

EBERHARD KARLS
UNIVERSITÄT
TÜBINGEN



INFORMATION
FOR EXCHANGE STUDENTS

DIVISION III
INTERNATIONAL STUDENT AFFAIRS AND EXCHANGE PROGRAMS



FOREWORD

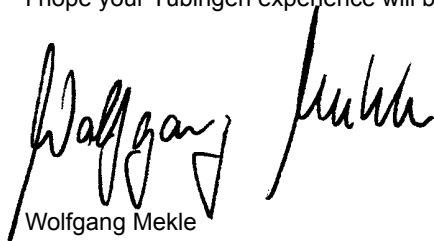
It was the desire of the University's founder, Count Eberhard the Bearded, to encourage international education so that scholars and scientists might come to Tübingen 'from the ends of the world'.

Today, the University of Tübingen has international agreements on academic cooperation, student, faculty and staff exchanges with well over one hundred institutions worldwide, particularly in the United States, Asia, Latin America and in many European countries. Tübingen is also an active member of numerous exchange networks within Europe's ERASMUS mobility scheme. All of these reciprocal contacts create an impressive inter-institutional network which is designed to facilitate research contacts and mutual assistance on the faculty level while providing opportunities in international education for domestic and international students.

The purpose of this booklet is to help you, our international students, to prepare yourselves for your studies at Eberhard Karls Universität. It provides a first impression of the town of Tübingen, as well as a brief history of the University, its schools, departments, and institutes.

This brochure also contains specific information about the organisation of studies, course instructions and the transfer of credits. It will guide you through the admissions procedure (application, acceptance) and through the stages of matriculation and registration for courses after you have been accepted for studies. You will be provided with information on entry and residence regulations, accommodation, health insurance as well as language and orientation programmes. You will also find answers to questions about arrival in Tübingen, living expenses, banking, postal services and other practical matters.

I hope your Tübingen experience will be both, enjoyable and academically rewarding.



Wolfgang Mekle
Vice Provost, International Student Affairs and Exchange Programs



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ADMISSION AND HOUSING

Admission and Nomination (for Non-Degree Students)

International applicants participating in an exchange or Erasmus program gain admission to the University of Tübingen through the Admission Office for Exchange students. The address is:

Dezernat III – Internationale Angelegenheiten

Abteilung Austauschprogramme

(Exchange Programmes)

Nauklerstraße 2 · D-72074 Tübingen

Tel.: +49-7071 29-77734 · Fax: +49 7071 29-5404

e-mail: simone.hahne@uni-tuebingen.de

<http://www.uni-tuebingen.de/en/1103>

Office hours: Tuesday and Thursday: 9.00 a.m.-12.00 noon.

Application deadlines are December 31 for the summer semester and May 31 for the winter semester. Application forms are available on this Website of the University of Tübingen.

International exchange students from our partner institutions are admitted as non-degree students for a limited study period (one or two semesters).

They are allowed to register for classes and to earn course credits under the same conditions as regular students. (Courses in medicine and laboratory courses in the sciences, however, are normally restricted to regular students and international exchange students who are majoring in those subjects.)

The admission procedure is simple. International applicants must complete our Online Application for Admission.

- enter the exchange data
- use registration link to register and create a login/password
- enter personal data
- print the application
- have the printed form signed and stamped by the exchange coordinator of your home institution, or by the person responsible for the exchange program at your home institution and
- send it by post to the Dezernat für Internationale Angelegenheiten – Studium und Studierendenaustausch (for admissions in science you need to add a transcript and a study plan or learning agreement)

A notification of admission (Zulassungsbescheid) is needed when applying for a visa (Aufenthaltsgenehmigung) for educational purposes required for nationals of all countries but the EC and some countries with differing regulations (**see Entry and Residence Regulations**).

Please note that a tourist visa will never be converted to a student residence permit after arrival in the Federal Republic of Germany!

You will find information on the **Process of Matriculation** below. The online version of this brochure can be found on our website.

Accommodation in Tübingen

Contrary to many other universities, the University of Tübingen does not have university-owned accommodation. Student accommodation is owned by private and public foundations, societies, organisations and institutions. In Tübingen there are student accommodations for about 4,400 students.

The Student Services Organization (Studierendenwerk) in Tübingen owns a number of dormitories. Their **Housing Office** distributes dormitory rooms/apartments to exchange students with priority.



It is imperative that exchange students promptly turn in their housing application to the Studierendenwerk's Housing Office in order to receive a dormitory room/apartment. Your contact person at the housing office is Ms. Isabell Fischer: The address is as follows:

Studierendenwerk Tübingen-Hohenheim

- Facility Management Wohnungswesen -

Fichtenweg 5 · D-72076 Tübingen

Tel.: +49 7071 969715 · Fax: +49 7071 969720

e-mail: isabell.fischer@sw-tuebingen-hohenheim.de

Office hours: Mon & Wed: 9.30-11.30 am; Thu 1:30-4.00 pm

Information, as well as an application form for international student housing in Tübingen can be found on our application website for exchange students.

However, there is no guarantee and it is vital that the application is received prior to their deadlines (May 31st and December 31st). Applications are processed in order of receipt. The student services (Studierendenwerk) will notify the applicant directly once a room is available (approx. 4-6 weeks prior to arrival). They need to be able to reach you by e-mail to offer a room! You can apply before you are admitted, but by the time they offer rooms, you have to be admitted.

All inquiries concerning housing should be directed to the Studierendenwerk.

The international office does not process housing applications and we do not have access to the data of the dormitory office.

If you want to find private accommodation you can also check the following websites:

WG-gesucht:

www.wg-gesucht.de

Vierwaen.de

www.vierwaen.de

Zwischenmiete.de

www.zwischenmiete.de

For further information on the "Studierendenwerk" see

Dormitory information



PRE-SEMESTER ACTIVITIES

Academic Calendar

Winter Semester

Application deadline:	May 31
Matriculation:	September - October
Begin of classes:	middle of October
End of classes:	middle of February
No courses:	December 24 - January 6

Summer Semester

Application deadline:	December 31
Matriculation:	March - April
Begin of classes:	middle of April
End of classes:	middle of July
No courses:	May 1, Easter, Whit Monday, Ascension, Corpus Christi

German Compact Course

Fall:	beginning of September – beginning of October
Application deadline:	July 31
Spring:	beginning of March – beginning of April
Application deadline:	January 31

Start 1 and 2: Preparation Course for Exchange Students

Fall:	beginning of September – end of September
Spring:	middle of March – beginning of April
No application deadline, but application required. (Only limited places available)	

Start: Preparation Course for Exchange Students

Fall:	middle of September – beginning of October
Spring:	middle of March – beginning of April
No application deadline, but application required. (Only limited places available)	

Introduction Course “How to Study at a German University?”

Fall:	middle of October
Spring:	middle of April
No application deadline. Registration on the first day of the course.	

German Language Courses offered by the University of Tübingen

While planning your timetable you might want to consider taking classes with the Department of German as a Foreign Language and Intercultural Programs, which is part of the International Affairs Office Programmes.

This department offers German language programs for international students, as well as orientation programs. Various literature classes and classes on German culture, politics, and regional studies are a fundamental part of the semester



program. Before the winter and summer semesters, the department also offers an intensive language program. Academic staff and the guests of our university who want to improve their German are also welcome to attend courses.

There is only one German class for beginners and not all departments offer courses taught in English at the University of Tübingen! Therefore we recommend at least A2 German as entrance level (to be able to add German courses to create a full schedule), and at least B1 as entrance level if you would like to take regular university courses in German.

For more information on the following courses, please visit the German as a Foreign Language and Intercultural Programs' homepage. [www.uni-tuebingen.de/en/1056]

■ German Compact Course

The German Compact course is the most intensive language program at the University of Tübingen. It is designed to prepare students from all over the world (including Socrates/Erasmus-program and all other exchange-programs) for their studies in Tübingen. This challenging 5-week course (180 hours) includes language instruction, tutorial sessions, and a cultural immersion. Students expand their knowledge of Germany and its people through participation in cultural events and excursions. Students also receive help registering at the university and getting established in Tübingen. It is guaranteed that you will have ample opportunities to practice your German and that your language skills will improve rapidly.

The non-waiveable tuition for this course is 795 €. Housing is not included but you can start to rent your dormitory room in March or September.

■ Start-Language Course

The Start-Language Course is a three-week program designed for exchange students to prepare them for their study-abroad experience in Tübingen. For four hours every morning, students cover topics ranging from regional studies, everyday life, conversation (including colloquial language), grammar and vocabulary. A two-hour tutorial in the afternoon includes discussions, explorations, and projects on regional and intercultural topics. In addition, students are aided in registration processes such as matriculation and obtaining a residence permit, in orientating themselves on the campus of the University of Tübingen, as well as in the city.

The cost for the Start Language course is 75 €.

Other important parts of the program are the international choir, the photography and theater workshops, as well as tours of Tübingen and interesting excursions to other German cities and regions. Additionally, international students and doctoral candidates can make use of a service, which arranges qualified help in editing papers and theses in German. Yet another service, the "TANDEM program Tübingen", arranges language tandems between international students and German students learning foreign languages.

The latest semester program is available at the Foreign Language and Intercultural Programmes office four weeks prior to the beginning of the semester. The classes usually take place in Wilhelmstraße 22, or in the lecture rooms in Wilhelmstraße 9.

An online version of the semester program is also available under [www.uni-tuebingen.de/en/3449]

International Affairs Office (Dezernat für Internationale Angelegenheiten)

- German as a Foreign Language and Intercultural Programs -

Wilhelmstraße 22 · D-72074 Tübingen

Tel.: +49 7071 29-75409 oder 2974408

e-mail: info@daf.uni-tuebingen.de

Office Hours: Monday - Thursday 10.00 - 12.30am and 1.30 - 3.30pm

■ Further Information

The German Academic Exchange Service (DAAD) provides more information in its publications about language courses, especially about "Summer Courses in Germany".

German Academic Exchange Service (DAAD)

Deutscher Akademischer Austauschdienst

e-mail: Sprachkurse-auslaender@daad.de

<http://www.daad.de>

Orientation

In the beginning of October, the University of Tübingen hosts a Welcome Week for all international and exchange students. The program is not mandatory but throughout the week, you will gain important knowledge on the structure of the university, as well as useful hints to make your stay here more comfortable. Welcome Week also includes a reception at which the president of the university will welcome you to Tübingen.

Also available during Welcome Week is a program hosted by StudIT. StudIT is a student organization with the aim to help international students with organizational matters, to foster contacts between international and German students and to offer leisure time activities in and around Tübingen.

More information on StudIT and their semester program can be found on their homepage:
[<http://en.studit-tuebingen.de>]

The welcome week is meant to help you find your way around, meet other students and to help you with administrative steps.

STUDY INFORMATION

Course Registration

■ Signing up

Matriculation at the University confers official student status on the student. Matriculation does not register the student for individual academic courses.

Registration for individual academic courses may vary among the institutes. Some types of courses require registration and some types of courses do not. No registration is required for Vorlesungen (lectures). If you want to receive ECTS-credits for the Vorlesung, you need to tell the professor after the first lecture. He will then check your attendance and probably offer a test at the end of the term.

A full list of courses can be found in the campus-system under "Öffentliches Vorlesungsverzeichnis". International students often do not have access to register online, but nevertheless, the campus portal can provide students with important details and enables you to view the courses offered in the upcoming semester. It is available for the winter term in July and for the summer term in February.

The CAMPUS portal can be accessed here:

<http://campus.verwaltung.uni-tuebingen.de>

Choose: "Öffentliches Vorlesungsverzeichnis"

You cannot register for courses until you are matriculated.

In addition to this information we have included a selection of links in the "List of Schools, Departments, and Institutes" section at the end of the online version. We included special sites for international students, course information and information on ECTS-credits. You are also welcome to check directly on the website of each faculty.



■ Course Selection (University List of Subjects and Courses)

While still abroad it can be difficult to determine which courses in Tübingen would be appropriate and accessible during your studies. It is also unlikely that the content of courses in Tübingen will exactly correspond to that of courses at home. Therefore, flexibility and good communication between yourself and your academic adviser at home are of utmost importance, both while you are still in your home country and after you have arrived in Germany.

If the course descriptions are not included in the campus system, you can find it in the "Modulhandbuch" of the department which offers the course. You also find information on ECTS, course requirements, and the course unit code in the "Modulhandbuch". Those course descriptions can be very helpful in determining which courses would be best for you.

The Dezernat für Internationale Angelegenheiten cannot provide course descriptions. They are available for a small fee in the departmental library or administrative office, or they can be found on the departmental homepages.

You should put together several possible combinations of courses before leaving your home institution. You can then enhance your timetable after arriving in Tübingen.

■ Course Load

Concepts like "contact hours" and "full-time load" do not necessarily apply in the German university context.

The student's actual course load, therefore, depends upon the types of courses which he or she will take. Two to three "Seminare" (four to six hours) or two to three "Übungen" (four to six hours) and two "Vorlesungen" (four hours) will constitute a reasonable load.

Generally speaking, international students tend to take on too much during their first semester of study. The demands on time and energy are greater than at home, so the time and energy available for courses and studies are diminished. An overload is likely and counter-productive. Set a relaxed and reasonable pace in your first semester of study. Obviously, a considerable amount of self-discipline is needed to accomplish a year of studies abroad. But allow yourself the leisure of becoming acquainted with Tübingen and with Germans while you study here.

ERASMUS students have to meet the minimum requirements of their home institution, which is usually 30 ECTS-credits per semester!

Organization of Studies

In the framework of the European Area Reform of Higher Education, the University of Tübingen has adopted the new BA/MA system according to the Bologna process.

This two-cycle study program comprises Bachelor and Master Courses. Predominantly, the duration of the Bachelor programs is three years, the duration of the Master programs differs between one and two years with a clear tendency toward two-year programs. The new structure is not implemented in certain areas such as Medicine, Law and Teacher Education. In these cases, the first degree will be a state examination.

■ Semester and Semester Break

Studies are organized in semesters. The winter semester begins in October, the summer semester in April. A semester lasts half a year, although course instruction is generally only given during a four to five months period. Officially called the "non-lecture periods" (vorlesungsfreie Zeit) the semester breaks or "holidays" are intended for the follow-up evaluation of what has been learned, for the writing of seminar papers, for practical training periods, and also for relaxation.

Course Instruction

In general, the language of instruction at the University of Tübingen is German. However, a select range of courses are taught in English.



■ Lectures

A lecturer will speak on a specific topic while students are expected to complement their knowledge gained in the lecture by engaging in their own reading. A lecture's vitality comes from its topic and from the lecturer's rhetorical skills. Normally, there will be very little exchange or discussion between the lecturer and those attending the lecture.

Interesting and important lectures at the major universities will have an attendance of 100 and more students. Consequently, it is important that you arrive a little ahead of time if you want to have a good seat in the lecture hall.

■ Seminars and Exercises

In seminars, the capacity is limited and should not exceed 15 to 20 students. Consequently, students have to register for seminars after their arrival but before the semester begins. Please ensure that you inquire early about possible seminar registration and topic lists. Credits with grades will confirm successful participation if you have submitted a satisfactory paper and possibly given a presentation for the benefit of the other participants. In addition to this, or as an alternative, successful attendance may be tested in written examinations and tests.

Seminars are not related to lecture topics and cover an independent academic area.

Exercises ("Übungen") are often held in conjunction with lectures and hence treat related topics. They thrive on the active participation of the students attending.



■ Tutorials

In addition to the above-mentioned forms of course instruction, there are also less formal learning structures in which students can acquire independent academic knowledge. These, above all, represent a good opportunity for foreign students to practice the language and subject skills in a smaller group and in a more relaxed atmosphere. In most cases, tutorials are offered by more advanced students; these present an opportunity for first or second year students to complement subject matters dealt with in the seminars.

Revision courses and working and learning groups bond students together due to the common (examination) objective and the mutual assistance provided. Tutorials and revision courses are listed in the "Vorlesungsverzeichnis", whilst working and learning groups are in most cases spontaneously organized by the students themselves. The best place to ask about these is the student council for your subject, the "Fachschaft".

■ Field Trips and Excursions

Field trips and excursions, which can last from one day to several weeks, are offered in many subjects. In some subjects, they will even constitute part of the compulsory attendance elements.

■ University Courses and "c.t./s.t."

German universities have a tradition of beginning courses fifteen minutes after the hour. This quarter-hour is known as "Akademisches Viertel". Courses which begin fifteen minutes after the hour are designated "c.t." (cum tempore) and would be listed as beginning at 9.00 c.t., 10.00 c.t., etc. Courses which begin precisely on the hour are designated "s.t." (sine tempore), and would be listed as beginning at 9.00 s.t., 10.00 s.t., etc.

Grades and Transfer of Credits

The success of a year of studies abroad is determined at least in part by the transfer of credits from the German university to your home institution. You should become fully aware of credit transfer rules, regulations and procedures before you leave your home institution. Discuss these with your adviser, your department, your study abroad office and the appropriate persons in your university's administrative departments. This will help you enjoy the experience of international university studies!

Studies are organized in semesters and course units which are worth a certain amount of ECTS credits (European Credit Transfer System). One semester of full-time study is equal to 30 ECTS credits. This system allows students to obtain credits during their studies at our University and to have them recognized at home.

Attendance is mandatory! You will not receive class credits (Schein) or ECTS credits if you miss the lecture, exercise or seminar more than **two times during the summer term** or more than **three times during the winter term**. A grade is based on an exam or term paper.

For information on Transcripts see Departure Information.

PROCESS OF MATRICULATION (STEPS 1 TO 5)

The process of becoming a student at a German university consists of three stages:

1. Admission (Zulassung)
2. Matriculation (Einschreibung), and
3. Registration (Belegung) for courses.

The letter of admission (Zulassungsbescheid) informs you of your acceptance. It entitles you to matriculate at the University for the semester stated on the document.

The admission for a "Zeitstudium" is valid for a maximum of two semesters and will usually not be extended. You have to matriculate prior to your first semester. If you intend to stay for a second semester you must re-matriculate (see below).

Through matriculation you become a member of the University and receive a student identification document (Studentenausweis).

Steps to Matriculation

■ Step 1

See Simone Hahne (Nauklerstr. 2, room 9) to receive the matriculation documents (Einschreibeunterlagen). These documents consist of:

- the original of your letter of admission (Zulassungsbescheid)
- an application form (Antrag auf Einschreibung) with the matriculation number,
- a payment transfer form (Überweisungsformular) for paying the semester contribution (Semesterbeitrag, 82,10 €) at a bank of your choice or at the "Universitätskasse" in Wilhelmstr. 26, if you would like to pay in cash.

Ms Hahne will help you complete the matriculation documents

One passport photo is required for the matriculation documents. (An automatic photo service is located on the ground floor of the student dining hall (Mensa) Wilhelmstraße 15, or at the main train station. Four photos cost about 5 €. If you require a residence permit after you enter Germany, you should select biometric passport picture to use them for both purposes.

■ Step 2

Go to the Registration Office for Foreigners (Ausländerabteilung) of the town in which you live. The office for Tübingen (Bürgeramt) is located at:

Schmiedtorstraße 4 · D-72070 Tübingen
Office hours: Mon., Wed., Thu., Fri. 7.30am-1.00 pm,
Tue. 7.30 am-6.00 pm
e-mail: buergerdienste@tuebingen.de
<http://www.tuebingen.de>

Take your notification of admission (Zulassungsbescheid) and your passport to the registration office.



Apply there for a temporary residence permit (vorläufige Aufenthaltsgenehmigung, 50 € charge, no fee if you have a scholarship from a German Institution). You must have this document in order to be able to matriculate. EU-students do not need a residence permit but just register for the purpose of their stay with the city. This registration is free of charge.

At the same counter you can register with the Residences' Registration Office (Einwohnermeldeamt). This process is called "Wohnsitzanmeldung".

■ Step 3

Use the payment transfer form (Überweisungsformular) which is included in the matriculation documents to pay the semester contribution (Semesterbeitrag). If you would like to pay in cash, you may do so at the "Universitätskasse", Wilhelmstrasse 26, or you can transfer it from your bank account.

Please note: The semester contribution is a **non-waivable fee** which all students must pay to the "Studierendenwerk" (social services organization) each semester in order to be able to matriculate.

Be sure to get a receipt of payment (Einzahlungsbeleg) from the bank or "Universitätskasse".

■ Step 4

Take your notification of admission (Zulassungsbescheid) to a health insurance company (Krankenkasse) of your choice. (e.g. AOK at the Mensa, close to the staircase or TK Wilhelmstr. 44).

Apply for an insurance verification certificate (Versicherungsbescheinigung). If you already have health insurance from your home country, take the insurance confirmation document to the health insurance company. European citizens should bring their 'EHIC – card'. If you have sufficient health insurance or an EHIC-card, they will issue a certificate to exempt you from the German health insurance.

■ Step 5

Take the completed matriculation documents to the Student Office. The documents needed are:

- matriculation form with your personal data,
- the original letter of admission,
- your passport\ID-Card,
- your registration form (Meldebescheinigung) from the residences' registration office (Bürgeramt),
- your visa or temporary residence permit – not needed by EU-citizens
- the deposit receipt (Einzahlungsbeleg) issued by your bank or the "Universitätskasse",
- one photo for the student ID card, and
- a health insurance letter to validate your insurance coverage.

Where do Students Matriculate?

You must personally matriculate at the Student Office (Studentensekretariat). It is located at:

Wilhelmstraße 11 · D-72074 Tübingen

Office hours:

June-October; Mon 1.00-3.00 pm; Tue-Fri: 8.30-11.30 am

November-May; Mon-Fri 8.30-11.30 am; Mon & Thu 1.00-3.00 pm

e-mail: studentensekretariat@verwaltung.uni-tuebingen.de

If your documents are properly completed, you will be matriculated. A computer-printed data form (Datenkontrollblatt) will be sent to you by post, as well as your student ID card (Studentenausweis). The data form will arrive about one week after you matriculate, the student ID card will arrive about two weeks after you matriculate.

The data form contains:

- the data of your matriculation,
- one page of matriculation documents, often required for official transactions,
- semester ticket validation,
- internet access data and
- the payment transfer form, necessary for the re-matriculation (Rückmeldung) for the following semester

Please note:

Examine the data form immediately and notify the student office of any errors or omissions.

The bus ticket for the semester can be bought at the Tourist and Information Office (Verkehrsverein), An der Neckarbrücke, D-72072 Tübingen, as well as at the train station for 78,90 € (You will need the semester ticket validation included in your data form).

Internet Access

The student ID card also serves as an access card (Zugangsberechtigung) for the computer center (Zentrum für Datenverarbeitung ZDV), as well as for payment at the mensa and at copy centers. Students at the University of Tübingen are automatically registered to use the computer facilities and services at ZDV. In order to login, you will need the login-ID and password provided with the "Datenkontrollblatt", which you will receive about one week after your matriculation. A student email address and other account information is also included. If there are internet facilities in your room, you will need to use the same login-ID and password included with the data form to gain internet access:

Centre for Data Processing
Zentrum für Datenverarbeitung
Wächterstraße 76 · D-72074 Tübingen
Tel.: +49 7071 29-70220
e-mail: antrag@zdv.uni-tuebingen.de
<http://www.zdv.uni-tuebingen.de>
Office hours (users office):
Mon-Fri 8.00-12.00 am; Wed 1.30-4.00 pm

Re-Matriculation (Rückmeldung)

Your matriculation is valid for one semester. If you have been admitted for two semesters, it must be renewed at the end of your first semester. This process is called "Rückmeldung". The money transfer form required for the "Rückmeldung" will be mailed to you by the Student Office. At the time of your "Rückmeldung" you must

- be accepted for admission for a second term
- pay the semester contribution to the "Studierendenwerk" (currently 82,10 €).

You can pay the semester contribution at one of the automatic re-matriculation machines (Rückmeldeautomaten). For this you need your student ID card and your EC card (European cash card of your bank). The automatic re-matriculation machines will automatically update your student ID card and print out study certificates (Studienbescheinigungen).





Automatic re-matriculation machines are located in front of the Student Office (open from 8 am to 4 pm), the “Universitätsbibliothek” and at the “Hörsaalzentrum Morgenstelle”.

If you prefer to pay the semester contribution using the money transfer form from the data form, or if you would like to pay in cash at the “Universitätskasse”, you ought to have your student ID card updated at one of the automatic re-matriculation machines about one week after you have made your payment.

ARRIVAL INFORMATION

Travel Preparations

■ What to Bring (Check List)

1. Have a visa with you, if necessary (see **Entrance Regulations**). If you need to obtain a visa, you must have proof of funds (bank statement or scholarship letter) for the minimum amount of 659 €, which is the average living expense for students per month.
2. Make sure that your passport is valid for the anticipated period of your stay in Germany. It is useful to bring extra passport pictures along with you.
3. A print-out of the notification of admission (Zulassungsbescheid) if you received the original by mail for visa purposes, you need to bring the original.
4. The housing contract of the Student Services Organization (Studierendenwerk) Tübingen-Hohenheim.
5. Your health insurance certificate (Krankenversicherungsbescheinigung) or EHIC-card, otherwise you have to apply for health insurance at an insurance company (Krankenkasse) in Germany.
6. Make copies of all official documents (passport, flight tickets, Eurail pass, driver's license, inoculations or other medical information, and anything else that might be essential). Leave one set of copies at home, take the other with you to Tübingen as a backup.
7. Be sure to have enough money with you to get through during the first weeks until you get yourself settled in Tübingen. Also, bring enough Euros to manage the first few days, especially if you are arriving on a weekend.
8. An international student ID card might be useful as you will not receive your Tübingen ID immediately after arrival.
9. You cannot mail medications from your home country. If you want to enter Germany with medications, you need to carry a note from your doctor regarding the daily amount you need to take. If you need medications on a daily basis, **please contact us for details**.

Arrival in Tübingen

Once you have arrived in Germany you will need an estimated amount of 700 € to get to Tübingen and to move into your room (train ticket, deposit for your room etc.). If you do not change money abroad you will need to do so as soon as you arrive in Germany. All major airports have currency exchange counters (Geldwechsel). The Information Desk at the airport can direct you to it.

Trains to Tübingen arrive at Tübingen Hauptbahnhof, close to the town center and within walking distance of the University. Buses arrive at the main bus station opposite the Hauptbahnhof.

It is a good idea to arrive in Tübingen on a weekday and during working hours (8.00 am – 4.00 pm). You can make calls from the phone booths in front of the Hauptbahnhof.

You may want to store your luggage for the first few hours. If so, you can rent a storage locker (Schließfach) inside the Hauptbahnhof. Depending on the size of your luggage it costs 2 € or 4 € for 24 hours.

City bus maps are available at the ticket counter in the Hauptbahnhof. City buses depart every few minutes from the bus station to all parts of the city. Bus service is slower after 9.00 pm and on Sundays.

Go to the Housing Office (Wohnheimverwaltung), Fichtenweg 5 (Office hours: Mon,Wed: 9.30-11.30 am; Thu: 1.30-4.00 pm), where you can sign your lease. If you arrive outside of these official office hours, knock on the door and tell them you are an arriving student. You will have to pay a deposit of 400 € (and your first rent, if you have not paid it yet) and they will tell you where and when you can meet the janitor. The janitor has the key to your room.

In case you are arriving on a weekend, a national holiday or after working hours, you can stay at the Youth Hostel. It is located at Gartenstraße 22/2 and is within walking distance of the Hauptbahnhof (10 minutes). It costs about 24,40 € or if you are older than 27 years: 30,40 € per night with a valid IYHF youth hostel card. Without the IYHF card there is an additional charge of 3 € for the first 6 nights. (JH Tübingen, Gartenstraße 22/2, D-72074 Tübingen, Tel: +49-7071-23002, Fax: +49-7071-25061) [<http://tuebingen.jugendherberge-bw.de/>]

Another early stop might be the Tourist Information Office (Verkehrsverein). It is located next to the Neckarbrücke, the bridge crossing the Neckar River near the center of town. The "Verkehrsverein" has many items you may find useful, from city maps to bus passes. They have plenty of free pamphlets and programmes, and they will also help you find a hotel room for you or any of your guests. They are open weekdays from 9.00 am to 7.00 pm; Saturdays from 10.00 am to 4.00 pm. Their telephone number is +49-7071-91360. [www.tuebingen-info.de]

After you have taken up residency, follow the **Guide to the Process of Matriculation**

Tuition and Fees

The University of Tübingen does not charge exchange students for tuition fees. There is, however, a non-waivable fee (Semesterbeitrag) of currently 82,10 € per semester, to be paid to the "Studierendenwerk". **All students, including exchange students, must pay this fee. There are no exemptions or exceptions.** Payment of this fee entitles all students to purchase a semester bus ticket at a reduced rate of 78,90 €. The bus ticket is valid for public transportation in and the area around Tübingen during the entire semester (winter semester October – March / summer semester April – September.)

There might be small fees charged for copies and study material in some classes.

THE TOWN OF TÜBINGEN

The town of Tübingen and the University are inseparably connected. Even in the 17th century it was said that when the University is successful, the town also flourishes. Then and now, the alma mater has shaped and continues to shape the city's appearance and its social and economic life. Academic teaching and research banished industrial noise and smells from the city. Today, the University employs more than 8.000 persons and is thus by far the biggest employer in town.

The structure of the population is, decisively determined by the more than 28.000 students currently matriculated at the University. With an overall population of 85.000, Tübingen has the highest "student density" of all German university towns.

For the town, however, the close union with the University is not only a blessing: traffic jams in the streets, lack of parking spaces, housing shortage, and high rents are only a few of the challenges local council has to deal with.

The University's constant expansion is also reflected in the town's growth. While the oldest buildings, which nowadays mainly house liberal arts departments, are nearly all located in the old town, new university neighbourhoods quickly developed outside the old town center in the 19th century. In particular, the specialization in natural sciences and the increasing number of students made it necessary to build university buildings, hospitals and student accommodation on the surrounding hills.

Many people consider Tübingen to be a town of great minds, a place where - for example, at the Protestant Theological Seminary "Stift" - the course of intellectual history was largely influenced. Here Kepler, Hegel and Schelling received their intellectual know-how. Others call Tübingen romantic because of its idyllic old town center with cobblestones and winding little lanes. Some people also associate the town with poets such as Hölderlin, Uhland, Schwab, Mörike, and Hermann Hesse.



Tübingen, the little big town, is a place full of contradictions: It is narrow and open-minded, part of the big wide world and yet reasonably small. It is, as Mörike put it, 'a land with a far-reaching glow', a land, therefore, 'which one will look for in vain anywhere else in the world'. Its beauty should, however, not just be praised, but it should rather be experienced first hand.

The opportunities for cultural and artistic experiences are many. It will be your challenge to find time to attend all the activities and events offered in town. General information is listed daily in the local newspaper. You will find posters and flyers all over the University campus and the town, and the various departments and student services organizations can provide you with up-to-date information.

Tickets for University events are available at the University's ticket center (Neue Aula), and the Verkehrsverein in the town center next to the "Neckarbrücke". These spots provide information and tickets for events at the University, in Tübingen, and in Stuttgart, including performances of the Stuttgart symphony, ballet, and opera.

The "Mensen Wilhelmstraße" and "Morgenstelle" are the places to go for rock, jazz, blues, and reggae concerts, featuring performers from Europe, the United States, Latin America, and Africa. Like all university towns, Tübingen also has its popular nightspots - most typically the restaurants, pubs, and beer gardens for which Southern Germany is famous.

The cinemas in Tübingen offer an excellent selection of European and American films, and films are often also shown at student dormitories and the University "Clubhaus". Two theaters in Tübingen feature both student and professional talent in a wide variety of stage productions.

Sporting activities and events are organized by the University's "Sportinstitut", located at Wilhelmstraße 124. The Institute offers a wide range of opportunities for group activities, from aerobics and weightlifting to karate and cross country cycling. Tübingen is located near good skiing resorts, and outings are regularly arranged by various groups. Perhaps the most popular sports activities are hiking and cycling in the forested hills around Tübingen. The Schönbuch, a large, protected State forest, is located just north of town, and the countryside is laced with quiet trails and foot-paths, perfect for long, relaxing walks with friends.

Tübingen has a wide range of religious and spiritual organizations and groups. There are many churches of various denominations. Also a large number of special-emphasis groups exist, which meet for study or for specific discussions focused on local, European, and international issues.

THE UNIVERSITY OF TÜBINGEN

Innovative. Interdisciplinary. International. Since 1477.

These have been the University of Tübingen's guiding principles in research and teaching ever since it was founded. With this long tradition, the University of Tübingen is one of the most respected universities in Germany. Recently, its institutional strategy was successfully selected for funding in the Excellence Initiative sponsored by the German federal and state governments, making Tübingen one of Germany's eleven universities distinguished with that title of excellence.

Tübingen has also proven its status as a leading research university in many national and international competitions – in key rankings Tübingen is listed among the best universities for the Humanities and Social Sciences as well as for Science and Medicine.



With its broad spectrum of subjects, the University of Tübingen provides a wealth of opportunities for interdisciplinary collaboration. And such close cooperation on research extends beyond the University and around the world. The University of Tübingen has joint research projects at all levels with other institutions of higher education, with research institutes and with industry.

The University's excellence in research offers optimal study conditions to students who come to Tübingen, combined with the opportunity to emphasize individual interests along the way. The attractive study environment is reinforced by many additional services, such as the Language Center, interdisciplinary lectures in the "Studium Generale" and the state-of-the-art University Library. The University motto speaks for itself: *attempto – I dare!*

International Contacts

The University of Tübingen is a major center of higher education for international scholars, researchers, and exchange students.

Today, more than four hundred international scholars and 3,000 international students study and teach at the University of Tübingen. Close to 1,000 students go abroad to study for one or two semesters each year.

One third of the foreign students are non-degree students, coming to Tübingen as scholarship holders or within an exchange program.

The **International Affairs Office** (Dezernat für Internationale Angelegenheiten) has long been a pioneer in promoting international cooperation.

Its Department of **Exchange Programmes** (Austauschprogramme) organizes and facilitates faculty and student exchanges within the inter-institutional network.

The Department of **German as a Foreign Language and Intercultural Programmes** (Deutsch als Fremdsprache) is also part of the International Affairs Office. In addition to courses on German language, culture and area studies during the semester, it offers summer courses and intensive language courses year-round, as well as various special programs in the context of the university's international exchanges.

The **Language Learning Center** (Fachsprachenzentrum) is the third branch of the International Affairs office. It offers foreign language courses in a variety of foreign languages starting from beginner's level to internationally recognized certificates as part of our students' individual schedule, career qualification or as preparation to go abroad.

The **Advising and Admission of International Students** (Beratung und Zulassung internationaler Studierender) is responsible for international students who want to apply for full-degree admission, either to begin or complete their studies at the University of Tübingen.



Schools, Departments, and Institutes

The University of Tübingen has seven schools (Fakultäten).

Each school has its own Dean (Dekan), its Office of the Dean (Dekanat), and one or more departments (Seminare) or institutes (Institute).

A list of ERASMUS study advisers (departmental coordinators) can be found in the appendix.

A list of the **schools, departments, and institutes** can be found in the appendix.

Libraries

The library of the University of Tübingen, known as the “UB” (Universitätsbibliothek), is located in the center of the University across the street from the Mensa Wilhelmstraße.

The library is modern, well-staffed and well-equipped. Its resources for German studies and German language studies are excellent, and its resources for theological studies are generally considered to be among the world's finest.

In addition to the “UB”, each department of the University has its own library, known as “Seminarbibliothek”. Each library provides detailed information on its facilities, regulations, and how to obtain a library card.

Visiting professors, students and others involved in research are welcome to use the collections and library services provided by the Tübingen University Library.

You do not need a student ID-card to enter the “UB”, however it is necessary to take books out.

■ We suggest that you take note of these general regulations:

What you should take into consideration when planning your stay is that most library books are stored in closed stacks. The books need to be ordered and it can take between half a day to two days until they are available.

Books and periodical records can be found in the catalogues. The OPAC (Online Public Access Catalogue) contains the complete collection from 1986 onwards, as well as from 1500 to 1850. Books from 1851 to 1960 can be ordered through a search form or you can turn to the library personnel.

Books on the shelves can be used in the reading rooms.

Please do not bring jackets or bags into the libraries. Generally, there are storing facilities in front of the library entrances.

Your library card must be handed in when you ex-matriculate from the University of Tübingen. More information about the university libraries can be found on the University Website.

STUDENT LIFE

Meals, Banking, and other Practical Matters

■ Meals and food

Your largest monthly expense, apart from housing, is likely to be food. Student halls of residence have kitchen facilities, but they do not have cafeterias.

You can eat most inexpensively in the University dining halls (Mensen) which serve subsidized meals twice daily. Prices range from 2,40 € for spaghetti to 2,80 € for regular “Mensa” dishes (“Stammessen” and the vegetarian “Alternativessen”). Additionally, the “Mensa” offers a daily, standard-fare meal of meat, vegetables, salad and soup starting from 2,85 € (“Wahlessen”). You can also create your own main salad course from a large buffet. Prices go according to weight: 0,91 € per 100g.

There are three “Mensen” located in Tübingen.

1. The **“Neue Mensa”** (or “Mensa Wilhelmstraße”, Wilhelmstraße 13) serves lunch and “Wahlessen” Monday to Friday from 11.15 am to 2.00 pm and dinner Monday to Thursday from 6.00 pm to 7.00 pm. A snack-bar and a smaller cafeteria are located in the “Neue Mensa” downstairs and are open Monday through Thursday from 8.30 am to 4.00 pm, Fridays from 8.30 am to 2.30 pm.
2. The **“Alte Mensa”** (or “Mensa Prinz Karl”) is at Hafengasse 6 in the “Altstadt” (Old Town), serving “Wahlessen” and cafeteria selections. Monday to Friday from 11.15 am to 5 pm. The cafeteria is open Monday to Friday from 10.00 am to 5.00 pm.
3. The **“Mensa Morgenstelle”** has a regular “Stammessen” and a “Wahlessen”. Lunch is served Monday to Thursday from 11.30 am to 2.00 pm. It is closed in the evenings and on Saturday but it is open during the semester break. The cafeteria is open Monday to Thursday from 8.30 am to 4.45 pm, Fridays from 8.30 am to 3.45 pm.
4. The **“Cafeteria Unibibliothek”** is a modern cafeteria situated on the ground floor of the library. The opening hours are Monday to Friday 10.00 am to 8.00 pm and on the weekend from 10.00 am to 7.00 pm.

There are plenty of fine restaurants and bistros in Tübingen. You will find a number of typically German “Gaststätten” serving the local Swabian specialities, and many ethnic restaurants, including Greek, Italian, Turkish, Indian, French, Spanish, and Asian.

■ Banking

It is advisable to open a bank account (Bankkonto) during your stay in Tübingen. You will probably want to open a regular checking account (Girokonto) rather than a savings account (Sparkonto). “Girokonten” are free of charge for students.

Paying with an EC card is widely accepted in Germany. Credit Cards are less common, though they are accepted in many stores. Some monthly payments can be made through a direct money transfer (Überweisung) from one bank account to another. Your bank can explain the various services available when you establish your account.

All banks are closed on the weekends. If you need cash on Saturday you can cash Travellers Checks at the main post office (Hauptpostamt) which is open on Saturday from 8.30 am to 13.00 pm, or use an ATM at one of the banks.

■ Postal Services

The German Postal Service (Deutsche Post) offers telephone, and banking services. Tübingen’s main post office (Hauptpostamt) is located near the “Hauptbahnhof”. Branch post offices are located in various parts of the city.





The Post Office's banking services (Postbank) are attractive because their service charges are slightly less than those at the bank. You can open a postal checking account (Postbank Girokonto) which allows you to cash personal checks at any post office. It is also a Western Union Partner.

Please note: The post office makes a very thorough ID check on all banking transactions, as well as on claims for packages mailed to you from abroad. You will need your passport or national ID-Card to transact banking matters or to claim packages in the Post Office. **A driver's license is not considered an official identification in Germany.**

Handy words in the post office are:

Luftpost	(airmail)
Normalpost	(surface mail)
Luftpostbriefe	(airmail letters)
Eilsendung	(special delivery)
Einschreiben	(registered mail)

■ **Telephone**

Local calls (Ortsgespräche) from phone booths cost 10 cents.

Long distance calls (Ferngespräche) to places within Germany can be made from all phone booths.

"Ferngespräche" to places outside Germany can be made from phone booths marked by a green sign.

Some useful telephone numbers are:

Information (domestic):	118833
Medical Emergency:	19222
Information (foreign):	118834
Fire:	112
Police (cell phone):	110 (116)

■ **Shopping**

Some stores in Germany close each weekday from about noon to 2.30 pm, then re-open till about 6.30 pm or 8.00 pm. On Saturdays, most stores close at about 4.00 pm or 6.00 pm and remain closed until Monday morning. Larger supermarkets remain open until 9.00 pm or 10.00 pm Monday to Saturday. Shops are closed on Sundays and on national holidays.

■ **Passport photos**

It is a good idea to bring a few passport photos with you. They will be attached to the various administrative forms relevant to matriculation and to the residence permit application. Photo machines are located in the Tübingen "Hauptbahnhof" and in the "Mensa Wilhelmstraße" (5 € for 4 photos). If you require a visa after you enter Germany, you need to select biometric passport pictures.

■ **Electrical appliances**

German electrical appliances operate on 220-volt current. This means that appliances designed for 110-120 volts will burn out if plugged directly into an electric socket. Although some radios, electric shavers, etc., may already be adapted for 220 volts, many foreign appliances will need a transformer, available in both Germany and abroad. Be sure to get adaptors with round prongs: German wallsockets are the round-prong type, rather than the flat-prong type common in some foreign countries.

■ **Laundry facilities and washing machines**

All halls of residence are equipped with washing machines. You pay with your student ID-card. There are also coin-operated laundries in Tübingen, one on Albrechtstraße and one on Mühlstraße.

German washing machines have a hot-water cycle called "Kochwäsche". The word "kochen" means "to boil" – and this should be taken literally when doing your laundry. Anything that will shrink or fade will definitely do so in the "Kochwäsche".

■ Sports at the University

Students of the University can participate in the various sports activity programs offered by the Institute of Sport Science. You have to pay a small amount to register for the courses at the beginning of the semester. You can also use the gym and the swimming pool. More information is available online or at the Sports institute.

Hochschulsport
<http://www.hsp.uni-tuebingen.de>
Wilhelmstraße 124 · 72074 Tübingen

Most universities in Germany do not have a “central campus” gathered around one location. Instead, most buildings and facilities are scattered throughout the town. Student life, therefore, tends to be organized in smaller and often informal groups.

All rooms in student accommodation are single occupancy. German students often seek contacts and activities elsewhere, such as in restaurants, cafés, pubs and discos, or at a friend’s place.

Living Expenses

Cost of living in university towns is usually a bit more expensive than in non-university towns. The “Studierendenwerk Tübingen-Hohenheim” estimates minimum student expenses to be about 794 € per month, as detailed below:

Housing	298 €
Food	165 €
Health insurance	66 €
Clothing	52 €
Books	30 €
Transportation	82 €
Communication (internet, mobile phone)	33 €
Miscellaneous	68 €
Estimated expenses per month	794 €

Dormitory information

- The “Studierendenwerk” processes housing applications on a first come, first serve basis. Housing applications from international exchange students are given priority when received promptly. The sooner you turn in the application form, the better your chances of getting accommodation in a hall of residence.
- **Since 2010 they will not offer monthly rent contracts to exchange students but semester rent contracts only.**
- Room rents in student accommodations range from 220-330 € per person, per month. Private rooms range from 240-350 € (or even more). Couples and families who apply to the “Studierendenwerk” for an apartment must sometimes wait for long periods.
- In the halls of residence, students must pay a “Kaution” (deposit) of 400 €. This deposit is paid when you move into your room. The deposit will be returned two months after leaving the room if the student owes no debts to the “Studierendenwerk”.
- Once a room is available, the student will receive notification and a housing contract with a deadline for confirmation of acceptance. In exceptional cases, this notification and contract may arrive as little as two weeks before the proposed arrival date.
- If you have not received notice from the Housing Office 4 weeks prior to your planned arrival, you urgently need to check your application status! Please contact Ms. Isabell Fischer.
E-Mail: isabell.fischer@sw-tuebingen-hohenheim.de



When you arrive in Tübingen, take bus 2, 4 or 6 to Fichtenweg 5 (direction Tübingen Ulmenweg, exit WHO Ahornweg). If you arrive during non-office hours, proceed to the interior door and knock. They will tell you where to get your room key and where to pay the 400 € deposit. For further information regarding accommodation, please check the “Studierendenwerk” homepage at [\[www.my-stuwe.de\]](http://www.my-stuwe.de)



Student Health Insurance

In Germany, all university students, including international exchange students, are subject to compulsory health insurance until completion of their 14th full semester and up to a maximum age of 30. This health insurance covers virtually all cases of illness. It also covers check-ups, surgery, emergencies, dental care and prescription drugs. Cost per month is approximately 80 €.

If you are married, and if your spouse lives with you in Germany during the time of your exchange studies, your spouse will normally be covered by your student policy and will not need extra insurance coverage (you need to bring your marriage certificate).

The “Krankenkasse” will issue a “Versicherungsbescheinigung” which you must present at the “Studentensekretariat” in order to be able to matriculate at the University.

Your insurance coverage will not be in effect until you are officially matriculated at the University. We strongly urge you to buy travel insurance for the time between your arrival in Germany and your official matriculation at the University. This may be done through a private foreign health plan or through a private German insurance policy.

If you are older than 30 years of age upon arrival in Germany, you will not be eligible for student insurance. You are strongly advised to insure yourself with a private health insurance plan, since medical fees and hospital expenses are very high in Germany.

If you take out a German private insurance, please note that you have to take it out immediately upon your arrival.

Please note: You can be exempted from buying a German health insurance if you can prove that you are insured adequately abroad. EU citizens should apply for the European Health Insurance Card (‘EHIC – card’) at the insurance company in their home country. The EHIC-card works like a regular German insurance card, and enables you to apply for the exemption certificate at a German insurance company.

Entry and Residence Regulations

■ General Regulations

Foreign students wishing to enter the Federal Republic of Germany require a visa for educational purposes issued by a diplomatic representative of the Federal Republic of Germany (embassy or consulate) in the student’s country of origin and entered into the passport. This regulation does not apply to study applicants and students from EC countries and from countries with whom differing regulations have been agreed. This currently applies to Honduras, Iceland, Liechtenstein, Monaco, Norway, San Marino, Switzerland, Brazil, Israel, Japan, Canada, New Zealand, Australia, and the United States.

Citizens from a number of other countries can also enter Germany without a visa if they only want to stay in Germany for a maximum of three months. However, for enrollment at a German university they will need a residence permit for educational purposes, which they can only apply for outside of Germany. This means that such students cannot be enrolled and will first have to leave Germany, which will turn out to be expensive and time-consuming.

We strongly advise you against entering Germany with a tourist visa. A tourist visa cannot be converted to a residence permit for educational purposes.



■ Registration with the City

As soon as you have moved into your room, you must apply for a residence permit (Aufenthaltsgenehmigung). All rooms or apartments in Tübingen have to be registered at:

Ausländerabteilung
Registration Office for Foreigners
Schmiedtorstraße 4 · 72070 Tübingen
Office hours: Mon-Fri 7.30am to 1.00 pm,
Tue 7.30 am to 6.00 pm
e-mail: buergerdienste@tuebingen.de

You need to have your passport or national ID card with you to register. At the “Bürgeramt” you fill out a registration form (Anmeldung), and a residence permit form. A temporary residence permit (vorläufige Aufenthaltsgenehmigung) valid for two months will be issued to applicants. The final visa cannot be issued until you are matriculated. **You will need this temporary residence permit in order to matriculate at the University.** You need the matriculation certificate to receive the final residence permit.

Make sure you register your address with this office within a week of the time you move into your accommodation. If you do not register in time, it will result in a fine (similar in severity to a fine for a traffic violation). About four weeks after residence permit applicants have officially matriculated at the University, they must return to the “Ausländerabteilung” for the final student residence permit. Take your passport, student ID (Studentenausweis) or certificate of matriculation (Immatrikulationsbescheinigung), a biometric passport picture, documentation of your fellowship (if you have one), and 50 € in cash.

Please note: You do not have to pay the 50 € fee if you receive a German state scholarship. If you move or change your address while in Tübingen you must notify the “Ausländerabteilung” and the “Studentensekretariat” of your new address.

DEPARTURE INFORMATION

■ Exmatriculation

Towards the end of your stay in Tübingen, you need to exmatriculate. You receive the form for exmatriculation at the “Studentensekretariat” or you can print it from their homepage.

Wilhelmstraße 11 · D-72074 Tübingen
Office hours: Mon 1.00-3.00 pm; Tue-Fri: 8.30-11.30 am

The library has to certify on this form, that you have returned all books. After you have filled out the form, you can either bring it personally or send it by mail to the “Studentensekretariat”. You will receive an “Exmatrikulationsbescheid”. This document is for your personal use, not for your home institution. You will need this document if you want to matriculate at any other German institution. If you need a study duration certificate, you need to see Ms Hahne at the international exchanges office.

■ Abmeldung (Going-Away Notification)

You should also notify the “Ausländerabteilung” before you leave Tübingen at the end of your studies. This “Abmeldung” (going-away notification) is not a requirement for leaving Germany, but if you should decide to return to Germany for studies in the future, an “Abmeldung” will save you a lot of time and paperwork. If you forget to do so, a letter from home will suffice as well. Send it to:

Bürgeramt Tübingen
- Ausländerabteilung -
Schmiedtorstraße 4 · D-72074 Tübingen

■ Transcript

In order to obtain a transcript of records you have to collect the original single class credits (Scheine), issued by each lecturer and present them at one of the following offices:

Economics and Business Administration:

Mrs Vera Klöckner
Wirtschaftswissenschaftliches Institut
Sigwartstraße 18
D-72076 Tübingen
Tel.: +49 7071 29-77088
vera.kloeckner@uni-tuebingen.de

Law:

Mrs Isolde Zeiler
Juristische Fakultät
Wilhelmstraße 7
D-72074 Tübingen
Tel.: +49 7071 29-78117
zeiler@jura.uni-tuebingen.de

Transcripts for all other subjects:

Ms Simone Hahne
Exchange Programmes
Nauklerstraße 2 / room 5
D-72074 Tübingen
Tel.: +49 7071 29-77734
simone.hahne@uni-tuebingen.de

If your results become available after your departure, the lecturers need to send the “Scheine“ to one of the above mentioned offices. All US students with a resident director in Tübingen do not have to obtain a transcript of records from our offices but should turn to their resident director for instructions.

■ Study duration certificate

The study duration certificate for ERASMUS-students and for scholarship recipients will also be issued by Simone Hahne.



APPENDIX

Useful Addresses and Links

Eberhard Karls Universität Tübingen

Wilhelmstraße 7 · D-72074 Tübingen
Tel.: +49 7071 29-0 · Fax: +49 7071 29-5990
www.uni-tuebingen.de

Academic calendar

www.uni-tuebingen.de/en/1080

Schools, Departments & Institutes (Fakultäten und Institute)

www.uni-tuebingen.de/en/faculties.html

List of departmental coordinators (ERASMUS pdf)

www.uni-tuebingen.de/en/890

Links to the courses offered (Öffentliches Vorlesungsverzeichnis)

campus.verwaltung.uni-tuebingen.de/index.html

International Affairs Office (Dezernat für Internationale Angelegenheiten)

Wilhelmstraße 9 · D-72074 Tübingen

Exchange Programmes (Austauschprogramme)
Tel.: +49 7071 29-77734 · Fax: +49 7071 29-5404
e-mail: intrel@uni-tuebingen.de
www.uni-tuebingen.de/en/1033

German as a Foreign Language and Intercultural Programmes (Deutsch als Fremdsprache und Interkulturelle Programme)

Wilhelmstraße 22 · D-72074 Tübingen
Tel.: +49 7071 29-75409 · Fax: +49 7071 23251
e-mail: info@daf.uni-tuebingen.de
www.uni-tuebingen.de/en/1056

Language Learning Center (Fachsprachenzentrum)

Wilhelmstraße 22 · D-72074 Tübingen
Tel.: +49 7071 29-77407 · Fax: +49 7071 29-5105
e-mail: fsz@uni-tuebingen.de
www.uni-tuebingen.de/en/55335

Student Office (Studentensekretariat)

Wilhelmstraße 11, D-72074 Tübingen
Tel.: +49-7071-29-77724
www.uni-tuebingen.de/en/842



IT Centre (Zentrum für Datenverarbeitung)
Wächterstraße 76 · D-72074 Tübingen
Tel.: +49 7071 29-70201 · Fax: +49 7071 29-5912
e-mail: sekretariat@zdv.uni-tuebingen.de
www.uni-tuebingen.de/en/612

University Library (Universitätsbibliothek)
Wilhelmstraße 32
Postfach 2620 · D-72016 Tübingen
Tel.: +49 7071 29-72846 · Fax: +49 7071 29-3123
e-mail: sekretariat@ub.uni-tuebingen.de
www.uni-tuebingen.de/en/457

Tourist & Information Office (Bürger- und Verkehrsverein)
An der Neckarbrücke · D-72072 Tübingen
Tel.: +49 7071 9136-0 · Fax: +49 7071 35070
e-mail: mail@tuebingen-info.de
www.tuebingen-info.de

Student Services Organisation (Studierendenwerk Tübingen-Hohenheim)
Wilhelmstraße 15 · D-72074 Tübingen
Tel.: +49 7071 29-73837 · Fax: +49 7071 29-3836
www.my-stuwe.de/cms/front_content.php?idart=37

Wohnheimverwaltung (Housing Office)
Fichtenweg 5 · D-72076 Tübingen
Tel.: +49 7071 969715 · Fax: +49 7071 969720
e-mail: isabell.fischer@sw-tuebingen-hohenheim.de
www.my-stuwe.de/cms/14/1/1/cat/WohnenundLeben.html

Sprachinstitut Tübingen (SIT)
Eugenstraße 71 · D-72072 Tübingen
Tel.: +49 7071 9354-0 · Fax: +49 7071 935427
e-mail: sit@internationaler-bund.de
www.sit-sis.de/en/home.html

StudIT (Studierendeninitiative Internationales Tübingen)
e-mail: studit@uni-tuebingen.de
en.studit-tuebingen.de



WHO Tutorium

Fichtenweg 5 · D-72076 Tübingen
e-mail: tutorium-who@web.de
www.who-dorfrat.de

AIGEE (Association des États Généraux des Étudiants de l'Europe)

c/o Uni-Stuttgart · Keplerstraße 17 (K2) · D-70174 Stuttgart
e-mail: info@aegee-stuttgart.de
www.aegee.org

AIESEC Tübingen

Nauklerstraße 47 · D-72074 Tübingen
Tel. +49 7071 24191
www.aiesec.org

List of Schools, Departments, and Institutes

The course schedules and Module Handbooks in this section are in German, as the courses are in German. It is easier to find courses in the Campus Portal but the “Studienplan” or “Modulhandbuch” of a faculty might contain more information on ECTS than the Campus Portal.

01. Faculty of Protestant Theology

Liebermeisterstraße 12
72076 Tübingen
Tel.: +49 7071 29-72538
Fax: +49 7071 29-3318
e-mail: ev.theologie@uni-tuebingen.de
www.ev-theologie.uni-tuebingen.de

02. Faculty of Catholic Theology

Liebermeisterstraße 18
72076 Tübingen
Tel.: +49 7071 29-76414
Fax: +49 7071 29-5407
e-mail: u02-info@www.uni-tuebingen.de
www.uni-tuebingen.de/en/6354
Catholic Theology Academic Calendar:
www.uni-tuebingen.de/en/9904

03. Faculty of Law

Office of the Dean:

Juristische Fakultät
Geschwister-Scholl-Platz
72074 Tübingen
Tel. +49 7071 29-72545
Fax +49 7071 29-5178
e-mail: dekanat@jura.uni-tuebingen.de
www.jura.uni-tuebingen.de
Law Information for International Students:
www.jura.uni-tuebingen.de/studium/ausland/erasmus/in_tuebingen/incoming
Opening Hours: Mon-Thu 10-12 am

04. School of Medicine

Office of the Dean:

Geissweg 5
72076 Tübingen
Tel. +49 7071 29-77973
Fax +49 7071 29-5188
e-mail: elena.lebherz@med.uni-tuebingen.de
www.medizin.uni-tuebingen.de/en/students/

05. Faculty of Humanities

Office of the Dean:

Wilhelmstraße 50
72074 Tübingen
Tel.: +49 7071 29-77032
Tel.: +49 7071 29-77965
Fax: +49 7071 29-4253
e-mail: dekanat@philosophie.uni-tuebingen.de
www.uni-tuebingen.de/en/11448

I. Department of Ancient Sciences and Cultural Anthropology

Altertums- und Kunswissenschaften

www.uni-tuebingen.de/en/11459

Institute for Ancient Near Eastern Studies (IANES)

Institut für die Kulturen des Alten Orients

Department of Egyptology

Abteilung für Ägyptologie
Burgsteige 11
Schloss Hohentübingen
72070 Tübingen
Office: Ursula Berkey-Köppen
Tel.: +49 7071 29-72650
Fax: +49 7071 29-5909
e-mail: aegyptologie@uni-tuebingen.de
www.uni-tuebingen.de/en/3331

Department of Ancient Near Eastern Languages and Cultures

Burgsteige 11
Schloss Hohentübingen
72070 Tübingen
Office: Stephanie K. Vartanian



Tel.: +49 7071 29-78530
Fax: +49 7071 29-5056
e-mail: s.krekori-vartanian@uni-tuebingen.de

Department of Classical Archaeology

Schloss Hohentübingen
Burgsteige 11
72070 Tübingen
Tel.: +49 7071 29-78546 (Office)
Fax: +49 7071 29-5778
e-mail: sekretariat@klassarch.uni-tuebingen.de
www.uni-tuebingen.de/en/17104

Department of Classics

Abteilung für Altorientalische Philologie
Wilhelmstraße 36
72074 Tübingen
Tel.: +49 7071 29-74977
Fax: +49 7071 29-5234
e-mail: klassphil@uni-tuebingen.de
www.uni-tuebingen.de/en/6940

Institute of Pre- and Protohistory and Medieval Archaeology

Institut für Ur- und Frühgeschichte und Archäologie des Mittelalters
Schloss Hohentübingen
Burgsteige 11
72070 Tübingen
www.uni-tuebingen.de/en/16141

Department of Early Prehistory and Quaternary Ecology

Abteilung für Ältere Urgeschichte und Quartärökologie
Schloss Hohentübingen
Burgsteige 11
72070 Tübingen
Tel.: +49 7071 29-76457
Fax: +49 7071 29-5714
e-mail: fatima.batalovic@uni-tuebingen.de

Department of Later Prehistory

Abteilung für Jüngere Urgeschichte und Frühgeschichte
Schloss Hohentübingen
Burgsteige 11
72070 Tübingen
Office and Registra's Office: Hildegard Jensen
Tel.: +49 7071 29-72415
Fax: +49 7071 29-3996
e-mail: hildegard.jensen@uni-tuebingen.de
Office and Research Projects: Christel Bock
Tel.: +49 7071 29-74394
Fax: +49 7071 29-5269
e-mail: christel.bock@uni-tuebingen.de

Department of Medieval Archaeology

Abteilung für Archäologie des Mittelalters
Schloss Hohentübingen
Burgsteige 11
72070 Tübingen

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Office and Research Projects: Christel Bock

Tel.: +49 7071 29-74394

Fax: +49 7071 29-5269

e-mail: christel.bock@uni-tuebingen.de

Department of Art History

Kunsthistorisches Institut

Bursagasse 1

72070 Tübingen

Office: Christian Schulz (Office 1)

Tel.: +49 7071 29-5304

e-mail: sekretariat-khi@uni-tuebingen.de

www.uni-tuebingen.de/en/27001

opening hours: Mon-Fri 9-12 am and 2-5 pm

Martin Stegmaier (Office 2)

Tel.: +49 7071 29-78557

Fax: +49 7071 29-5304

e-mail: martin.stegmaier@uni-tuebingen.de

www.uni-tuebingen.de/en/27001

opening hours: Mon-Fri 9-12 am

Institute of Musicology

Musikwissenschaftliches Institut

Schulberg 2

72070 Tübingen

Office: Ulrike Maria Wöllhaf

Tel.: +49 7071 29-72414

Fax: +49 7071 29-5802

e-mail: ulrike-maria.woellhaf@uni-tuebingen.de; musik@uni-tuebingen.de

www.uni-tuebingen.de/musik

Department of Comparative Studies of Religions

Allgemeine Religionswissenschaft und europäische Religionsgeschichte

Prof. Dr. Bernhard Maier

Wilhelmstraße 50 (Room 130)

72074 Tübingen

Tel.: +49 7071 29-75303

Fax: +49 7071 29-4467

e-mail: bernhard.maier@uni-tuebingen.de

www.uni-tuebingen.de/en/41221

II. Department of Asian Oriental Sciences

Asien-Orient-Wissenschaften

www.uni-tuebingen.de/en/1691

Department of Cultural Anthropology

Institut für Ethnologie

Schloss Hohentübingen

Burgsteige 11

72070 Tübingen

Tel.: +49 7071 29-72402

Fax: +49 7071 29-4995

e-mail: ethnologie@uni-tuebingen.de

www.uni-tuebingen.de/en/16034

Department of Indian Studies and Comparative Religion
Abteilung für Indologie und Vergleichende Religionswissenschaft
Gartenstraße 19
72074 Tübingen
Tel.: +49 7071 29-72675
Fax: +49 7071 25-5496
e-mail: indologie@uni-tuebingen.de
www.uni-tuebingen.de/en/5990

Department of Japanese Studies
Abteilung für Japanologie
Wilhelmstraße 90
72074 Tübingen
Tel.: +49 7071 29-76985
Fax: +49 7071 29-5817
e-mail: japanologie@uni-tuebingen.de
www.uni-tuebingen.de/en/5988

Oriental and Islamic Studies
Abteilung für Orient- und Islamwissenschaft
Wilhelmstraße 113
72074 Tübingen
Tel.: +49 7071 29-72676
Fax: +49 7071 29-5372
e-mail: administration@sgkno.uni-tuebingen.de
www.uni-tuebingen.de/de/13388

Department of Chinese and Korean Studies
Abteilung für Sinologie und Koreanistik
Wilhelmstraße 133
72074 Tübingen
Tel.: +49 7071 29-72711
Fax: +49 7071 29-5733
e-mail: sinologie@uni-tuebingen.de
www.uni-tuebingen.de/en/21161

III. Department of History

Geschichtswissenschaft
Wilhelmstraße 36 (Hegelbau)
72074 Tübingen
Opening hours during the semester and the semester break:
Mon-Fri 8 am-10 pm; Sat 9 am-1 pm
www.uni-tuebingen.de/en/5306

Department of Ancient History
Seminar für Alte Geschichte
Wilhelmstraße 36 (Hegelbau) 5th Floor
72074 Tübingen
Tel.: +49 7071 29-78501
Fax: +49 7071 29-5532
e-mail: alte.geschichte@uni-tuebingen.de
www.uni-tuebingen.de/en/4715

Department of Medieval History
Abteilung für Mittelalterliche Geschichte
Wilhelmstraße 36 (Hegelbau) 2nd Floor
72074 Tübingen
Office: Gisela Jäger (Room 214)

Tel.: +49 7071 29-72385 (office)
Fax: +49 7071 29-5905
e-mail: sekretariat.mittelalter@uni-tuebingen.de
www.mittelalter.uni-tuebingen.de

Department of Modern History

Abteilung für Neuere Geschichte
Wilhelmstr. 36 (Hegelbau) 2nd Floor
72074 Tübingen
Office: Gunhild Guhl (Room 230)
Tel.: +49 07071 29-72381
Fax: +49 7071 29-5874
E-Mail: gunhild.guhl@uni-tuebingen.de
www.uni-tuebingen.de/en/4970
Office hours: Mon-Fri 10-12 am

Department of Contemporary History

Abteilung für Zeitgeschichte
Wilhelmstraße 36 (Hegelbau) 3rd Floor
72074 Tübingen
Office: Anne Schönwald, Christine Schlauch (Room 303)
Tel.: +49 7071 29-729 97
Fax: +49 7071 29-5793
e-mail: sekretariat.sfz@uni-tuebingen.de
www.uni-tuebingen.de/en/4766
office hours: Mon-Fri 10-12 am; Tue-Thu 2-4 pm

Department of Eastern European History

Institut für Osteuropäische Geschichte und Landeskunde
Wilhelmstraße 36 (Hegelbau) Ground Floor
72074 Tübingen
Office: Jens-Peter Müller
Tel.: +49 7071 29-72388
Fax: +49 7071 29-2391
e-mail: osteuropa@uni-tuebingen.de
www.uni-tuebingen.de/en/5981

Department of Regional History and Auxiliary Sciences

Institut für Geschichtliche Landeskunde und Historische Hilfswissenschaften
Wilhelmstraße 36 (Hegelbau)
72074 Tübingen
Office: Christina Sanna (Room 402)
Tel.: +49 7071 29-72387
Fax: +49 7071 29-5785
e-mail: sekretariat.ifgl@ifgl.uni-tuebingen.de
www.uni-tuebingen.de/en/5195
opening hours: Mon-Thu 9-12 am

IV. Department of Modern Languages

Neuphilologie

Wilhelmstraße 50
72074 Tübingen
www.uni-tuebingen.de/en/11456

Department of German Studies

Deutsches Seminar
Wilhelmstraße 50 (Brechtbau)
72074 Tübingen

Tel.: +49 7071 29-72372
Fax: +49 7071 29-5321
e-mail: deutsches.seminar.verw@uni-tuebingen.de
www.uni-tuebingen.de/en/31

Department of English Language and Literature

Englisches Seminar
Wilhelmstraße 50 (Brechtbau)
72074 Tübingen
Tel.: +49 7071 29-78454
Fax: +49 7071 29-5760
e-mail: anglistik@es.uni-tuebingen.de
www.uni-tuebingen.de/en/30

Department of Romance Languages and Literature

Romanisches Seminar
Wilhelmstraße 50 (Brechtbau)
72074 Tübingen
Office: Miriam Löffler (Room 237)
Tel.: +49 7071 29-72376
Fax: +49 7071 29-5861
e-mail: romanistik@uni-tuebingen.de
www.uni-tuebingen.de/en/29
Office hours: Mon-Wed & Fr 10-12 am; Thu 2-4 pm

Department of Slavic Studies

Slavisches Seminar
Wilhelmstraße 50
72074 Tübingen
Tel.: +49 7071 29-78492
Fax: +49 7071 29-5924
e-mail: slavistik@uni-tuebingen.de
www.uni-tuebingen.de/en/28

Department of Linguistics

Seminar für Sprachwissenschaft
Wilhelmstraße 19-23
72074 Tübingen
Tel.: +49 7071 29-77303
Fax: +49 7071 29-5213
Office: Christine Glauder, Room 1.22
e-mail: sfs-sekr@sfs.uni-tuebingen.de
www.sfs.uni-tuebingen.de
Opening hours: Mon-Fri 9 am-1:30 pm

V. Department of Philosophy – Rhetoric – Media Sciences

www.uni-tuebingen.de/en/11455

Department of Philosophy

Philosophisches Seminar
Bursagasse 1
D-72070 Tübingen
Tel.: +49 7071 29-72405
Fax: +49 7071 29-5098
www.uni-tuebingen.de/en/4303
Opening hours: Mon-Fri 8 am-10 pm

Department of Rhetoric

Seminar für Allgemeine Rhetorik
Wilhelmstraße 50
72074 Tübingen
Tel.: +49 7071 29-78431
Fax: +49 7071 29-4258
e-mail: nasinfo@uni-tuebingen.de
www.rhetorik.uni-tuebingen.de

Department of Media Sciences

Medienwissenschaft
Wilhelmstraße 50
72074 Tübingen
Tel.: +49 7071 29-72352
Fax: +49 7071 29-5403
e-mail: birgit.losch@uni-tuebingen.de
www.uni-tuebingen.de/en/10084

6. Faculty of Economics and Social Sciences**Office of the Dean**

Nauklerstraße 48
72074 Tübingen
Tel.: +49 7071 29-76857 or 29-77957
Fax: +49 7071 29-5417
e-mail: dekanat@wiso.uni-tuebingen.de
www.uni-tuebingen.de/en/11305
Office hours: Mon-Fri 8 am-12.30 pm; Mon-Thu 1.30 pm-3.30 pm

Department of Historical and Cultural Anthropology

Ludwig-Uhland-Institut für Empirische Kulturwissenschaft
Burgsteige 11
Schloss
72070 Tübingen
Tel.: +49 7071 29-74886
Fax: +49 7071 29-5330
e-mail: lui@uni-tuebingen.de
www.uni-tuebingen.de/en/3235

Department of Education*General Science of Education*

Münzgasse 26
72070 Tübingen
Tel.: +49 7071 29-78311 (Mrs Winkler),
Fax: +49 7071 29-5030
www.uni-tuebingen.de/en/4283

School Education

Münzgasse 26
72070 Tübingen
Tel.: +49 7071 29-78314 (Mrs Marsiske),
Fax: +49 7071 29-5871

Social Education

Münzgasse 22-30
72070 Tübingen
Tel.: +49 7071 29-78317 (Mrs Haller)
Tel.: +49 7071 29-75290 (Mrs Hagmann)
Fax: +49 7071 29-5738

Adult Education / Further Education

Münzgasse 11
72070 Tübingen
Tel.: +49 7071 29-74951 (Mrs Fritz)
Fax: +49 7071 29-5140

Center for Educational Science and Psychology

Europastraße 6
72072 Tübingen
Tel.: +49 7071 29-73936 (Mrs Fritz)
Fax: +49 7071 29-5371

Department of Political Science

Institut für Politikwissenschaft
Melanchthonstraße 36
72074 Tübingen
Tel.: +49 7071 29-75445
Fax: +49 7071 29-2417
e-mail: spi-info@uni-tuebingen.de
www.uni-tuebingen.de/en/725

Department of Sociology

Institut für Soziologie
Wilhelmstraße 36 (Hegelbau)
72074 Tübingen
Tel.: +49 7071 29-74664
Fax: +49 7071 29-4216
www.uni-tuebingen.de/en/20888

Department of Sports Science

Institut für Sportwissenschaften
Wilhelmstraße 124
72074 Tübingen
Tel.: +49 7071 29-72629
Fax: +49 7071 29-2078
e-mail: studentensekretariat@ifs.uni-tuebingen.de
www.uni-tuebingen.de/en/11043
Office hours: Tue 12.30-1 pm; Wed 2-2.30 pm; Thu 11.30-12 am

Department of Economics and Business Administration

Fachbereich Wirtschaftswissenschaft
Nauklerstraße 48
72074 Tübingen
Office: Mrs Agnes Albat
Tel.: +49 7071 29-76415 (Studienfachberatung und Bewerberinformationen)
e-mail: dekanat@wiso.uni-tuebingen.de
www.uni-tuebingen.de/en/11321

7. Faculty of Science

Office of the Dean:

Prof. Dr. Wolfgang Rosenstiel
Auf der Morgenstelle 8 (B-Bau, Ebene 10, Raum 10P18)
72076 Tübingen
Tel.: +49 7071 29-78090
Fax.: +49 7071 29-5198
e-mail: dekan@mnf.uni-tuebingen.de
www.uni-tuebingen.de/en/11171

Department of Biology

Auf der Morgenstelle 28 (E-Bau)
72076 Tübingen
Tel.: +49 7071 29-78830
Fax: +49 7071 29-2891
e-mail: hanspeter.mallot@uni-tuebingen.de
www.uni-tuebingen.de/en/8411

Department of Chemistry

Auf der Morgenstelle 8 (B-Bau)
72076 Tübingen
Tel.: +49 7071 29-73035
Fax: +49 7071 29-5244
e-mail: fachbereich.chemie@mnf.uni-tuebingen.de
www.uni-tuebingen.de/en/15520

Department of Geosciences

Hölderlinstraße 12
72074 Tübingen
Tel.: +49 7071 29-78928
Fax: +49 7071 29-5059
e-mail: fb-sprecher@geo.uni-tuebingen.de
www.uni-tuebingen.de/en/13656

Department of Computer Science

Sand 14
72076 Tübingen
Tel.: +49 7071 29-70458
Fax: +49 7071 29-5152
e-mail: oliver.kohlbacher@uni-tuebingen.de
www.uni-tuebingen.de/en/13825

Department of Mathematics

Auf der Morgenstelle 10 (C-Bau)
72076 Tübingen
Tel.: +49 7071 29-72418
Fax: +49 7071 29-4322
e-mail: martin.moehle@uni-tuebingen.de
www.uni-tuebingen.de/en/34383

Department of Pharmaceutical Sciences

Auf der Morgenstelle 8 (B-Bau)
72076 Tübingen
Tel.: +49 7071 29-78795
Fax: +49 7071 29-2476
e-mail: peter.ruth@uni-tuebingen.de
www.uni-tuebingen.de/en/1318

Interfaculty Institute of Biochemistry

Hoppe-Seyler-Str. 4
72076 Tübingen
Tel.: +49 7071 29-73340
Fax: +49 7071 29-5070
e-mail: klaus.moeschel@uni-tuebingen.de
www.uni-tuebingen.de/en/8013

Department of Physics

Auf der Morgenstelle 14
72076 Tübingen
Tel.: +49 7071 29-76305
Fax: +49 7071 29-5829
e-mail: fortagh@uni-tuebingen.de
www.uni-tuebingen.de/en/4760

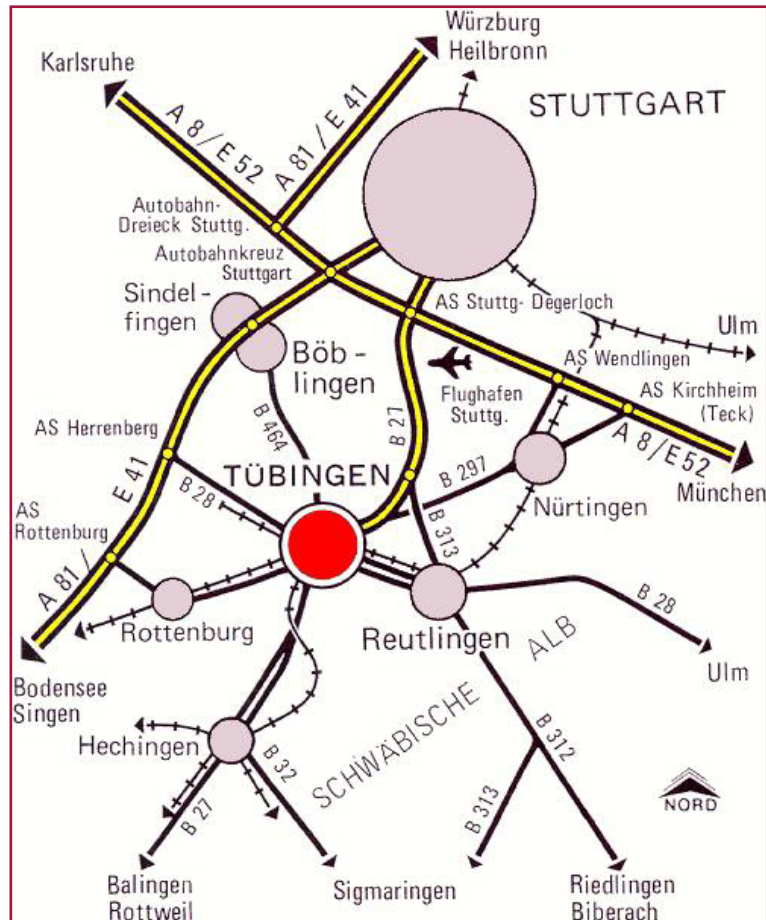
Department of Psychology

Schleichstr. 4
72076 Tübingen
Tel.: +49 7071 29-72410
Fax: +49 7071 29-2410
e-mail: director.psychologie@uni-tuebingen.de
www.uni-tuebingen.de/en/9098

Center for Plant Molecular Biology (ZMBP)

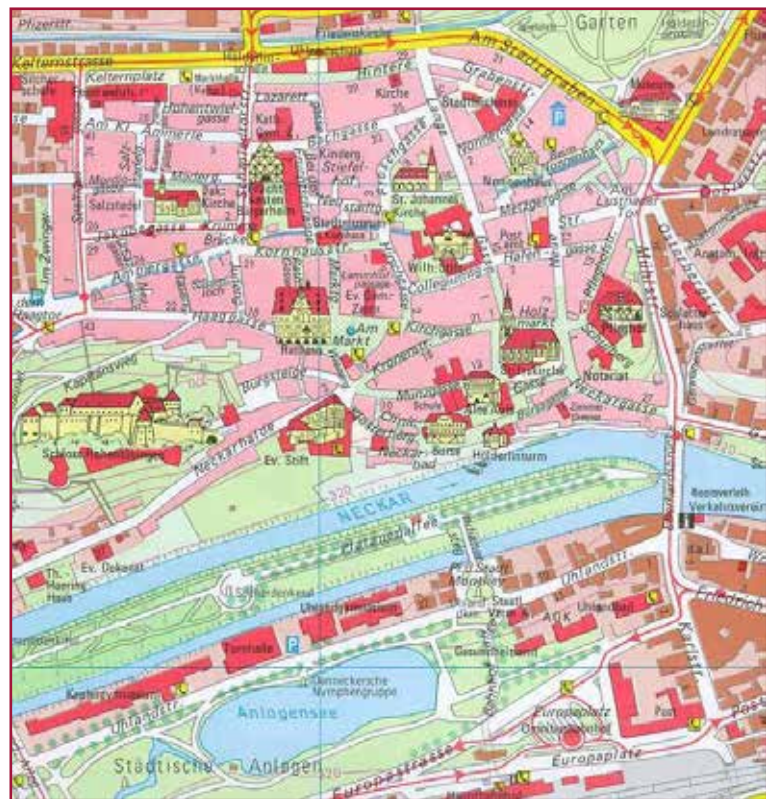
Auf der Morgenstelle 32
72076 Tübingen
Tel.: +49 7071 29-78805
Fax: +49 7071 29-3287
e-mail: silvia.roecker@zmbp.uni-tuebingen.de
www.uni-tuebingen.de/en/473

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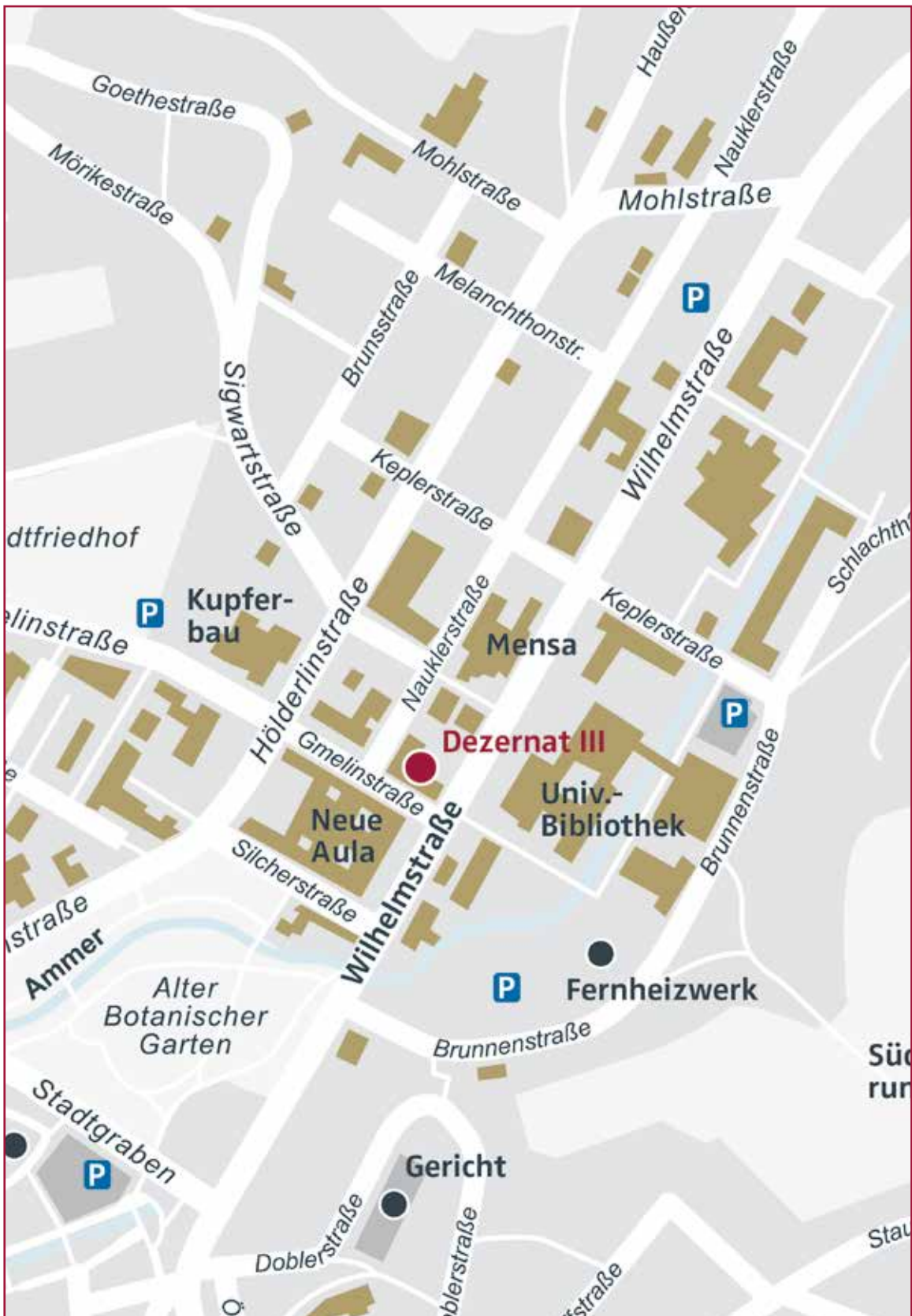


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IMPRESSUM

Eberhard Karls Universität Tübingen

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[<http://www.uni-tuebingen.de/international>]

[www.uni-tuebingen.de]

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