Glossary of Academic Life

This glossary contains words helpful in preparing for university study in Germany and in Tübingen.

**Akademisches Viertel:** the custom of beginning a course fifteen minutes after the hour. Courses which begin at this time are designated 'c.t.'. A course beginning at 8:00 c.t. begins at 8:15.

**Altstadt:** the 'old city,' the medieval part of the city of Tübingen, which today is the 'downtown' center of modern Tübingen.

**Anmeldung:** official notification form submitted to the *Ausländerabteilung* as the first step in obtaining an *Aufenthaltsgenehmigung*.

**Aufenthaltsgenehmigung:** An official temporary residence permit issued to an international exchange student by the *Ausländerabteilung*. The student should apply for this temporary permit immediately after moving into his or her housing in Tübingen. The temporary residence permit is required in order to matriculate in the University.

**Ausländerabteilung:** the office of the German government which issues an *Aufenthaltsgenehmigung* (official residence permit) to an international student.

**Belegbogen:** A form for recording all *Vorlesungen, Seminare, Übungen* etc., which you attend. It should be filled out at the beginning of each semester and inserted into your *Studienbuch*.

**Brieftelegramm:** an overnight-delivery telegram, less expensive than a standard telegram.

**c.t.:** 'cum tempore,' the *Akademische Viertel*. Courses beginning at a time designated 'c.t.' begin fifteen minutes after the hour. A course which begins at 8:00 c.t. begins at 8:15.

**Count Eberhard im Bart:** founded the University of Tübingen in 1477.

**Datenkontrollblatt:** a student's official 'personal datasheet,' mailed to the student after matriculation. It contains *Immatrikulationsbescheinigungen* necessary for obtaining a student residence permit, and the forms necessary for the *Rückmeldung*.

**Datenstammbuch:** student data form

**DB:** 'Deutsche Bundesbahn,' Germany's national railway system. Signs with a 'DB' lead to a train station.

**Dekan:** the Dean of an academic 'faculty' or 'college' in the university, usually (still) elected for a one-year term.
Dekanat: the administrative office or 'Dean's office' of an academic department or 'college' in the university.

Deutschkurse: a variety of courses designed especially for international students, and offered by the section Internationale Sprachprogramme of the International Office.

Deutsch-Amerikanisches Institut: an institut offering a wide variety of American and English-language programs, films, and lectures designed for international students.

Deutsche Bundesbahn: the German national railway system.

Deutsche Bundespost: the German national postal system.

Dezernat für Internationale Angelegenheiten: the section of the university administration responsible for the admission and counseling of international students.

Diplom: an academic degree, comparable to a Masters Degree.

DSH: Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studierender, the German language proficiency examination for international students.

Duke Karl Eugen: in the eighteenth century began the transformation of the University of Tübingen from a provincial university into one of Europe's leading academic institutions.

Eilboten: special delivery mail.

Einschreiben: registered mail.

EURO: the official currency of the European Union.

Exmatrikulation: official notification from the student to the university that the student is terminating his or her official student status.

Fakultät: major academic subdivision of the university, a 'college' or 'school' within the university. For example, the 'Juristische Fakultät' or 'Fakultät für Kulturwissenschaft'.

Ferngespräch: long-distance telephone call.

Gaststätte: restaurant.

Geldwechsel: a currency-exchange booth or office. Located in airports, banks and major train stations.

Girokonto: an ordinary checking account.

Gleis: a railway track. For example, a train from Frankfurt to Stuttgart on 'Gleis 5' would depart from the Hauptbahnhof on Track #5.

Grundstudium: basic university studies before the Zwischenprüfung / Vordiplom.
Hauptbahnhof: the main train stations.

Hauptpostamt: the main post office.

Hauptseminar: a Seminar in Hauptstudium.

Hauptstudium: advanced university studies after the Zwischenprüfung / Vordiplom.

Immatrikulation: administrative registration ("matriculation") into the university. It is not a registration for courses.

Immatrikulationsbescheinigung: the student's official certificate of matriculation, a part of the student's Datenkontrollblatt. The Immatrikulationsbescheinigung is necessary for various administrative purposes, including obtaining a student residence permit. The Datenkontrollblatt and Immatrikulationsbescheinigung are mailed by the university to the student when the registration process is completed. They should be kept in the student's Studienbuch.

Institut: a specialized institute or department of study within a Fakultät. For example, The 'Institut für osteuropäische Geschichte' in the 'Geschichtswissenschaftliche Fakultät.'

Institut für Sportwissenschaft: the university's 'Sports Center,' offering a wide variety of athletic and recreational programs and activities.

Internationale Sprachprogramme: Part of the Dezernat für Internationale Angelegenheiten of the University of Tübingen, offering a variety of German language courses and international programs.

Internationaler Führerschein: an international driver's license.

Jugendherberge: a 'Youth Hostel.' A combination of hotel and dormitory offering temporary overnight accommodations for travelers.

Kauten: a € 300 damage deposit paid to the Studentenwerk when one moves into dormitory housing. It is refunded after the student's departure.

Kochwäschere: a 'boil and wash' cycle on German washing machines.

Kolloquium: a seminar for advanced students and doctoral candidates. Permission is required in order to participate. Written assignments are required, and a final grade is received. A Kolloquium is also kind of an oral examination.

Krankenkasse: health insurance company.

Kurskommentar: a list of course offerings published by each academic department at the beginning of each semester. It gives the time, location, and name of the professor for each course. Also known as a Vorlesungskommentar.

Länder: the sixteen German 'states' comprising The Bundesrepublik Deutschland. The Länder furnish the financial support and resources for their universities.

Lehrstuhl: 'teaching chair' or position in the faculty of a German university.
Luftpost: airmail.

Luftpostbrief: airmail letter.

Magister Artium: the name for the academic degree to which the Magister Artium exam leads.

Mensa Morgenstelle: a university cafeteria located near the Natural Sciences Departments.

Mensa Wilhelmstrasse: the main university cafeteria, located across the street from the Universitätsbibliothek.

Mensen: university cafeterias.

Neckarbrücke: the 'bridge over the Neckar' river. The Neckarbrücke is located in the center of town, and is the busiest and best-known location in the city.

Neue Mensa: The Mensa Wilhelmstrasse

Normalpost: surface mail.

Oberseminar: seminar for advanced students and doctoral candidates. Permission is required in order to participate. Written assignments are required, and a final grade is received.

Ortsgespräch: local telephone call.

Postscheckkonto: a postal checking account.

Praktikum: comparable to 'lab courses' and 'field courses'. Examinations are required, and a final grade is received. - Can also have the meaning of 'internship'.

Proseminar: a seminar in Grundstudium.

R-Gespräch: collect telephone call.

Rückmeldung: 're-matriculation' into the university. Each student matriculated in the university must renew his or her official student status before being allowed to matriculate for the following semester. Appropriate forms and instructions are mailed to the student by the university each semester.

s.t.: 'sine tempore.' Courses designated 's.t.' begin precisely on the hour. For example, a course which begins at 8:00 s.t. begins precisely at 8:00. See also Akademisches Viertel and c.t.

Schein: an official administrative document issued by a professor to the student upon successful completion of a course. It may or may not have a grade on it. It is the only administrative record of the student's participation in the course.

Schließfach: a coin-operated storage locker, found in all airports and major train stations.

Schönbuch: a large, protected natural forest just north of Tübingen. One of the most popular recreational sites in the region, its hills are laced with hiking and biking trails, brooks and streams.
Semesterferien (vorlesungsfreie Zeit): the period between the end of the Wintersemester and the beginning of the Sommersemester (mid-February to mid-April); and the end of the summer semester and the beginning of the winter semester (mid-July to mid-October).

Seminars
a.: The professor interacts with students through dialogue and presentations. Tests and written assignments are required. The student receives a final grade for the course. 
b.: a specialized school or department of study within a Fakultät. For example, the "Deutsches Seminar" within the 'Neuphilologische Fakultät.'

Seminarbibliothek: departmental library.

Sommersemester: Courses take place between mid-April and mid-July. The semester officially ends at the end of September.

Studentenwerksbeitrag: A non-waiveable student services fee which all students, including international exchange students, must pay in order to matriculate in the University. There are no exemptions.

Sparkonto: savings account.

Sprechstunde: the 'office hours' of a German professor.

Studentenausweis: official student ID card.

Studentensekretariat: The administrative office of the University responsible for the matriculation of students in the University. Located at Wilhelmstrasse 11.

Studentenwerk: the 'student services organization' is responsible e.g. for placing international students in dormitory housing. The Studentenwerk deals with all questions related to dormitory housing.

Studienbuch: The student's 'official student book,' issued to the student following his or her first matriculation. The student enters into the Studienbuch:
- his or her Datenkontrollblatt following initial enrollment and each subsequent Rückmeldung,
- Belegbogen at the beginning of each semester, and
- all Scheine from Vorlesungen, Seminare, Kolloquien, etc., at the end of each semester.

The Studienbuch is the only official record of the student's course work at Tübingen. A copy of its contents should be made and kept along with the Studienbuch in a safe place.

Tübinger Stift: founded in 1536. The Protestant Theological Seminary was instrumental in establishing the academic reputation of the University of Tübingen.

Überweisung: a direct transfer of money from one bank account to another. Often used to pay routine monthly bills, such as rent, insurance, etc.
Übungen: oriented toward the attainment of practical skills. Examinations are required, and a final grade is received.

Universitätsbibliothek: the main university library, located at Wilhelmstrasse 32, across the street from the Mensa Wilhelmstrasse.

Verkehrsverein: the 'Tourist Information Bureau' in Tübingen, located at the foot of the Neckarbrücke. It's the best source of information and orientation to the city.

Versicherungsbescheinigung: an official health insurance document. It is issued to the student by his or her German Krankenkasse, and is required before the student is allowed to matriculate in the university.

Vordiplomprüfung: intermediate examination required after the fourth or fifth semester of studies in the Natural Sciences and some other majors. Successful completion of the Vordiplomprüfung is required before the student is permitted to begin the Hauptstudium. See also Zwischenprüfung.

Vorlesungen: The professor delivers a monologue on a given subject. The course is open to all students. Attendance is not checked and there are no tests, written assignments or final grades.

Vorlesungskommentar: a list of course offerings. Published by each academic department at the beginning of each semester. It gives the time, location, and name of the professor for each course. Also known as a Kurskommentar.

Vorlesungsverzeichnis: a paperback book published by each German university at the beginning of each semester. It is best described as a combination 'university catalogue' and semester 'schedule of classes.' Available in all bookstores and newsstands in Tübingen.

Wahlessen: a typical 'cafeteria' selection of food items.

Wintersemester: Courses take place between mid-October and mid-February. The semester officially ends at the end of March.

Zulassungsbescheid: the official letter of admission into the university, needed for visa application and matriculation.

Zwischenprüfung: intermediate examination required after the fourth or fifth semester of studies in the liberal arts, social sciences and some other majors. Successful completion of the Zwischenprüfung is required before the student is permitted to begin the Hauptstudium. See also Vordiplomprüfung.