Good to know
A glossary for new FAU students

www.fau.eu
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.
B/C/D

Bridging courses (preparatory courses)
These courses are offered in exceptional cases (e.g. intro-
duction 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.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 (Südgelande) 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,
placements/internships, final theses and permanent posi-
tions. 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-registra-
tion. 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 administra-
tion, 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 pro-
grame 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 introduc-
tory 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 Com-
puter 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 Beratungs-
stelle) offers professional advice and counselling for any
personal or academic concerns. The drop-in session
(offene Sprechstunde) is completely anonymous.
www.studentenwerk.fau.de/servbar/de/ppb.shtml
(German only)

Course achievement certificate
>Examinations Office

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)

DAAD
Deutscher Akademischer Austauschdienst (German Aca-
demic 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/igremien (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 >Examinations 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
(German Scholarship)
Since the summer semester 2011, students at the University
of Erlangen-Nürnberg can apply for an >FAU Deutschlandsti-
pendium. 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 pro-
grame. 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 (2.0 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.

D/D/E/F

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 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 oral examination.

www.graduateschool.fau.eu (English)

ECTS (European Credit Transfer and Accumulation System)
In the past, the workload of a class was expressed in weekly hours or semester hours (SWH), 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 exam 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 re-sit 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.

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)

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)

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)

www.fau.de/behindertenberatung (German only)

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)

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www.stellenwerk-fau.de (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)

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 tutorial. When all footnotes are provided at the end of a text, they are called ‘endnotes.’

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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)

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 re-take the GOP or continue your studies in the subject at FAU or other universities in Germany.

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

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 (Latinn)
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 childcare. 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

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.

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 FAUpost.
www.ub.uni-erlangen.de/index-en.shtml (English)

Parking
>FAU students can apply for parking permits for the University car parks located on the University’s Southern Campus in Erlangen (Gügelgäle) 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 photocopying machines may be found in many lecture buildings. Payments are made with your >student ID card, the >FAUcard.

N

N.R. (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 (schwarze 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)

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)

O

P
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 Internationales 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.

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)

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)

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.

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, SH, 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 (KHZ) and the Protestant (ESG) church operate student communities in Erlangen and Nuremberg. The student communities are open to students of all subsystems, nationalities, denominations, and religions. KHG and ESG organise weekly meetings at their respective locations with church services and prayers, shared meals and other events.

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 Halbmonstraße 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.

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.

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

Software training
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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)
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.

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.
Programmes are offered in business and economics at FAU. The majority of academic work also includes reading other academic texts. You are comparatively free in choosing how much work you want to take on during your studies. The major of Two-subject Bachelor’s Degree (Zwei-Fach-Bachelor) includes 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 UniBZ will help you with recommendations. The majority of one-subject Bachelor of Art degree programmes are offered in business and economics at FAU.

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.

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.

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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)

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/iitunes-u (English)
www.video.fau.de (German only)

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.

Women’s representative
Office for Gender and Diversity

ZSB
Zentrale Studienberatung (Student Advice and Career Service), see IdM.

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