

Good to know

A glossary for new FAU students

English
version



Good to know

A glossary for new FAU students



There is a lot to learn in your first semester including many unfamiliar words, abbreviations and technical terms.

The following glossary will explain some of the most important terms. It also includes links to further information that will ease the start into your new life as a student.

A/B

A

Accommodation

Finding accommodation at the beginning of your studies is a real challenge. Here are some options: accommodation managed by **>Student Services** Erlangen-Nürnberg, social housing services at the town hall, housing co-operatives and non-profit housing associations, ads in the local newspapers and online portals. Student Services Erlangen-Nürnberg allocate places in student accommodation directly. Places in the student halls operated by Student Services Erlangen-Nürnberg are allocated directly by the service; for student halls which are not operated by Student Services Erlangen-Nürnberg, you will need to apply directly. A large number of student rooms shortly available is offered at the end of each semester on the black boards in the university buildings. Recently, these have increasingly been replaced by virtual notice boards.

The following link to Student Services Erlangen-Nürnberg may prove helpful:

www.studentenwerk.fau.de/wohnen/en/index.shtml
(English)

Alma mater

Latin for 'nurturing mother.' A university is called 'alma mater' as it provides students with education and knowledge. The term was first used in the motto of the University of Bologna ('Alma mater studiorum') which was founded in 1088 and counts as Europe's oldest university.

Alumni

Another Latin term, this time used for a university's former students and staff. Note that 'alumni' is the plural form, a single former student is called an 'alumnus' (male form) or an 'alumna' (female form). **>FAU** has a free alumni network for all students and alumni to forge contacts and keep in touch.
www.fau.eu/alumni (English)

AStA

Abbreviation for 'Allgemeiner Studierenden-Ausschuss' (General Students' Committee). At **>FAU**, there are **>students' representatives** instead of the AStA.

Audimax

Abbreviation for 'auditorium maximum,' the largest **>lecture theatre** at the University. **>FAU's** audimax is located in Bismarckstraße 1, Erlangen and has space for 893 people.

B

Bachelor's degree

A degree that originally comes from the Anglo-American university system and was introduced in Germany as part of the restructuring of the German university system. The Bachelor's degree is an undergraduate degree which can be obtained after only six or seven **>semesters**. At **>FAU**, the following Bachelor's degrees are awarded: the Bachelor of Arts (BA) in the humanities and in economics and the Bachelor of Science (BSc) in natural science and engineering. Students of commercial law are awarded the Bachelor of Laws (LLB). The **>Master's degree** follows the Bachelor's degree. Further information is available from the **>Student Advice and Career Service**.

www.fau.eu/bachelor (English)

Bachelor's thesis

The final assignment in a **>Bachelor's degree** programme. As soon as you have received confirmation for starting your Bachelor's thesis, you have two to three months to write it. In general, the Bachelor's thesis is about 30 to 40 pages in length.

BAföG

Abbreviation for 'Bundesausbildungsförderungsgesetz' (Federal Training Assistance Act). This law governs state funding for students in Germany. In everyday language, the abbreviation BAföG is also used to refer to the funding students receive from the state. Application forms can be obtained from **>Student Services Erlangen-Nürnberg** or downloaded online:

www.studentenwerk.fau.de/bafog/de (German only)

Applications have to be submitted to the Amt für Ausbildungsförderung (Training Assistance Office) in either Erlangen or Nuremberg.

Amt für Ausbildungsförderung

Hofmannstraße 27
91052 Erlangen

Andreij-Sacharow-Platz 1
90403 Nürnberg

B/C/D

Bridging courses (preparatory courses)

These courses are offered in exceptional cases (e.g. introduction to a language). More information can be obtained from **>IBZ** or from the subject advisors for your discipline or degree programme.

www.fau.eu/ibz (English)

C

c.t. (cum tempore)

This abbreviation can often be found after the times for a seminar or lecture. It refers to the famous 'academic quarter.' To be more precise: 14:00 c.t. means that the seminar or lecture starts at 14:15. As classes at university generally start 'c.t.', the 'c.t.' is often left out. See also **>s.t.**

campo

campo is FAU's new campus management portal, which will link the existing systems **>mein campus** and **>UnivIS** over the next few years. Currently, campo is used for managing online applications and **>enrolment** (apart from international and **>Master's degree** applications).

www.campo.fau.de (German only)

Campus

The entire grounds of a university. In Erlangen, **>FAU** does not have a designated campus. Instead, the whole city centre is the 'campus.' In contrast, the University's southern campus (Südgelände) in Erlangen as well as Lange Gasse 20 and Regensburger Straße 160 in Nuremberg are closer to a traditional campus.

Career Service

This student service unit offers information and counselling on starting your first job. It also organises numerous events which will prepare you for your first job. The Career Service also establishes contact between students and potential employers at an early point in time. Students may also use the **>FAU** student job portal to search for part-time jobs, internships/placements, final theses and permanent positions. At **>FAU**, the Career Service is part of **>IBZ**.

www.career.fau.de (German only)

www.career.wiso.fau.de (German only)

www.stellenwerk-fau.de (German only)

Central Office for International Affairs (RIA)

A **>referat** (office) at **>FAU**. RIA offers help and advice in all non-disciplinary questions to international students and researchers. RIA also provides all kinds of information on other topics, including studying abroad, funding for studying abroad and international scholarship advice.

www.fau.eu/ria (English)

Certificate of enrolment

In German also colloquially referred to as 'Imma' from Immatrikulationsbescheinigung. Can be downloaded and, if necessary, printed out, after **>enrolment** or **>re-registration**. It serves as proof that you are enrolled at the University.

www.fau.de/immatrikulationsbescheinigung (German only)

Chancellor

The highest ranking public servant in university administration, who is also responsible for a university's budget.

www.fau.eu/management (English)

Change of subject/degree programme

If you realise that you are not happy with the degree programme you have chosen, it is possible to change to a different subject or degree programme. **>IBZ** can give you advice on this topic and will also help you to analyse problems and to come up with a strategy to solve them.

Compulsory attendance

In contrast to regulations at school, there is no general compulsory attendance at university. Whether attendance is checked or not depends on the type of class. While it is still acceptable to skip a **>lecture** in urgent cases, you should consider your attendance at other classes including introductory courses very carefully. If you are absent too often, you may not be able to obtain **>credits** for the course.

Computer pools

At **>FAU**, there are computer pools for students at various locations. They are distributed both across Erlangen and Nuremberg in all faculties, branches of the University Library and **>RRZE**. Since these pools were funded by the Computer Investment Programme (CIP), they are often referred to as 'CIP Pools'.

www.fau.de/computerraume (German only)

Core skills/Soft skills

Transferable skills which students obtain for instance by **>placements/internships** or by language courses at the University. It is important that core skills are certified by the **>Examinations Office**.

Counselling

At **>Student Services Erlangen-Nürnberg**, the counselling service (Psychologisch-Psychotherapeutische Beratungsstelle) offers professional advice and counselling for any personal or academic concerns. The drop-in session (offene Sprechstunde) is completely anonymous.

www.studentenwerk.fau.de/servber/de/ppb.shtml (German only)

Course achievement certificate

>Schein

Course catalogue

A catalogue of all courses at the University.

www.vorlesungsverzeichnis.uni-erlangen.de (German only)

Credits

>ECTS

Cultural and recreational programme

Cultural and other highlights in and around Erlangen and Nuremberg are listed here:

www.fau.eu/university/region (English)

D

DAAD

Deutscher Akademischer Austauschdienst (German Academic Exchange Service). The DAAD closely cooperates with the **>International Offices** of individual universities and promotes student mobility of both German students wanting to go abroad and foreign students coming to Germany.

www.daad.de/en (English)

Dean

The head of a **>faculty**; he or she must be a professor of the faculty in question and is elected by his or her peers. The dean represents the faculty's interests and is the head of the faculty's administration, the Dean's Office (Dekanat).

www.fau.de/gremien (German only)

De-registration

Cancelling your **>enrolment** at the university. You can de-register yourself when you want to change to another university, postpone or stop your studies or when you have finished your degree. The university will de-register you if you have missed the date for re-registration, if you have failed an examination for good or after the end of the semester in which you have successfully passed your final examination.

You can apply for de-registration at the **>Student Records Office** at any time throughout the year. In contrast to **>enrolment**, there are no fixed deadlines for de-registration.

www.fau.de/exmatrikulation (German only)

Deutschlandstipendium (Germany Scholarship)

Since the summer semester 2011, students at the University of Erlangen-Nürnberg can apply for an FAU Deutschlandstipendium. Funding amounts to 300 euros per month and is initially granted for two semesters which — provided that the funding conditions are still met — can be extended annually until the end of the standard duration of the degree programme. Half of the funding (150 euros) is provided by companies, foundations or private individuals with the second half being provided by the German Federal State. The most important condition for receiving an FAU Deutschlandstipendium are the results achieved so far during your studies or school-leaving grades for newly enrolled students. This means: from the second semester of their

degree programme onwards, applicants have to demonstrate at least good study achievements (2.00 or better). Students who have just enrolled at FAU need very good school leaving exams (1.5 or better). Apart from these achievements, specific personal circumstances can also be taken into account. These include, for instance, stays abroad relevant to your studies, voluntary work at the University (or in politics or society) as well as special individual circumstances.
www.fau.de/studium/D-Stip (German only)

Dies academicus

An academic holiday well established at many universities. At >FAU, the dies academicus is the 4th of November. FAU was founded on this date in 1743. The dies academicus at FAU is a celebration of the University's anniversary.
www.fau.de/dies-academicus (German only)

Diploma Supplement

You will receive a Diploma Supplement with a comprehensive official description of your degree programme with your Bachelor's or Master's degree certificate.

Disability Representative

The contact person for disabled students who have questions on support related to their studies. At >FAU, this position is held by Dr Jürgen Gündel. For more information and Dr Gündel's contact details, please visit:
www.fau.de/behindertenberatung (German only)

Doctoral degree (doctorate)

The German term 'Promotion' refers to the process of obtaining a doctorate in a specific subject. In Germany, 'Promotion' precedes 'Habilitation,' which is a required qualification for a professorship in many disciplines. A doctorate proves your ability for independent academic work and is based on a written thesis (dissertation) and an oral examination.
www.graduateschool.fau.eu (English)

E

ECTS (European Credit Transfer and Accumulation System)

In the past, the workload of a class was expressed in weekly hours or >semester hours (SWS), irrespective of whether the class was a lecture or a seminar. Today, the amount of time you spend preparing for a class is also taken into account. This means that the overall workload can be calculated which is much higher for a seminar than a lecture. The units for measuring the workload are called ECTS credits. Study achievements can be compared and transferred to another university or even to another country using ECTS credits. A >Bachelor's degree is worth 180 ECTS credits. In the calculation of the workload, 1 ECTS credit is equivalent to about 25 to 30 hours of work.

Enrolment

Enrolment as a student. For more information on enrolment procedures, please see:
www.fau.eu/enrolment (English)

Examination deadlines

The >examination regulations stipulate precisely at which point in your studies the >GOP or final examination has to be passed. If a student misses this deadline for reasons for which they are responsible, the examination counts as failed for the first time. The student then has to resit the examination within the specified period. If they fail to do so, the examination counts as ultimately failed. Once you have ultimately failed an examination, you will not be able to enrol for the same degree programme or subject again at any German university. These stipulations encourage students to use their time at university carefully since the deadlines limit the duration of a degree programme.

Examination regulations

When you start your studies, you should get hold of the examination regulations for your degree programme and plan your studies according to the regulations so as to make sure that you will not be confronted with unpleasant surprises when you want to register for an examination.
www.fau.de/pruefungsordnungen (German only)

Examinations/Examinations Office

Examinations are an important part of university life. For admission to an examination you must register first (see also >examination deadlines). Responsibility for all issues regarding examinations lies with the individual examinations offices at the University.

www.fau.de/pruefungsamt (German only)

Via >mein campus you can manage your personal data and print out your official documents. Registration and de-registration for examinations is also carried out via this website. Moreover, you can download an overview of the grades you have achieved so far.

www.campus.fau.de (German only)

F

Facebook

>FAU is also on Facebook. On the FAU page, you can find the latest news and events and get in touch with other students at FAU.

www.facebook.com/Uni.Erlangen.Nuernberg (German only)

Faculty

One of the main organisation units of a university, which combines a number of related disciplines. At the University of Erlangen-Nürnberg, there are five faculties: the Faculty of Humanities, Social Sciences, and Theology, the Faculty of Business, Economics, and Law, the Faculty of Medicine, the Faculty of Science, and the Faculty of Engineering.
www.fau.eu/faculties (English)

Family services

The family services unit at the University of Erlangen-Nürnberg and Universitätsklinikum Erlangen provides support for families (including parents and family carers) with regard to family commitments and academic life. Students and staff of the University and Universitätsklinikum Erlangen benefit from comprehensive counselling on studying and working at the University with a child.

www.familienervice.fau.de (German only)

FAU

Abbreviation of Friedrich-Alexander-Universität Erlangen-Nürnberg, named after Margrave Friedrich of Bayreuth and Margrave Alexander of Ansbach and Bayreuth.
www.fau.eu/history (English)

FAU panel

Each year in January, students at the University of Erlangen-Nürnberg are asked to participate in an online student survey. It is worthwhile to participate since the results are taken seriously and have a direct impact on University policy. The panel aims to improve studying conditions at >FAU in the long run.

FAU student job portal

Find the student job you're looking for. Stellenwerk FAU is the student job portal for the University of Erlangen-Nürnberg. Whether you're looking for a part-time job, internship or graduate scheme, this website offers suitable positions for both students and graduates.
www.stellenwerk-fau.de (German only)

FAUcard

>Student ID card

Fellow students (Kommilitone/Kommilitonin)

All of your fellow students, irrespective of which >semester they are in.

Field trip

Studies or tours outside the university which are closely related to the contents of your degree programme.

Footnote

Footnotes are placed at the bottom of the page and include citations or short explanatory notes. You will learn how to use footnotes in academic writing in the >introductory sessions or >tutorials. When all footnotes are provided at the end of a text, they are called 'endnotes.'



FSI

Abbreviation for 'Fachschaftsinitiative,' an association of students of a specific subject. The FSI is an important point of contact for all problems and questions related to your studies.

www.fau.de/studierendenseiten (German only)

Funding for gifted students and scholarships

Since the summer semester 2011, students at the University of Erlangen-Nürnberg can apply for an **>FAU >Deutschland-stipendium** (Germany Scholarship).

Information on potential funding may be found here:

www.fau.de/studium/studienorganisation (German only)

www.stmwfk.bayern.de/foerderung/begabte.aspx

(German only)

G

GOP (Grundlagen- und Orientierungsprüfung, Preliminary Examination)

The GOP is not one single examination but consists of several examinations which students have to pass during the first two semesters (three at the latest). The GOP gives students reliable feedback at an early point in time about their aptitude for the chosen degree programme. The examinations that are part of the GOP may only be re-sat once. This means that if you fail your second attempt at the GOP examinations you cannot retake the GOP or continue your studies in the subject at FAU or other universities in Germany.

H

HiWi

>Student assistants

Hörerschein

Textbooks written by a member of staff of an institute or department can be bought by students from bookshops at a discounted price. To do so, students need a Hörerschein signed by the author which confirms that they are attending a specific course for which the textbook is needed. The Hörerscheine can usually be obtained at the secretary's office of the institute or department in question.

I

IBZ/Informations- und Beratungszentrum für Studiengestaltung und Career Service (Student Advice and Career Service)

IBZ, the Student Advice and Career Service, is your main point of contact for all questions concerning your studies. Here, you will find all the necessary information on the degree programmes offered at **>FAU**: subject combinations, study plans, admission regulations, application procedures, studying abroad, etc. IBZ can offer advice if you have problems during your studies or if you want to change your subject or transfer to another university. IBZ can also provide information on the structure and contents of individual degree programmes.

www.fau.eu/ibz (English)

IdM

IdM is short for 'Identity Management,' the central user management system at **>FAU** and the IdM portal is the first point of contact for managing your 'digital identity.' Via this website, you can manage your user ID which will also allow you to use other web services at the University such as **>StudOn**, **>mein campus**, and **>campo** and obtain an overview of your personal user account and degree details. First semester students have to activate their user ID — which is on the information sheet from the **>Student Records Office** and on your **>student ID card** — via the URL given below:

www.fau.eu/idm (English)

International Office

>Central Office for International Affairs

www.fau.eu/ria (English)

Introductory sessions

At the beginning of the semester, there are introductory sessions for new students in most degree programmes. The time and place can be found on the **>IBZ** information sheet, which is handed out and posted on the notice boards during the enrolment period.

www.fau.de/universum (German only)

J/L/M/N/O/P

J

Jobs

>FAU student job portal
www.stellenwerk-fau.de (German only)

L

Language Courses

At >FAU's Language Centre, you can improve existing skills in a modern language or learn a new language from scratch. You can also take foreign language examinations and obtain proficiency certificates.
www.sz.fau.de (German only)

Latin proficiency certificate (Latinum)

Alma mater, alumni, cum tempore, dies academicus, numerus clausus et cetera. Many Latin words are used at the University. You can find out for which subjects you need a Latin proficiency certificate and which level is actually required at the >IBZ.

Leave (from studies, Beurlaubung)

You can apply for leave from your studies (Beurlaubung) of up to two semesters for an important reason. Leave can be granted for studying abroad, illness, pregnancy or for child-care. You usually have to apply for leave before lectures start.
www.fau.de/beurlaubung (German only)

Lecture

A spoken presentation by a lecturer on a specific subject. Lectures are held throughout the >semester with the aim to provide background to a subject and give students an overview of theoretical approaches, research results and scientific methods. The number of participants is not usually limited.

Lecture theatre

The 'classroom' at a University, where lectures are held.

Library

>University Library

M

Master's degree

University degree which follows after the Bachelor's degree and which is comparable to the German Diplom or Magister. If you want to enrol for a Master's degree programme, you need to have completed the preceding Bachelor's degree programme with a final grade of 2.5 or better. At >FAU the following Master's degrees are awarded: the Master of Arts (MA) in the humanities and the Master of Science (MSc) in natural science, economics, and engineering. In Vocational Education in Engineering, the Master of Education (MEd) and in Law Studies, the Master of Laws (LLM) are awarded respectively.
www.fau.eu/master (English)

Maximum duration of studies

Most >examination regulations stipulate when students have to register for an examination (e.g. >GOP or final exam) at the latest. If you exceed the maximum duration of studies without official permission from the University the examination counts as failed for the first time.

mein campus

The online administration portal 'mein campus' is the virtual counterpart to the >Student Records Office and the Examinations Office (see >Examinations/Examinations Office). It includes functions for student, examination, and class administration. You can manage your personal account details, register for >examinations and obtain an overview of your grades via www.campus.fau.de. You can also print out your official documents and >certificate of enrolment via mein campus.
www.campus.fau.de (German only)

Minimum duration of studies

The individual >examination regulations stipulate that you will only be admitted to >examinations once you have completed a certain minimum number of >subject semesters. You can shorten this period if you meet all the subject-specific requirements (i.e. have earned the >Scheine or >credits necessary to register for the final examination) or if you have successfully completed all the individual modules and the respective examinations.

N

N.N. (nomen nominandum)

Literal translation: the name is still to be given. You will find this abbreviation again and again in the >course catalogue. It means that the decision of who will ultimately teach the course still has to be made.

Notice boards

Important information for students is posted on the notice boards (schwarzes Brett) or announced by >notices (Aushang, Zettel). This also includes information on cancelled or re-scheduled classes, lecturers' office hours, examination dates and application deadlines. Students should therefore read the notice boards regularly. Some information is also communicated electronically, for example via mailing lists, Facebook pages or on >StudOn and >mein campus.

Notices

On the notice boards, there are notices informing you on accommodation and job offers. The >notice boards are full of useful notices — make sure you keep track of them.

Numerus clausus (NC)

Admissions restriction that limits access to some degree programmes which are particularly popular and only have of a limited capacity for student intake. Places in the NC degree programmes are either awarded by the university itself or nationwide by the Stiftung für Hochschulzulassung (Foundation for University Admissions, formerly ZVS). Current NC entry grades may be found here:
www.fau.de/nc (German only)

O

Office for Gender and Diversity

>FAU's Office for Gender and Diversity is committed to the promotion of gender mainstreaming and diversity. Sex, nationality, age, religion, sexual orientation and disabilities should be no obstacle during your studies or in your professional life. At present, the office co-ordinates several projects and activities.
www.gender-und-diversity.fau.de (German only)

One-subject Bachelor's Degree (Ein-Fach-Bachelor)

In contrast to the >two-subject Bachelor's degree (Zwei-Fach-Bachelor), you only study one subject in which you focus on certain topics. At >FAU, all Bachelor of Science degree programmes, i.e. all disciplines at the Faculty of Sciences and the Faculty of Engineering, are one-subject Bachelor's degrees. However, there are also some one-subject Bachelor of Arts degrees in the humanities and in economics.

OPACplus

OPACplus provides online access to the >FAU library catalogue. The catalogue allows you to search the entire >University Library and all branch libraries. Apart from books and printed journals, you can also access electronic journals and literature databases. Via OPACplus, you can also use the inter-library loan services for literature which is not available at >FAU and the campus delivery service FAUdok.
www.ub.uni-erlangen.de/index-en.shtml (English)

P

Parking

>FAU students can apply for parking permits for the University car parks located on the University's Southern Campus in Erlangen (Südgelände) and at the School of Business and Economics in Nuremberg subject to a fee. Note that you must apply and pay for parking permits before lectures begin — make sure that you do this in good time. Information for Erlangen:
www.fau.de/erl-parken (German only)
Information for Nuremberg:
www.wiso.fau.de/parken (German only)

Photocopying

Almost every >library at >FAU is equipped with copying machines. Additional copying machines may be found in many lecture buildings. Payments are made with your >student ID card, the >FAUcard.

Pinterest

Some pictures say more than a thousand words. >FAU has its own Pinterest site with plenty of photos of the university, students and local culture. There are lots of interesting facts (in German and English) and entertaining photos to be seen, so why not take a look?

www.pinterest.com/unifau (German only)

www.pinterest.com/fauworldwide (English)

Placements and internships

Internships and placements (for instance in trade and industrial companies) provide you with first experiences in professional life. In a number of university degree programmes, such placements and internships outside the university are part of your training and have to be completed during the holidays. For further information, please consult the respective >examination regulations. You can find internships and other job offers on the >Job portal for FAU students.

www.stellenwerk-fau.de (German only)

President

The head of a university, who is elected for up to six years and is usually one of the professors. In theory, however, the president does not have to be a member of the university and does not even have to be a professor. At other universities, the president is also referred to as the rector. Formal (slightly outdated) form of address: Magnificence. At present, Prof. Dr Karl-Dieter Gröske is the President of FAU.

www.fau.eu/management (English)

Public transport

Verkehrsverbund Großraum Nürnberg (VGN), the Traffic Association for the Greater Nuremberg Area, offers semester tickets for students during the lecture period.

www.vgn.de/en (English)

R

Reading list

In the first session of a class or lecture, a list of books is frequently handed out which are recommended as an introduction to the course.

Referat

Referat has more than one meaning in German. You may be familiar with the term as a graded presentation. Referat can also refer to a specific administrative office. At >FAU, examples of Referat include the >Central Office for International Affairs (Referat für Internationale Angelegenheiten) and the Office for Quality Management, Degree Programme Development, and Legal Affairs (Referat für Qualitätsmanagement, Studienprogrammentwicklung und Rechtsangelegenheiten).

Regional Computer Centre

>RRZE

Re-registration/deadline for re-registration

Towards the end of the lecture period, you have to re-register for the next >semester at the >Student Records Office to be able to continue your studies at the University. At >FAU, you do not have to re-register in person. Instead, in January and June respectively, all students receive an e-mail from the Student Records Office to their university e-mail address with all the relevant information on the re-registration process.

www.fau.de/rueckmeldung (German only)

Restaurants and Cafeterias

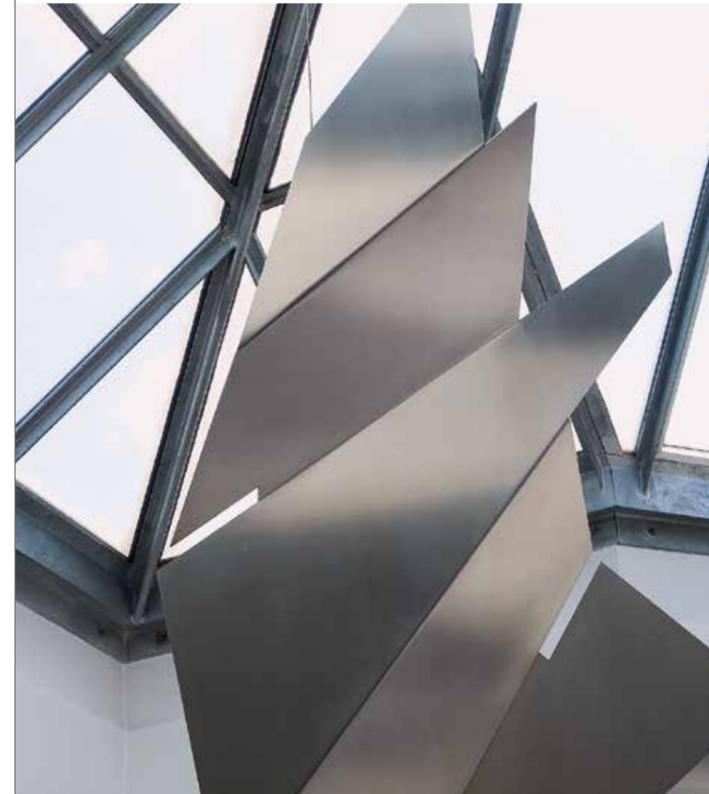
The restaurants and cafeterias in Erlangen and Nuremberg are operated by >Student Services Erlangen-Nürnberg.

The current menu can be found online at:

www.studentenwerk.fau.de/verpflegung/de/speiseplaene.shtml (German only)

It can also be accessed via smartphone at:

<http://stwer.my-mensa.de> (German only)



RRZE

RRZE provide IT services and support at >FAU. Abbreviation for 'Regionales Rechenzentrum Erlangen' (Regional Computer Centre Erlangen) at >FAU. RRZE is FAU's internal IT service and manages free student user accounts and official e-mail addresses which are used by the University to contact students. RRZE also offers programming and other IT courses (>software training) for students. Many of them are free of charge and even count as >core skills which means that you can gain >credits which count towards your degree. www.rrze.fau.de (German only)

S

s.t. (sine tempore)

A course or class starts at precisely the given time, i.e. 14:00 s.t. = start at 14:00. In contrast to >c.t., s.t. is always stated explicitly.

Schedule

At university, you have to compile your semester schedule yourself by using the >course catalogue, in which title, time and place of a course are given, the >study plan, and the >examination regulations. If you need help with your first schedule, you can get support in the >introductory session or from the >students' representatives. www.fau.de/stundenplan (German only)

Schein

A 'Schein' is a certificate or official confirmation that you have successfully participated in a >tutorial, a >placement/internship or >seminar. It is up to the lecturer to decide whether successful participation has to be demonstrated by a written examination, a presentation, a protocol or some other kind of achievement. In the modular degree programmes, 'Scheine' have mostly been replaced by module examinations.

Scholarships

For a list of all foundations which also offer programmes/scholarships for students, please see: www.fau.de/studium/studienorganisation (German only)

Script

Written documentation of a lecture available from the lecturer or the >students' representatives. Many lecturers provide additional documents for their classes online via >StudOn. Students can catch up on selected >lectures in the >video portal.

Semester

A semester refers to six months of studies at the university. There is a winter and a summer semester.

Semester hours (SWS)

Teaching hours per week during the lecture period of a semester. Can also refer to the overall number of hours per semester for measuring the total workload of a degree programme which is now mainly measured using the >ECTS system.

Seminar

Classes on a specific topic with contributions by the participants on specific aspects of the main topic.

Software training

University life is easier with the right IT skills. >RRZE offers software training for students and staff at >FAU at reasonable prices. Training sessions are available in Erlangen and Nuremberg. For the complete course programme and further information on signing up for a course, please see: www.kurse.rrze.fau.de (German only)

Sports

>University Sports

Standard duration of studies

The standard duration of studies for each degree programme is stipulated by the respective >examination regulations. Institutes are required to design studying regulations and courses offers in a way that allows you to complete your degree within the standard duration of studies.

Start of the lecture period

The winter semester lasts from from October to March with lectures starting in mid-October and ending in mid-February. In the winter semester, the lecture period is interrupted by the Christmas break. The summer semester lasts from April to September with lectures starting in mid-April and ending in mid-July.

Stiftung für Hochschulzulassung (Foundation for University Admissions, SfH, formerly ZVS)

If you want to study medicine, pharmacy or dentistry at FAU, you have to apply via the Foundation for University Admissions. All details may be found at: www.hochschulstart.de (German only)

Student Advice and Career Service

>IBZ

Student assistants

Students who are employed for a few hours per week at an institute or in administration. Tasks can be quite different and range from media support during lectures, the preparation of tutorials and placements, to lab work, work in libraries and photocopying documents. These jobs are preferable to those in industry because students do not lose sight of their studies and gain a deeper insight into academic life.

Student communities

Both the Catholic (KHG) and the Protestant (ESG) church operate student communities in Erlangen and Nuremberg. The student communities are open to students of all subjects, nationalities, denominations, and religions. KHG and ESG organise weekly meetings at their respective locations with church services and prayers, shared meals and other events. www.khg-erlangen.de (German only) www.esg-erlangen.de (German only)

Student ID card

The student ID card provides evidence that you are enrolled as a student to the University and external organisations. In museums, theatres, cinemas, etc. you will often get tickets at a reduced price when you show your student ID. However, the >FAUcard, >FAU's student ID, is a multifunction chip card and offers a lot more. The FAUcard can also be used for payment in the University restaurants and cafeterias, as a library card, a copy card and for electronic access control. In addition, you can obtain an International Student ID card (ISIC) for a fee at one of the student travel agencies or at >Student Services Erlangen-Nürnberg. To do so, you need a passport photo and your student ID card. With the ISIC, you can also benefit from discounts abroad. www.fau.eu/faucard (English)

Student Records Office

The Student Records Office at the University of Erlangen-Nürnberg is responsible for enrolment, >de-registration and changes of subjects/degree programmes. It is also the first point of contact for all questions on >re-registration, and >leave (Beurlaubung). The Student Records Office is based in Erlangen in Halbmondstraße 6-8, Room 0.034. A branch office is located in Nuremberg in Lange Gasse, Room 2.123. It is open on Wednesday from 09:30 a.m. until 12:00 p.m. during lecture times. www.fau.de/studentenkanzlei (German only)

Student registration number (Matrikelnummer)

On enrolment, each student receives their personal registration number. This number will accompany you throughout your entire studies at the University. You have to enter your registration number on many forms, which is why you should memorise it as soon as possible. Your >student ID card will help you to remember it.



Student Services Erlangen-Nürnberg

The activities and tasks of Student Services Erlangen-Nürnberg include economic support of students, social and health care, the building and operation of student residences and the provision of service units in the cultural and social sector. www.studentenwerk.fau.de/index-en.html (English)

Student survey

>FAU panel

Students' representatives (Stuve)

The students' representatives (Stuve) is an elected body which represents students' interests at >FAU. Stuve are on several University committees and are also active in the state and federal student associations. For students, they offer numerous opportunities to have a say in the set-up of degree programmes and to shape academic life for their >fellow students at >FAU. For further information on Stuve, please see: www.stuve.fau.de (German only)

At www.ersti.fau.de (German only) Stuve provides a check-list with the most important tasks when you start your studies.

StudOn

StudOn is >FAU's platform for online learning and course management. Students can register for courses via StudOn and access or store seminar handouts, reading lists and general information. StudOn also allows direct exchange between students and lecturers in forums, chats and Wikis. StudOn is also used for online examinations. Students can log on with their University user account. www.studon.fau.de (German only)

Study plan

List of courses which must be taken over the course of your studies.

Studying abroad

If students want to spend some time abroad during their degree, i.e. stay at a foreign university for one or two semesters, the >Central Office for International Affairs at >FAU can offer help and advice. It is important that you start

planning your stay abroad at an early point in time since application processes can sometimes take a long time. Application forms for funding can also be obtained from the >Central Office for International Affairs. www.fau.eu/ria (English)

Studying regulations

Regulations based on the >examination regulations of individual subjects which stipulate the detailed structure of a degree programme.

Subject advisors

Subject advisors offer advice on all subject-related questions during your studies. The advisors all teach at the relevant faculty of study. Names, addresses, office hours and telephone numbers are available from the >IBZ. www.fau.de/studienfachberatung (German only)

Subject semester (Fachsemester)

The number of semesters you have been or were enrolled in for a specific degree programme without leave.

T

Transcript of Records

This document exists since the Bologna reform. It is, so to speak, an excerpt from a student's records. The Transcript of Records contains detailed information on grades and examination dates.

Tutorial

Tutorials serve to advance your theoretical, methodical and/or practical skills by way of exemplary exercises. Tutorials are usually offered in parallel to >lectures to deepen or practise the contents of the lecture.

Tutorial by student

>**Tutorial** with a limited number of participants which is supervised by a student in a higher semester (tutor). Tutorials by students often supplement >**seminars** and >**lectures** and give you the opportunity to ask questions which could not be answered in class.

Twitter

If you never want to miss an important date you can follow >**FAU** on Twitter. FAU tweets all dates and events relevant for students.

www.twitter.com/unifau (German only)

Two-subject Bachelor's Degree (Zwei-Fach-Bachelor)

Most of the Bachelor of Arts degree programmes at the Faculty of Humanities, Social Sciences, and Theology consist of two subjects, a major and a minor subject, which have to be registered on >**enrolment**. You are comparatively free in the combination of subjects. Nevertheless, you should consider how much work you want to take on during your studies. The >**IBZ** will help you with recommendations. The majority of >**one-subject Bachelor of Art** degree programmes are offered in business and economics at >**FAU**.
www.uni-erlangen.de/studium/studienangebot (German only)

U

University Library

Academic work also includes reading other academic texts. The necessary media to do so (books, journals, etc.) can be found in the University Library (abbreviated as UB or Uni-Bib in German) and all branch libraries.

www.ub.fau.de/index-en.shtml (English)

University semester

The total number of >**semesters** in which you were enrolled at a university. If you change your degree programme, the number of university semesters is continued. Previous semesters in a different degree programme usually do not count towards the number of >**subject** semesters, unless the two degree programmes are similar in content.

University Sports

Students and staff at >**FAU** may participate in the University sports programme (Allgemeiner Hochschulsport). The University sports centre offers a broad programme at both Erlangen and Nuremberg. The programme is divided into sports classes and competitive sports with regular participation in university championships. Important note for all sports classes: please sign up online at an early point in time.

www.sport.fau.eu/university-sports.shtml (English)

UnivIS

UnivIS is short for University Information System. As the name already indicates, it is FAU's central information system. Via UnivIS, you have access to the electronic >**course catalogue** and can compile a list of the classes you are taking. UnivIS also contains a directory of all people and institutions at FAU, a publication database and information on current job offers. Via the integrated search function, you can locate all rooms at FAU and get the contact details of staff and lecturers.

www.univis.fau.de/form#remembertarget (English)

V

Vice-president

The >**president** of the university is supported by several vice presidents with specific duties such as the Vice President for Teaching. The number of vice-presidents is not fixed. There are currently three vice-presidents at >**FAU**. The term of office began on 1 April 2013 and usually lasts for three years. Prof. Dr Antje Kley is the Vice President for Teaching. Prof. Dr Korbmacher is the Vice President for International Affairs and Prof. Dr Joachim Hornegger is the Vice President for Research.

www.fau.eu/management (English)

Video portal/online lectures

Via the academic portal 'iTunes U' (the U stands for university) in the Apple iTunes Store or the internal 'FAU Video portal,' you can access free videos, podcasts and pdfs of selected lectures and lectures series, contributions by and on the University of Erlangen-Nürnberg and much more. In contrast to iTunes, the video portal can be accessed via a web browser without any additional software. Limited access content can at present only be viewed via the video portal in connection with >**StudOn**.

www.fau.eu/infocentre/itunes-u (English)

www.video.fau.de (German only)

W

Webmail

At >**FAU**, each student receives their own e-mail address. You can use it after activation of your student user ID in >**IdM**. You can access this mailbox using webmail at <https://studmail.uni-erlangen.de> (German only) or by using e-mail programmes such as Outlook or Thunderbird. If you do not want to use this address actively, you can also change the settings to have your e-mails forwarded to another address at the given URL.

Published by: Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU), Office for Marketing and Alumni. FAU cannot take responsibility for any errors or omissions and the information provided is subject to change. **Publication date:** 15 May 2014; **Layout:** zur.gestaltung, Nürnberg; **Proof-reading:** Jan Guenther Kaczmierczak; **Photos:** Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU); **Print:** Druckhaus Haspel Erlangen; **Circulation:** 2,000 copies.

Women's representative

>**Office for Gender and Diversity**

Z

ZSB

Zentrale Studienberatung (Student Advice and Career Service), see >**IBZ**.

ZVS

Central authority for the allocation of study places, now called >**Foundation for University Admissions**.



