Here, you can get information materials and clear up your **initial questions**.

Student Service

During the course of your studies, you can rely on the help of the Student Service in a wide variety of situations. Here, you can get information about **examination matters** as well as on the topics of re-registration, semester fees and leave of absence.

College’s Student Counselling Service

The College, jointly with the faculties, is in charge of the organisation of the Bachelor’s programmes. The College’s Student Counselling Service is on hand to provide **professional support** for all questions which may arise in relation to your studies and their organisation. The staff advise you on topics such as focusing on goals and profile development in your studies, choice of study focus, part-time studies, study planning or planning of your Bachelor’s thesis, change of study programme or minor subject and interruption or discontinuation of studies in face-to-face meetings.

In addition, the Student Counselling Service offers a variety of **training and workshops** each semester on topics such as decision-making, exam preparation, personal and time management, learning strategies and work organisation, and dealing with stress and exam nerves.

INFORMATION PORTAL
Scharnhorststraße campus, Building 8, ground floor
Phone +49.4131.677-2277, infoportal@leuphana.de

STUDENT SERVICE
Scharnhorststraße campus, Building 8, 2nd floor
» www.leuphana.de/student-service

COLLEGE’S STUDENT COUNSELLING SERVICE
Scharnhorststraße campus, Building 8, ground floor
studienberatung.college@leuphana.de

Consulting hours without an appointment:
Tue 2 – 4 PM, Thu 4 – 6 PM

Individual appointments through the information portal
Phone +49.4131.677-2277, infoportal@leuphana.de
» www.leuphana.de/college-counselling-service

Student Affairs

During the Leuphana Semester, the **College Tutorial** helps you with registering for courses or getting your bearings on the campus.

From the second semester, you can apply for the **College Study Reflection**. This offers ongoing support during the introductory study phase for reflecting on your study goals and study organisation.

International Office

For international students, the International Office offers an integrated support and advice package with a **mentor programme** for the beginning of your studies, workshops, tutorials, a writing centre and status of studies discussions.

The staff provide information during all study phases about the option of a study-related period abroad and support you in preparing for and organising **semesters abroad** and **practical training abroad**.

Career Service

The Career Service provides support and advice for practically oriented study planning and for the development of your own professional profile. In addition, you can make use of the Career Service’s extensive offering in order to study key qualifications further or get valuable tips on applying for jobs.

You can also network with employers at the FOR YOUR CAREER fair or find out about current vacancies for jobs and internships on the online job board.

STUDENT AFFAIRS COORDINATOR
Anja Stegert, M.A.
Phone +49.4131.677-1573, anja.stegert@leuphana.de
» www.leuphana.de/college-tutorial
» www.leuphana.de/college-study-reflection

INTERNATIONAL OFFICE
Scharnhorststraße campus, Building 4, ground floor
Phone +49.4131.677-1070, international@leuphana.de
» www.leuphana.de/international-office

CAREER SERVICE
Scharnhorststraße campus, Building 7, 4th floor
Contact: Ilka Buecher
Phone +49.4131.677-1263, buecher@leuphana.de
» www.leuphana.de/careerservice

CENTRE FOR MODERN LANGUAGES
Scharnhorststraße campus, Building 5, 1st floor
Phone +49.4131.677-2654, infozemos@leuphana.de
» www.leuphana.de/en/zemos

Centre for Modern Languages

A varied programme awaits you at the Centre for Modern Languages (German: Zentraleinrichtung für Moderne Sprachen, ZeMoS), which you can make use of from the first semester: in the **self-study centre**, a multimedia facility for independent language learning, you can expand your existing knowledge or start learning a new language.

If you want to learn languages through exchange with a partner then the **language partnership** is the right style for you. The Centre for modern languages also has a **Writing Centre for Academic English** and a **German as a foreign language academic writing workshop**. You can also earn the Certificate of Intercultural communication and Languages (German: Zertifikat Interkulturelle Kommunikation und Sprachen, ZiKS) at ZeMoS.

OTHER SERVICES AND ADVISORY SERVICES

Writing Centre and Writing Workshop

In the Writing Centre for Academic English and Leuphana Writing Workshop (German: Schreibwerkstatt), you get support in the composition of scientific texts.

Equal Opportunities Office's Family Service

Support and advice on questions regarding combining studies with family, and information about childcare options and offers for students with children.

FAMILY SERVICE
Scharnhorststraße campus, Building 10, ground floor
phone +49.4131.677-1832, familienservice@leuphana.de
» www.leuphana.de/gleichstellung

Disabled students' representative

If you have special needs you can get in touch with the disabled students' representative.

Ombudsperson for students

Support with students' suggestions, ideas and problems

OstNiedersachsen students' union (German: Studentenwerk OstNiedersachsen)

Psychological counselling, social counselling, certification of documents

Start-up Service

Information and advice for students who want to get started in professional self-employment with their own project.

Apl. Prof. Dr. Martin Pries
Phone +49.4131.677-2690, pries@leuphana.de

Thies Reinck, M.A.
Phone +49.4131.677-1087, ombudsperson@leuphana.de

» www.stw-on.de/en/lueneburg/beratung

» www.leuphana.de/start-up-services



UNIVERSITY AND CAMPUS

OPENING TIMES

Central library

Scharnhorststraße campus

Reading room:

Mon to Fri 8.30 am – 11 pm

Sat and Sun 10 am – 8 pm

Service desk in the foyer:

Mon to Fri 8.30 am – 8 pm

Sat 10 am – 2 pm

Sun closed

Rotes Feld library

Rotes Feld campus

Term time:

Mon to Fri 8 am – 8 pm

Sat 10 am – 4 pm

Sun closed

Holiday periods: Varying opening hours

» www.leuphana.de/ub

» www.leuphana.de/leuphanacard

UNIVERSITY LIBRARY

The University Library provides you with scientific literature in electronic and printed form. Here, the library website is the central starting point for your research. From here, you can search the **library catalogue** for the literature which is available locally.

The **literature search engine LUX** and a multitude of free and **licensed databases** are available for in-depth research. With the **BibApp**, you can conveniently search for literature while you're out and about and manage your user account. The app is available for free in the Play Store or on iTunes. The library also offers **regular courses** on literature research and reference management, scientific works and working and learning techniques.

The **reading room** in the library is a popular learning location on campus. Here, you can find a variety of workplaces for reading, writing, researching or working in groups. Alongside public **computer workstations**, the technical facilities also include a scanner (free with a USB stick) and a photocopier (with CampusCopy card), among other things.

You can take books out at any point during the opening hours using the self-service check-out machines. For this, you need a **LeuphanaCard**, for which you pay a one-off fee to the amount of 10 Euros. The activation of the library function costs 5 Euros.

IT AND MEDIA CENTRE

The IT and Media Centre offers **public computer workstations** and wireless networks as well as **courses and seminars**. On the ground floor and first floor of the IT and Media Centre there are **work rooms** equipped **with computers and printers**. You can get advice on IT problems in the tutor room. In the IT and Media Centre, you also have the option of using **media and production technologies** and borrowing devices.

For the computers accessible to the public, there are always **black and white and colour printers** available, which you need to set up a print account to use. You get one hundred free print pages to begin with, after which you can top up your account as required.

As a student, you get a **Leuphana account**, a **network drive** and your own **Leuphana email address**. With the Leuphana account, you can connect to the WiFi in all German universities and research institutions and use VPN access to the Leuphana network.

VPN access allows you to access content on the Leuphana home page which is only accessible via the Leuphana network – such as certain offerings from the library or the Leuphana intra-net – from home or while you're out and about. You can learn how to install VPN access on your computer, tablet or smartphone on the IT and Media Centre pages.

WORK ROOM OPENING TIMES

Scharnhorststraße campus, Building 7, ground floor and 1st floor

Term time:

Mon to Thu 7.45 am – 9 pm, Fri 7.45 am – 7 pm

Sat and Sun closed

Holiday periods:

Mon to Fri 9 am – 6 pm

Sat and Sun closed

» www.leuphana.de/rmz

⊕ USER ID FOR LEUPHANA EMAIL ACCOUNT

You can find the access details for your email account on the document with your student ID card. Set up your account in good time, as you will begin receiving information from the Leuphana in September.

STUDIO 21
Scharnhorststraße campus
Phone +49.4131.677-1106
hochschulsport@leuphana.de
» www.leuphana.de/hochschulsport

SPORTS AND FITNESS

Offering over 30 kinds of sporting activities, the General University Sports Centre (German: Allgemeiner Hochschulsport) provides a wide range of sports and fitness activities. As a student you can use the **fitness area** as well as the **sauna** in Studio 21 and take part in the varied **sports courses** that are on offer. These range from team sports to dance and gymnastics courses to sports excursions and wellness offers such as massages and Kinesiotape treatments.

STUDYING AS A PARENT

The OstNiedersachsen students' union has two **childcare centres**. You can also receive support from the EliStu project (German: Eltern im Studium, EliStu), which offers childcare as well as **advice** and networking opportunities for parents. The Equal Opportunities Office's Family Service provides information on issues related to combining studying with parenting and can help you find childcare facilities. It can also provide you with advice and support in finding solutions for difficult situations.

BARRIER-FREE ACCESS

The entire campus provides barrier-free access. This means that almost all of the buildings are accessible to wheelchairs: with ramps, automatic door openers and lifts. The campus is also home to **parking spaces reserved for wheelchair users** and has toilets that are fully accessible to the disabled so that people with physical limitations can use the facilities at the university as far as possible without barriers. If you have special needs or if you require a **sign-language interpreter** in a lecture, for instance, please contact the representative for students' with disabilities.

- OSTNIEDERSACHSEN STUDENTS' UNION » www.stw-on.de/en/lueneburg/kinder
- ELISTU
Scharnhorststraße campus, Building 9, 1st floor
Phone +49.4131.677-1511, elistu@asta-lueneburg.de
» www.asta-lg.de/referate/elternberatung
- EQUAL OPPORTUNITIES OFFICE'S FAMILY SERVICE
Scharnhorststraße campus, Building 10,
ground floor, Room 31 and 33
Phone +49.4131.677-1060
gleichstellung@leuphana.de
- DISABLED STUDENTS' REPRESENTATIVE
Apl. Prof. Dr. Martin Pries
Scharnhorststraße campus, Building 5, ground floor
Phone +49.4131.677-2690, pries@leuphana.de

REFECTORY

The refectories on the Scharnhorststraße campus and Rotes Feld campus are run by the Ost-Niedersachsen students' union. Students benefit from a price discount on the catering. You can pay cash-free with your **LeuphanaCard**, which you charge with credit at the respective machines.

Food is available at lunchtime from Monday to Friday on both campuses (but only at the Scharnhorststraße campus during the holiday periods).

The refectory on the main campus at Scharnhorststraße is also open in the morning and the evenings during term time.

BOOKSHOP

The unibuch bookshop is located in the Campus Centre on the main campus at Scharnhorststraße. Here you can find both specialist literature and fiction books.

COPY SHOP

There is a copy shop in the Campus Centre on the Scharnhorststraße campus called Campus Copy. It sells copy cards, which can be used both in the shop and in the libraries.

LOST PROPERTY OFFICE

Items found on the campus are often turned in to the University post office, so if you have lost something, you should come here and ask for it.

- ⊕ REFECTORIES (GERMAN: MENSA)
Scharnhorststraße campus, Building 3
Term time:
Mon to Fri 7.30 am – 10.30 am, 11.20 am – 2.20 pm,
Mon to Thu 3.30 PM – 7 pm, Sat and Sun closed
Holiday periods: Mon to Fri 11.20 am – 2 pm
Rotes Feld campus, Wilschenbrucher Weg 84
Mon to Thu 11.15 am – 2.15 pm
Fri 11.15 am – 2 pm, Sat and Sun closed
Holiday periods: closed
» www.stw-on.de/en/lueneburg/essen
» www.leuphana.de/leuphanacard
- OPENING HOURS
Mon to Fri 9.30 am – 6 pm, Sat 9.30 am – 1 pm
Phone 04131.407060, » www.unibuch.com
- OPENING HOURS
Mon to Fri 9.30 am – 6.15 pm
Phone 04131.743 63 47, » www.campuscopy.de
- UNIVERSITY POST OFFICE
Scharnhorststraße campus, Building 10, ground floor
Phone +49.4131.677-1099



INVOLVEMENT AND ACTION GROUPS

STUDENTS’ INITIATIVES

More than 50 students’ initiatives cover a wide range of aims and activities (culture, politics, economy, religion, etc.), offering many opportunities for students to commit themselves to extra-curricular activities. Below, you will find a brief overview of three initiatives, which are of special interest for international students.

— I:SI – International Students Initiative

This group of students aims to integrate international students into life at and outside the university. I:SI organises regular round table meetings, trips, excursions, and other events.

— AIESEC

This group arranges international internships for business and economics students and provides support for international trainees.

— IAESTE

This group arranges internships abroad for natural sciences and engineering students. The group also provides assistance to international trainees.

STUDENT REPRESENTATIVES / COURSE REPRESENTATIVES

The student representatives / course representatives represent the interests of the students in the corresponding faculty or study programme and are available to help the students with their questions, queries and problems. They also act as contact to the Dean’s Office and organise student events.

» www.facebook.com/isi.luneburg

» <https://aiesec.de/lueneburg/>

» www.leuphana.de/iaeste

» www.leuphana.de/student-representatives

GENERAL STUDENTS’ COMMITTEE

The General Students’ Committee (German: Allgemeiner Studierendenausschuss, AStA) represents the interests of the students before the Governing Board, the Foundation Council and third parties.

The AStA also represents the students’ political, social and cultural interests. It is comprised of various AStA units which enable the students to become involved in a variety of areas such as culture, politics and social affairs.

STUDENT COMMUNITIES

- Catholic and Protestant Student Community
- Muslim Community Leuphana

⊕ ASTA
Scharnhorststraße campus, Building 9, 1st floor
Phone +49.4131.677-1510, buero@asta-lueneburg.de
» www.asta-lueneburg.de

» www.ehg-khg.de
» www.facebook.com/MuslimCommunityLeuphana

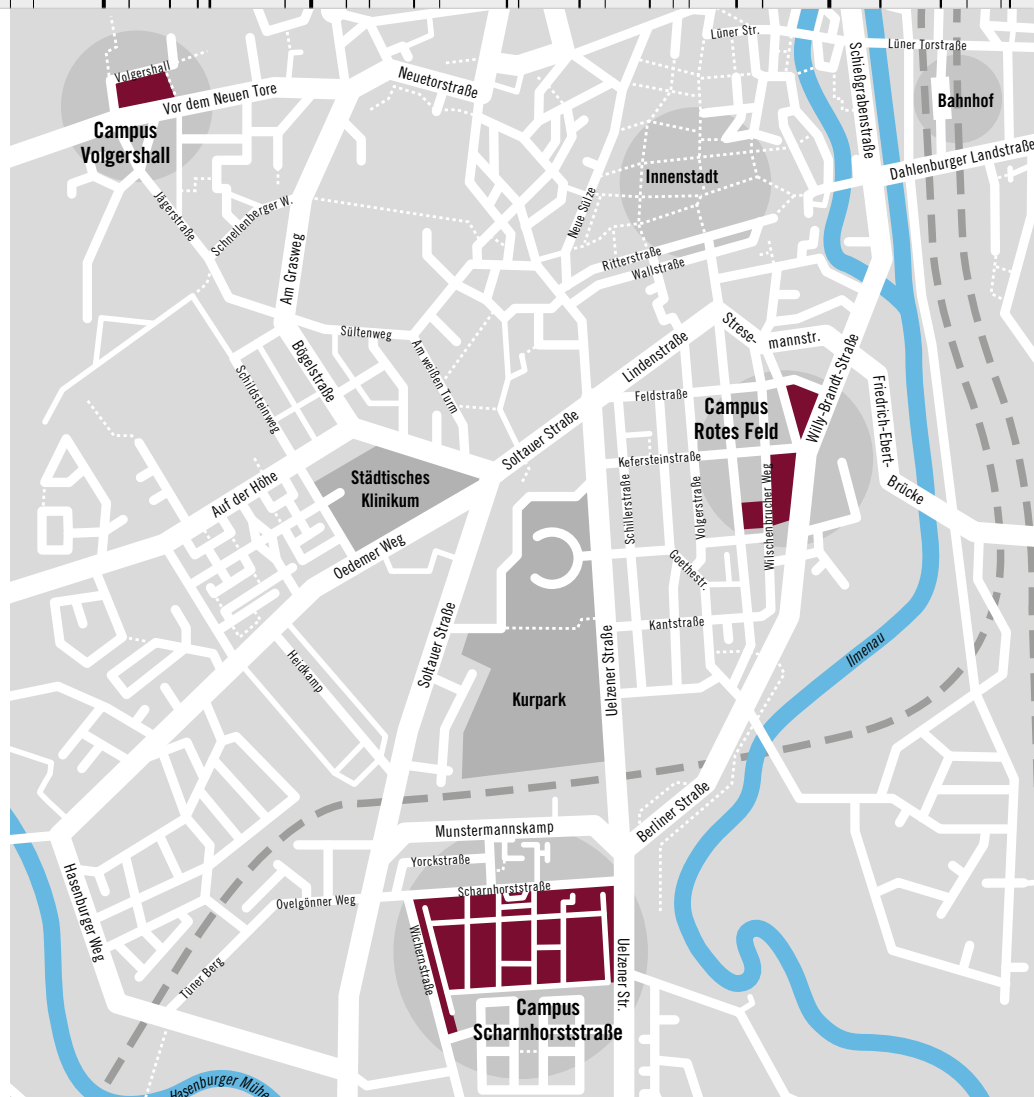


ARRIVAL AND MAPS

THE THREE UNIVERSITY CAMPUSES

The Campuses of Leuphana University Lüneburg – the central campus on the Scharnhorststraße, the Volgershall campus and the Rotes Feld campus – are just minutes away from the historic town centre of Lüneburg. The best way to get around in Lüneburg is by bicycle.

» www.stadtradlueneburg.de



GETTING TO CAMPUS

By rail

The regional railways company **Metronom** connects Lüneburg to Hamburg and Hanover. With your semester ticket, you can make use of this rail connection free of charge. The Metronom trains from Hamburg and Hanover run to Lüneburg once an hour. In addition, there are also ICs from both directions which generally stop in Lüneburg. However, the **semester ticket is not valid on the ICs**. To travel on the metro and suburban railway in Hamburg, you will need to buy an **additional ticket from Hamburg Hauptbahnhof**.

By bus

You can use your semester ticket on all bus services in the Lüneburg region. Buses run to the university roughly every 20 minutes. Where possible, the departure times for the urban buses are aligned with the schedules for the Metronom trains to and from Hamburg. At Lüneburg station, when arriving on the Metronom train, there are up to three buses on the number 5001 Uni route available to you, which get you to the Rotes Feld campus and the Scharnhorststraße campus in around 13 minutes.

- The **number 5011** (towards Rettmer/Häcklingen) and **5012** (towards Bockelsberg) buses go to the Scharnhorststraße campus. The Blücherstraße stop on the number 5011 and 5012 buses is the usual place to get on and off for the Scharnhorststraße campus.
- The number **5012** stops right by the campus in Rotes Feld (Kefersteinstraße stop).
- The number **5013** bus gets you to the Volgershall campus (Volgershall stop).

You can find timetable information at
» www.bahn.de or » www.der-metronom.de

With the semester ticket, you can also register free of charge for the bike storage RADSPICHER at Lüneburg station in order to park your bike there.

» www.radspeicher.de

An overview of the bus routes can be found at

» www.hvv.de or » www.kvg-bus.de

By car

— To the Scharnhorststraße campus

Coming from the south, follow the A7 Hanover-Hamburg to the Soltau-Ost exit and then continue on the B209 until you reach Lüneburg. The campus is then signposted from here. Coming from the north, follow the A39 Hamburg-Lüneburg to the Lüneburg Hücklingen exit. The campus is then signposted from here.

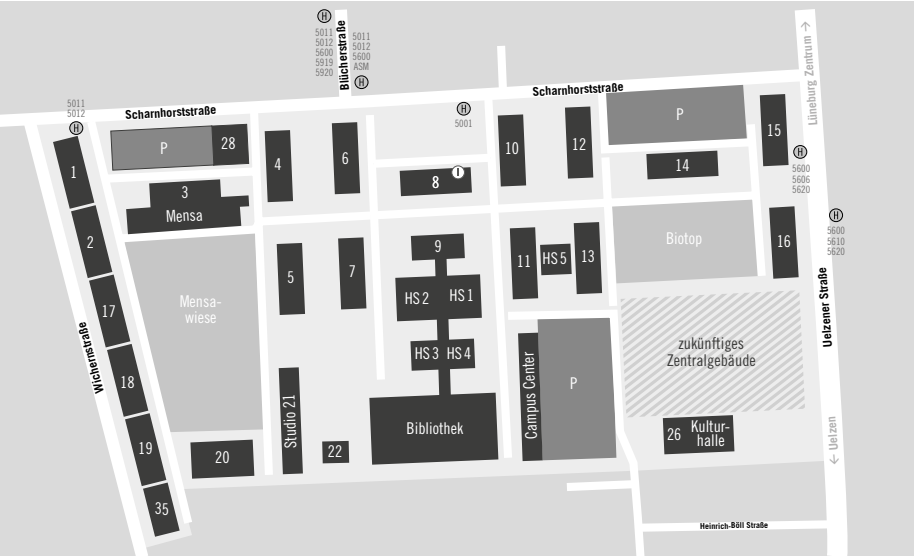
— To the Rotes Feld campus

Coming from the south, follow the A7 Hanover-Hamburg to the Soltau-Ost exit and then continue on the B209 until you reach Lüneburg. Take the ring road (Willy-Brandt-Straße) towards the town centre and follow the signposts for the Rotes Feld campus. Coming from the north, follow the A39 Hamburg-Lüneburg to the Kaltenmoor exit. The Rotes Feld campus is then signposted from here.

— To the Volgershall campus

Coming from the south, follow the A7 Hanover-Hamburg to the Soltau-Ost exit and then continue on the B209 until you reach Lüneburg. Take Soltauer Straße towards the town centre (municipal hospital). Turn left off Soltauer Straße onto Bögelstraße and then left again onto Jägerstraße. The campus is then signposted. Coming from the north, follow the A39 Hamburg-Lüneburg to the Lüneburg North exit. Turn right on the ring road (Hindenburgstraße) and follow the signposts.

SCHARNHORSTSTRASSE CAMPUS



POSTAL ADDRESS
Scharnhorststraße 1, 21335 Lüneburg

SCHARNHORSTSTRASSE CAMPUS
The campus on the Scharnhorststraße is home to the principal lecture theatres, the Central Library (Bibliothek) and the Student Service (Building 8) and Career Service (Building 7).

All buildings and rooms on the main campus are serially numbered like this: C 14.124

C= Campus
14= No. of the building
124= No. of the room

PARKING ON THE SCHARNHORSTSTRASSE CAMPUS
On the Scharnhorststraße campus, you can park your car in one of the designated parking areas (P) or in the car park opposite building 3.

ROTES FELD CAMPUS

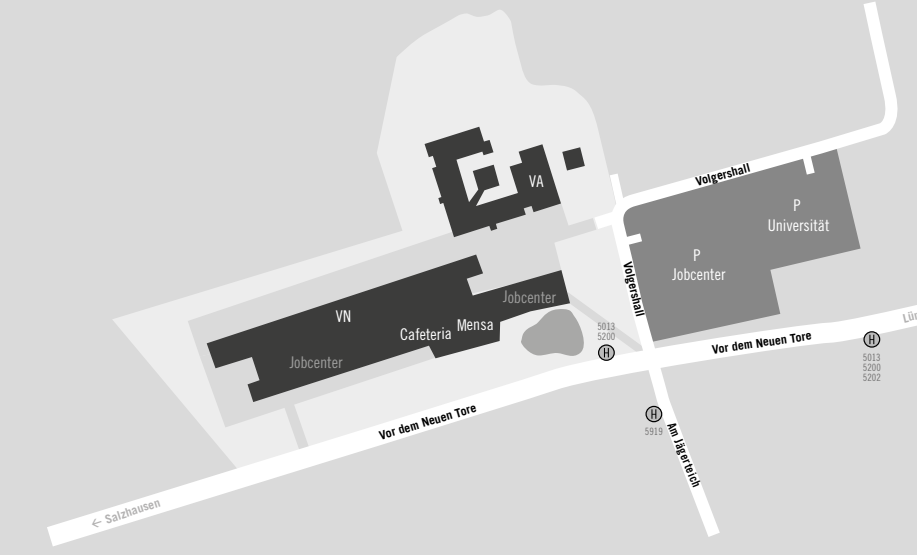
POSTAL ADDRESS
Wilschenbrucher Weg 69 & 84 / Rotenbleicher Weg 67
21335 Lüneburg

ROTES FELD CAMPUS
All buildings and rooms on the campus Rotes Feld are serially numbered like this: RW 03, W 03 or P 03
RW = Rotenbleicher Weg 67
W = Wilschenbrucher Weg 84
P = Wilschenbrucher Weg 69
03 = No. of the room



PARKING ON THE ROTES FELD CAMPUS
You can get to the visitors' car park (P) on the Rotes Feld campus from Willy-Brandt-Straße. Alternatively, you can drive into the Rotes Feld neighbourhood on Uelzener Straße and look for a parking space nearby there.

VOLGERSHALL CAMPUS



POSTAL ADDRESS
Volgershall 1, 21339 Lüneburg

VOLGERSHALL CAMPUS
All buildings and rooms on the campus Volgershall are serially numbered like this: V 112 or VA 112
V = Volgershall new building (Neubau)
VA = Volgershall old building (Altbau)
112 = No. of the room

PARKING ON THE VOLGERSHALL CAMPUS
Students have to have a parking permit to be able to park at the Volgershall campus. Please contact
Inge Otromke
Volgershall, VA.106 (1st floor)
Phone +49.4131.677-5309, ostromke@leuphana.de
Ingrid Kanzler
Volgershall, VA.105 (1st floor)
Phone +49.4131.677-5316, ingrid.kanzler@leuphana.de

GETTING TO THE HAMBURG MEDIA SCHOOL

Train journey to Hamburg Central Station

The regional railways company Metronom connects Lüneburg to Hamburg. With your semester ticket, you can make use of this rail connection free of charge. The Metronom trains from Lüneburg to Hamburg run once per hour. In addition, there are also ICs from both directions which generally stop in Lüneburg. However, the semester ticket is not valid on the ICs.

To travel on the metro to the Hamburg Media School, you will need to buy an additional ticket from Hamburg Central Station (German: Hamburg Hauptbahnhof).

— Onward journey by car

From Glockengießerwall (Hauptbahnhof Nord) turn right onto Ferdinandstor and follow the street. From Ferdinandstor, you end up on An der Alster.

Keep right and continue going straight on Schwanenwik Straße which then turns into Mundsburgerdamm.

Follow Mundsburgerdamm and then Oberaltenallee. Turn right off Oberaltenallee onto Finkenau. The Hamburg Media School campus is about 300 metres down the road on the left-hand side.

— Onward journey by metro

The U3 and U2 metro lines run right from the Hauptbahnhof. Take the U3 towards Barmbek to the Mundsburg stop or take the U2 line towards Mümmelmannsberg. On the U2 line, however, you have to change at Berliner Tor onto the U3 towards Wandsbeck-Gartenstadt in order to reach the Mundsburg stop.

From the metro, continue on foot to the Hamburg Media School. To get there, follow Oberaltenallee to the Finkenau turning. Turn right onto Finkenau and follow it. The Hamburg Media School campus is about 300 metres down the road on the left-hand side.

— Onward journey by Hamburg StadtRAD

Use the Hamburg StadtRAD rental station at Hauptbahnhof Ost/Hachmannplatz and cycle north along Kirchenallee before turning right onto Lange Reihe. Follow this over Barcastraße and, after about a kilometre, turn towards Buchtstraße.

Use the pedestrian underpass before turning left onto Buchtstraße. Take the second turning on the right over Schwanenwik Straße on Mundsburgerdamm and follow this for 900 metres onto Oberaltenallee, then turn right onto Finkenau. The Hamburg Media School campus is about 300 metres down the road on the left-hand side.



CULTURE AND LEISURE IN LÜNEBURG

TOURIST INFORMATION
Rathaus/Am Markt, Lüneburg
» www.lueneburg.de/tourismus

Bei der Ratsmühle, Lüneburg
» www.wasserturm.net

TOURIST ATTRACTIONS

The town of Lüneburg, which is more than 1,000 years old, is one of the most fascinating towns in North Germany. Its historic architecture in the brick Gothic style stands in charming contrast to the lively, young urban life. Lüneburg remained undamaged during the Second World War, meaning that the town boasts an intact medieval townscape – an attraction in itself.

Alter Wasserturm / Old water tower

The old water tower is today an impressive record of earlier industrial architecture in Lüneburg. It is on Bei der Ratsmühle (between Sande and Clamart park) and is open daily. Along with guided tours, cultural programmes such as jazz evenings or temporary exhibitions are also on offer.

Kloster Lüne / Lüne Abbey

Lüne Abbey, founded in 1172 and rebuilt in the 14th century, is a former convent for Benedictine nuns and is today a Protestant convent and museum. It captivates with its architecture in the brick Gothic style and a comprehensive inventory of medieval art. The abbey is to the north of Lüneburg station and can be reached in around 15 to 20 minutes on foot from the town centre.

Churches

In Lüneburg’s churches, you can enjoy the sound of world-renowned old organs. The cathedral in neighbouring Bardowick is also well worth a visit.

— **St. Johannis / St. John’s**
Lutheran, large renaissance/baroque organ from 1553/1715

— **St. Nicolai / St. Nicholas’**
Lutheran, first Protestant service in Lüneburg in 1532

— **St. Marienkirche zu Lüneburg / St. Mary’s church of Lüneburg**
Roman catholic

— **St. Michaelis / St. Michael’s**
Lutheran, former convent church, reformed in 1532

— **Dom zu Bardowick / Bardowick cathedral**
Lutheran, cathedral from the 12th century

Heinrich-Heine-Haus / Heinrich Heine house
The Literaturbüro Lüneburg has its seat in the Heinrich Heine house. The Literaturbüro organises readings and panel discussions with German and international authors.

Historisches Rathaus / Historic town hall
The Lüneburg town hall is a building complex made up of multiple individual buildings which, for the most part, are open to the public. It has 800 years of history.

⊕ Bei der Sankt Johanniskirche 2, Lüneburg

⊕ Lüner Straße 15, Lüneburg

⊕ Friedenstraße 8, Lüneburg

⊕ Auf dem Michaeliskloster 2 b, Lüneburg

⊕ Beim Dom 9, Bardowick

⊕ Am Ochsenmarkt 1, Lüneburg
» www.literaturbuero-lueneburg.de

⊕ Am Markt 1, Lüneburg

Am Sande 1, Lüneburg	⊕	Industrie- und Handelskammer / Chamber of Industry and Commerce The Chamber of Industry and Commerce is an imposing building on the Am Sande square. The former brewery with its magnificent facade is not to be missed.
Am Fischmarkt, Lüneburg	⊕	Stint und Alter Kran / Stintmarkt and the old crane The harbour in Lüneburg used to be a transit point for the precious salt on the way to Lübeck. An industrial monument, which is still fully functional today, can be found in the harbour on Am Stintmarkt: the old crane. It is the local landmark of Lüneburg.
Sülfmeisterstraße 1, Lüneburg » www.salzmuseum.de	⊕	Deutsches Salzmuseum / German salt museum The German salt museum presents the salty history of Lüneburg in a vivid manner, along, more generally, with the global importance of the vital substance in the past and present.
Heiligengeiststraße 39 – 41, Lüneburg » www.brauereimuseum-lueneburg.de	⊕	Brauereimuseum / Brewery museum For hundreds of years, Lüneburg was a brewing site, something that can be clearly traced in the only brewery museum in North Germany.
Heiligengeiststraße 38, Lüneburg » www.ostpreussisches-landesmuseum.de	⊕	Ostpreußisches Landesmuseum / East Prussian State Museum The East Prussian State Museum documents the unique landscape, culture and history of the former East German region over a period of 700 years.

Museum Lüneburg / Lüneburg museum The Lüneburg museum opened in spring 2015 and informs the public about Lüneburg's natural environment, cultural history and archaeology in seven sections.	⊕ Wandrahmstraße 10, Lüneburg » www.museumlueneburg.de
Ratsbücherei / Town library In the 600-year-old town library, the well preserved Gothic hall with cross vaults on the ground floor is particularly worth seeing	⊕ Am Marienplatz 3, Lüneburg » www.ratsbuecherei.de
Kalkberg The Kalkberg was previously used for the quarrying of gypsum and, at 58 metres high, offers a panoramic view of the Hanseatic town.	⊕ Kalkberg, Lüneburg
EVENTS The numerous events which regularly occur in and around Lüneburg are a special experience.	
Lüneburger Stadtfest / Lüneburg town fair More than 100,000 visitors come to the town fair in Lüneburg every summer. Musicians, athletes and other participants ensure a varied supporting programme.	» www.lueneburg.de/stadtfest
lunatic Festival Every year, in the summer, the Scharnhorststraße campus turns into a festival site. An initiative of Leuphana students invites you to lunatic, a sustainable music festival on the refectory meadow.	» www.lunatic-festival.de

Open Air Kino im Kurpark / Open air cinema in the spa gardens

The Scala art house cinema organises open air cinema evenings in the summer months every year in the acoustic chamber in the spa gardens. It all kicks off at nightfall, so it is advisable to take warm clothing and blankets with you.

» www.scala-kino.net

Sülfmeistertage / Master salter days

At the master salter days, a medieval festival centring around salt, the salt and Hanseatic town of Lüneburg bears witness to its history.

» www.suelfmeistertage.de

Historischer Christmarkt / Historic Christmas market

Alongside the Christmas markets on the market square and at St. John's church, there is also the historic Christmas market around St. Michael's church every December.

» www.weihnachtsstadt-lueneburg.de

Verkaufsoffene Sonntage / Sunday shopping

On the Sunday shopping days, around 400 businesses invite you on a pleasant afternoon shopping trip in the traffic-calmed Lüneburg town centre.

» www.einkaufsstadt-lueneburg.de

CULTURAL AND LEISURE OFFERINGS

The diverse cultural and leisure offering in Lüneburg has something for everyone. With your culture semester ticket, you get free entry or a free unsold ticket half an hour before the beginning of an event with cooperating cultural institutions.



» www.facebook.com/SemesterticketKultur

Halle für Kunst Lüneburg e. V.

A visit to the Halle für Kunst is well worth it: The association of the same name regularly exhibits works by contemporary artists here.

⊕ Reichenbachstraße 2, Lüneburg

» www.halle-fuer-kunst.de

Kulturforum Lüneburg

The Kulturforum Lüneburg is the cultural meeting point for art, music and cabaret theatre. The gallery houses constantly changing contemporary art exhibitions as well as documentary exhibitions.

⊕ Gut Wienebüttel, Lüneburg

» www.kulturforumlueneburg.de

Theater Lüneburg / Lüneburg theatre

The three-section theatre offers an extensive repertoire. It stretches from drama, opera, operettas and musicals through to ballet performances. In addition, there are chamber concerts, concerts by the Lüneburg symphony orchestra, children's concerts and children's operas.

⊕ An den Reeperbahnen 3, Lüneburg

» www.theater-lueneburg.de

KulturBäckerei

Today, exhibitions and theatrical performances take place in the former army bakehouse. The KulturBäckerei is also home to artist's studios and the Ikarus art school.

⊕ Dorette-von-Stern-Straße 2, Lüneburg

» kulturbaeckerei-lueneburg.de

Salon Hansen

Alongside concerts and parties, there are also regular poetry slams and readings at Salon Hansen.

⊕ Salzstraße 1, Lüneburg

» www.salonhansen.org

Am Stintmarkt 12, Lüneburg

» www.impesel.de



Pesel

The cult disco in the old cellar vault on Am Stint is a major meeting point for students and other young Lüneburgers, particularly on a Wednesday night.

Scala Programmkino/Scala art house cinema

The art house cinema at the heart of town captivates with a wonderfully varied programme, which also includes art films and foreign-language films.

Apothekenstraße 17, Lüneburg

» www.scala-kino.net



Filmpalast Lüneburg/Lüneburg cinema

The latest films are unfailingly shown in a total of eight screens.

Fährsteg 1, Lüneburg

» www.lueneburg.filmpalast-kino.de





PRACTICAL ADVICE

Check » www.leuphana.de/career-service/jobs-praktika-aktuell

WORK

There are no limitations for students from EU countries; the same conditions apply as for German students. International students from non-EU and non-EEA countries get an entry in their passport which allows them to work for up to 120 days or 240 half days per calendar year without a work permit. The Foreigners’ Registration Office or the Employment Agency can provide more details. Although “student jobs” are highly sought-after, international students have generally found jobs in the past, in one of the many pubs or as undergraduate assistants at the university.

MEDICAL CARE

In contrast to many other countries, German universities do not provide medical care on campus. If you need medical assistance, you must see a doctor. A complete list of all doctors in Lüneburg, listed by specialty, can be found on the first pages of the local phone book. Of course, you can also simply ask a flatmate or friend for recommendations. Make an appointment over the phone or just walk in at the chosen medical practice.

If you have insurance with a statutory health insurance company, you have to bring your health insurance card/form. You do not pay anything for the treatment yourself. For prescribed drugs and medicines, the pharmacy charges a small fee (5 to 10 Euros). If you have taken out private health insurance or have insurance from your home country, you will receive a bill which you must pay. You will also have to pay the full costs of your medicines and drugs. However, your health insurance provider will reimburse you for the costs if you submit an application.

EMERGENCIES IN THE EVENINGS AND AT THE WEEKEND

Zentrale Notfallpraxis Lüneburg
Jägerstraße 25
Phone +49.180.222 6374

or

Städtisches Klinikum
Bögelstraße 1
Phone +49.4131.770
» www.klinikum-lueneburg.de

BANKING AND MONETARY TRANSACTIONS

— Bank account

International students are advised to open a current account (Girokonto). As an account holder, you can make transactions with your account at any branch office of your bank or withdraw money from your account at a cash machine free of charge at any time. Banks generally offer a fee-free account with online banking for students. To open an account you will need your passport or identity card and proof of registration with the University and the Foreigners’ Registration Office.

— Money transfers

- **Bank transfers:** To transfer money from one account to another, simply fill in a transfer form (Überweisung) either online, at the self-service terminal, or in your bank.
- **Standing orders:** If you have to make regular payments of a set amount such as rent, it is advisable to set up a standing order (Dauerauftrag). The specified amount will then be deducted automatically from your account at regular intervals and transferred to the recipient’s account. The bank will provide you with the necessary form.
- **Direct debits:** If you have recurring payments that vary in amount such as phone bills, you may grant the recipient a direct debit authorisation (Einzugsermächtigung), which allows him or her to deduct the appropriate amount from your account. You can cancel the authorisation at any time. In addition, all direct debits appear on your bank statement so you can check them and reverse any incorrect debits.

PLEASE NOTE

When opening a current account, you will usually be granted an overdraft facility (Dispo) allowing you to overdraw your account up to an agreed limit. Please note that the interest rate for using overdraft facilities is very high, usually around 11 % depending on the bank. It gets higher if you exceed the agreed limit.

PLEASE NOTE

Payment by cheque is not common in Germany.

— Modes of Payment

In Germany, people make more cash purchases than in many other countries. A lot of shops and retailers do accept card payments, but food is often paid for in cash – at least in smaller shops and at the market. If you want to pay by credit or EC card, please check first if it is possible.

The EC card is not a credit card. However, it is a common method of payment in Germany, particularly in shops and grocery shops, while credit cards are often not accepted in grocery shops and other retail outlets. Credit cards are usually accepted in department stores, clothing shops, hotels, petrol stations, and larger restaurants. Common credit cards such as VISA, MasterCard and American Express will usually be accepted.

SHOPPING

— Food

Germany offers a wide range of culinary delights, varying from one region to the next. There are also many restaurants and shops where you can find food and products from all over the world. Compared to other European countries, the cost of living in Germany is relatively low, with prices varying even within the same town. It is therefore always worth comparing prices. In general, specialist shops such as bakers, butchers, etc. are not necessarily more expensive than supermarkets. Discount shops such as Aldi, Lidl or Penny are much cheaper, but the range of products is much smaller, and the shop fittings are simple. The Lüneburg weekly market in front of the town hall, where you can buy fresh products from the region every Wednesday



and Saturday, is highly recommended.

Germans are very ecologically minded and many shops therefore charge about 10 cents for a plastic shopping bag. In addition, you will be charged a small deposit for most bottles and cans, which will be refunded if you return them.

— Clothing, Furniture, Household Goods

Alongside the international clothing chains there are, as in every university town, second-hand shops in Lüneburg, where you can buy good clothing at decent prices. Some second-hand shops specialise in baby's and children's clothing and equipment, others in household equipment and furniture.

— Opening Hours

Most shops open between 9 and 10 am (bakeries from 7 am) and close between 6 and 7pm, except supermarkets which often remain open until 8 or 10 pm during the week. Shops are closed on Sundays except for a few bakeries. If you need something on a Sunday you can get food and drinks from petrol stations and the station shop even on Sundays, although the prices will be slightly higher.

PUBLIC HOLIDAYS

Germany has a number of public holidays, and some federal states have additional state-wide holidays. The following public holidays are observed in Germany: New Year's Day (1 January), Good Friday (the Friday before Easter), Easter Monday (March or April), May Day (1 May, also known as Labour

SOME USEFUL ADDRESSES IN THE LÜNEBURG REGION

- Used furniture and household goods:
Sack & Pack, Vor dem Neuen Tore 35,
Mon–Fri 9.30 am–6 pm
- Second-hand clothes/household items:
Zeughaus, Katzenstr. 3, Mon–Fri 9 am–6 pm
- Household items, books, and much more:
Umsonstladen, Carl-Friedrich-Goerdelerstr. 33,
Tue 9 am–2 pm, Fri 2 am–5 pm
- Kleidermarkt is a well-known second-hand chain,
with three shops in Hamburg alone.
» www.kleidermarkt-vintage.de

Day), Ascension Day (a Thursday in May or June), White Monday (May or June), Day of German Unity (3 October), First and Second Days of Christmas (25 and 26 December). On these holidays, as on Sundays, all shops, public authorities, offices, schools and universities are closed.

CLIMATE AND WEATHER

Germany has a temperate climate. In summer, the average temperature ranges between 18 – 20° C, although sometimes the thermometer can pass the 30 °C mark. In winter, the average temperature is about 1.5° C in the lowlands and -6° C in the mountains. Rain falls all year round, especially in autumn.

PUBLIC TRANSPORT

With the semester ticket, you can use all local and regional buses as well as all local and regional trains within Lower Saxony as well as to Hamburg, Bremen and Lübeck at no additional cost. Simply present your semester ticket, student ID card and personal identity card or passport.

— Bus

All local and regional bus lines depart from and arrive at the central bus station, which is right beside the train station. Most buses also stop at Lüneburg’s central square Am Sande. Buses do not run in the evenings (after 8 pm).

— Trains

In addition to the Deutsche Bahn (DB) trains, there are also trains operated by the private

PLEASE NOTE

You should bring waterproof clothing and warm sweaters to Lüneburg.

TIMETABLES

For timetables check: » www.hvv.de

company Metronom which run to Hamburg, Hanover and Bremen. Train tickets and/or the semester ticket are valid for trains operated by both companies. Deutsche Bahn offers some tickets at reduced prices, some of which can only be booked online. It is therefore advisable to ask about cheaper tickets before buying a ticket or search for “discount prices” on the website.

— Airports

Hamburg airport, which you can fly to from many European cities, is easy to reach from Lüneburg on the train/Metronom and using suburban rail services. Other airports in North Germany can be found in Hanover and Bremen.

PARCELS AND LETTERS

You can recognise post offices and mailboxes by their distinctive yellow sign with a black post horn. The main post office is located at Sülztorstraße 21 and is open Monday to Friday from 8.30 am to 6 pm and Saturday from 9 am to 1 pm. Post office branches can often be found in supermarkets.

CYCLING AND BICYCLE RENTAL

Cycling is very popular in Germany and, in particular, in Lüneburg. There are many cycle paths in and around town. Lights are mandatory after dark. On campus, you will find the bicycle rental shop KonRad. However, if you intend to stay for a longer period of time in Lüneburg, it may be cheaper to buy a second-hand bike. Useful addresses can be obtained from the International Office.

INFORMATION

For further information call: +49.180 05 99 66 33

» www.bahn.de

» www.hamburg-airport.de

» www.hannover-airport.de

» www.bremen-airport.com

INFORMATION

Information on prices can be obtained from the post office or at » www.post.de

KONRAD

C 28, Phone +49.4131.677-1540

Opening hours:

Term time: Mon – Thu 12 – 6 pm, Fr 12 – 4 pm

Holiday periods: Tue + Thu 12 – 6 pm

» www.stadtradlueneburg.de

MORE INFORMATION
» www.gfa-lueneburg.de

You also can use the red StadtrAD-bikes. You register with your smartphone and rent the bikes from various stations in Lüneburg. The first 30 minutes are free.

RECYCLING

Waste sorting and the reuse of packaging is practiced much more widely in Germany than in many other countries. Thus, you will find public containers for used paper and glass (sorted by color) in many streets as well as dustbins for used paper, plastic and packaging material, organic waste, and residual waste for each household or apartment house. If you need assistance or are unsure about where to put your waste, it is best to ask your flatmates or landlord.

RADIO AND TELEVISION LICENCE FEES

Everyone, including all students, who has a TV or radio has to pay broadcasting fees of approx. 20 Euros a month to the central fees office (GEZ) for the public broadcasting corporations. These fees are paid per apartment and should be shared between all flatmates.

TELECOMMUNICATIONS

In Germany, there are a wide variety 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 can find more information about rates on the respective providers' websites (e.g. Telekom, Kabel Deutschland, etc.). Cheap pre-paid options are available, in Aldi or Rossmann for example.

TRAFFIC AND DRIVING

Traffic rules should be taken very seriously, because punishments for traffic offenders range from high fines to losing your license. Traffic rules and signs also apply to cyclists. Unless otherwise sign-posted, the maximum speed limit is 50 km/h in towns and 100 km/h on main roads outside towns. All speed limits should be observed because there are many speed cameras (radar speed traps).

— **Drinking and Driving**

Drivers are allowed to drink a small amount of alcohol, but you often reach the permissible blood alcohol limit after just one glass of beer or wine. Anyone caught with a blood alcohol level of more than 0.3 percent will pay a substantial fine and risks losing their license.

— **Bringing your own car**

You can import your car duty-free for personal use if you have owned it for at least six months and if you are registered as a resident in Germany. However, shipping your car to Germany is very expensive and takes a lot of bureaucratic effort. If you stay in Germany for less than a year then an international or foreign motor vehicle registration certificate accompanied by a German translation will be sufficient. After expiry of this period, you need a German registration plate which is available from the motor vehicle registration office (Kraftfahrzeug-zulassungsstelle). You then have to take your car to the TÜV (the German organization responsible for regularly checking the technical reliability of motor vehicles) for a MOT test and insure it in Germany.

PLEASE NOTE
The alcohol limit also applies to cyclists!

— **Driving Licence**

When driving a motor vehicle you are required to carry your driving licence and vehicle documents with you. If you want to drive a car in Germany, you must hold a “fully valid” driving licence, e.g. a driving licence obtained in an EU state or an international driving licence. Driving licences obtained in a non-EU country are also considered fully valid if translated into German by a German diplomatic mission or an automobile club. An international driving license is better than a translation of your driving license. Please note that foreign and international driving licences are only valid for one year. You should therefore request an extension to your driving licence from the Kfz-Zulassungs- und Führerscheinstelle at least three months before it expires. Please find out in advance what documents you need to bring along.

— **Accidents and Breakdowns**

If involved in an accident, do not leave the scene until the police arrive. Hit-and-run offences are considered very serious in Germany. Even the slightest damage is considered to be an accident. If in doubt, you should insist on calling the police. If you break down on the motorway, you can call for help from an emergency call box on the hard shoulder. The arrows on the white posts beside the motorway show you the direction of the nearest call box. Simply lift the receiver; you will then be connected to a breakdown service provider.

— **Parking**

Parking spaces are usually scarce in German towns. It is therefore advisable to make use of a car park on the outskirts of town. Many car parks provide special parking spots for

female drivers near the entrance. Illegal parking can be expensive: a parking ticket for illegal parking costs between 5 and 35 Euros. If your car has been towed away, you will have to pay an additional fee of 125 Euros or more to “recover” the car, as well as the penalty fee.

— **Car Pooling and Car Sharing**

If you are looking for a ride, please see the websites of the German car pool agencies. If you need a car occasionally, we recommend Carsharing.

CODE OF CONDUCT

As in all countries, there is a set of rules for polite behavior in Germany, with which you should be familiar with in order to avoid any unpleasant situations.

— **Formal and Informal Forms of Address**

As a rule, adults initially address each other with the formal Sie and Herr or Frau plus last name. Most Germans use the informal Du only with friends and acquaintances. In contrast to the USA and some other countries, the formal form of address is often also common among colleagues at work. Titles are often important in Germany. If someone has earned a doctorate, he or she is entitled to be addressed by Herr/Frau Doktor XY. Professors are usually addressed as Herr/Frau Professor. However, there are doctors and professors who prefer their titles not to be used; they will let you know if they so wish.

CAR POOL AGENCIES

» www.mitfahrzentrale.de

» www.mitfahrgelegenheit.de

» www.cambio-carsharing.de/lueneburg

PLEASE NOTE

Students always use Du when addressing each other.

— Greeting People and Saying Goodbye

The most common phrases used to greet people are Guten Morgen (meaning “good morning” and used up until 10 am), Guten Tag (meaning “good afternoon” and used up until 6 pm) and Guten Abend (meaning “good evening”). When you leave, you say Auf Wiedersehen (“goodbye”) or, if late in the evening, Gute Nacht (“good night”).

Apart from these formal phrases, there are many other less formal greetings often used by students such as Hallo or Moin (North Germany) as well as Tschüss or Bis bald (“see you soon”). When meeting or leaving, people usually shake hands. Students and young people generally do not shake hands when meeting each other, and friends frequently greet each other with a kiss on each cheek. You do not necessarily need to stand up when being greeted, but it is considered more polite. In contrast to Anglo-Saxon countries, the question Wie geht es Ihnen? (“How are you?”) is a rather private one and posed only to friends and acquaintances 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 as just a formal expression, respond in an offhand manner by saying 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 a fellow student Hallo will usually do. If you introduce two people to each other, you could say Darf ich vorstellen? – Herr/Frau XY (“May I introduce you to Ms./Mr. XY). In certain situations, you should also greet people in passing. If you work at the uni or for a company, for example, you greet all of your colleagues at the

institution or company. You should also say hello to people you know on the street. In some situations you should also greet people you do not know, for example when getting into a lift, entering the waiting room at the doctor’s or when you meet someone on the stairs.

— Using „Bitte“, „Danke“ and „Verzeihung“

The use of the various polite forms is not particularly logical and it might be a bit confusing at first. You say Bitte or Bitte sehr when giving something to somebody, when holding the door open for somebody, when asking for something or making 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 whom you have done a favor thanks you, reply by saying Bitte, gern geschehen (“You’re welcome”). If someone offers you something, answer by saying Ja, bitte/Ja, danke/Gerne (“Yes, please”). Danke or Vielen Dank is used when someone passes something to you, gives you information, or opens the door for you. You also thank somebody who offers you something: if you accept the offer, you usually say Ja, danke (“Yes, please”), if not you say Nein, danke (“No, thank you”). If you have bumped into somebody, say Verzeihung or Entschuldigung (“I’m sorry”). If you want to ask someone something in the street, start 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 want to make a point you also say Verzeihen Sie or Verzeihung, dürfte ich Sie kurz unterbrechen (“Excuse me, may I interrupt you for a minute?”).

— **Invitations**

Germans are often rather hesitant about invitations to begin with and only close friends and family drop in unannounced. However, invitations and arrangements should be taken seriously. If someone tells you that you should visit him/her sometime, it is meant seriously. If you accept an invitation, be there at the agreed time otherwise this may have been your first and last invitation. And the same applies the other way round: if you have extended an invitation at an agreed time, you must be there because your guest certainly will be. Moreover, if you simply say to someone Just pop in sometime, you have to be prepared for them to do so. If you receive a rather formal invitation, for example from your professor, you should bring flowers and/or a bottle of wine. However, if you are invited to share a pan of spaghetti with other students in their flat then you don't need to bring flowers, but a bottle of wine or a homemade dessert will certainly be welcome. When you leave, you should say thank you for the invitation.

— **Gender Issues**

Relations between the sexes are complex even within the same culture. In the intercultural context, huge misunderstandings and barriers may arise due to different cultural back-grounds. Since the women's movement in the early 1970s, both the traditional view of women and the traditional roles have been abandoned in Germany and women have gained equal rights at many levels and conquered new realms of activity. They are self-assured and expect respect and recognition. Depending on the country you come from, you might be shocked by flimsy clothing (nude (sun)bathing is also common and allowed) and a liberal attitude toward

sexuality and different sexual orientations. However, the very least men should understand is to accept a no: if a woman says no to something, this should always be taken seriously. To speak suggestively to women or to touch a woman without explicit approval is considered sexual harassment.

DRESS CODE

Generally speaking, there is no strict dress code in Germany: you wear what you want. This is particularly true for students, but other people also dress rather informally. However, clothing should be clean and well-kept; no-one will comment on a stain on your clothes but it will be (negatively) noticed.

PUNCTUALITY

It cannot be denied that Germans attach great importance to punctuality. Even if punctuality is not particularly important in your home country, try to get used to it in Germany to avoid any unnecessary annoyance. If you have an appointment with your professor, you should not keep him or her waiting. This also applies to all other arrangements you make. If you have made an ap-ointment, 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, means that a lecture or seminar begins 15 minutes after the full hour (c.t. = cum tempore). If you have been invited to someone's home, you are not expected to arrive on the dot. However, you should arrive sometime within the academic quarter and not later.

VISITING A RESTAURANT OR A PUB / GIVING A TIP

Menu prices include 19 % value added tax and a service charge. Nevertheless, it is common to give a tip to the waiting staff in restaurants, pubs and cafés. You can follow the following rule of thumb: if a bill is under 5 Euros, round the total up to the next full Euro; for more expensive bills, allow 5–10 % for a tip. In most restaurants you can pay by credit or EC card, whereas payment in pubs is usually made in cash. If card payments are accepted there is usually a sign by the door to say so, otherwise you should ask the waiter before ordering.

TABLE MANNERS

There are only a few basic table manners that should be observed in Germany — at least in restaurants and on formal occasions. Germans hold the fork in the left and the knife in the right hand for the whole 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, never at the elbow. If the food has been served or the buffet has been opened, do not begin eating until the host signals to do so.

IMPRINT

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Leuphana Universität Lüneburg
Scharnhorststraße 1
21335 Lüneburg

Studierendenservice/Infoportal
Campus Scharnhorststraße, Gebäude 8
Phone +49.4131.677-2277
infoportal@leuphana.de