

# **Student Guide for International Exchanges**

UNIVERSITY OF ERFURT





**Dear student,**

We are pleased that you opted to come to Erfurt as an exchange student. Travelling to and studying in a foreign country is indeed a small adventure, which requires the willingness on your part to explore unknown territory. Nevertheless, we do not want your stay in Erfurt to become 'a journey into the unknown'.

We have prepared this brochure to make your preparations for your studies in Erfurt as convenient as possible and to help you to familiarise yourself with the various facilities and the academic structure of our university. This handbook addresses general questions and concerns you might have, and directs you to some specific university and community services. It will also give you some practical advice on daily life in the city of Erfurt. The brochure should act as a guide both to students and advisors. We hope that this brochure will answer many of your questions. If some questions still remain unanswered, our colleagues in the International Office, as well as supplementary university publications are available to give you help and advice.

It will be our pleasure to welcome you in our community of distinguished international students, scholars and faculty members. We hope your stay will provide you with many happy memories. We wish you a successful stay at the University of Erfurt and we are looking forward to seeing you at some of the programmes and activities offered by the International Office.

Sincerely,

A handwritten signature in dark blue ink, reading "Manuela Linde". The script is cursive and elegant, with a large 'M' and a long, sweeping underline.

Manuela Linde – Director, International Office



## Table of Contents

### **A. The University of Erfurt**

1.	Welcome at the University of Erfurt	7
2.	Faculties	8
3.	Central and Inter-Faculty Facilities	13
3.1	University Library Erfurt	13
3.2	University Computer and Media Centre (URMZ)	17
3.3	Language Centre	19
4.	Degree Programmes	22
4.1	Bachelor Programmes	22
4.2	Master Programmes	23
4.3	Other Programmes	25
4.4	Doctoral Studies	25

### **B. Exchange Students at the University of Erfurt**

1.	The International Office – Your First Point of Contact	27
2.	Structure of the Academic Year	29
3.	Application Dates and Procedures	30
4.	Language Requirement: German	30
5.	Preparatory German Language and Orientation Course	31
6.	Semester Contribution / Student ID / Semester Ticket	33
7.	Tutoring Programme	34

## **C. The European Credit Transfer System (ECTS) at the University of Erfurt**

1.	Curriculum Planning:	
	Your Personal Time-Table	35
2.	Course Catalogue	36
3.	Types of Courses	36
4.	The Credit Point System	38
5.	Types of Examinations	39
6.	Evaluation of Academic Work	41
6.1	The Grading System of the University of Erfurt	41
6.2	The ECTS Grading Scale	42
6.3	Transfer of Grades from the University of Erfurt into the ECTS	43
7.	Learning Agreement	43
8.	Transcript of Records	44
9.	Advisors and Contact Persons	45
9.1	Institutional Co-ordinator	45
9.2	Academic Mentoring Programme	45

## **D. General Information**

1.	The City of Erfurt	47
2.	Travel Arrangements to Erfurt and the University	48
3.	Student Halls of Residence on Campus	51
4.	Student Restaurants (Mensa)	53
5.	Costs of Living	55
6.	Shopping	56
7.	Jobs	56
8.	Health Insurance and Visiting a Doctor	57
8.1	Health Insurance	57

8.2	Visiting a Doctor	59
9.	Immigration Regulations	61
9.1	Visa	61
9.2	Formalities after Arrival: Registration with the City of Erfurt Registration Authority (Bürgerservice)	62
10.	Students with Disabilities	64
11.	Recreation and Cultural Activities	64
11.1	The University Sports Centre	64
11.2	Choirs, Orchestra and Theatre at the University of Erfurt	65
11.3	Springboard to Learning	67
11.4	Tandem Language Programme	68
11.5	Café International	69
11.6	Strangers become Friends	71
11.7	Cultural Events and Entertainment in the City of Erfurt	72

## **E. Check list**

## **F. Maps**

1.	How to find the University of Erfurt	74
2.	Campus Map	75







## **A. The University of Erfurt**

### **1. Welcome at the University of Erfurt**

The University of Erfurt is a public university for the arts and humanities with a particular focus on cultural and social sciences. Founded in 1379 as the oldest university on current German territory, it has made a name for itself since reopening its doors in the year 1994 thanks to its academic achievements in the fields of education, religion, and other key disciplines. All curricula, including those for teacher training, have been accredited as best-practice models for the implementation of the Bologna system.

Students from Thuringia, other states in the Federal Republic of Germany, and abroad can pursue their first professional qualification in the form of a bachelor's degree programme; an academic, practically-oriented, or continuing education master's degree programme; and advanced academic qualifications in the form of doctoral and post-doctoral studies and research.

Located in the heart of Europe, the University of Erfurt is also a gateway to the world. It considers itself a place of international encounters and communication between diverse cultures. Its international profile is reflected in the composition of the student body, among other things. The university maintains a variety of cooperative ties to higher education institutions in Europe, Asia, North America, and South America. Members of all schools participate in international research networks and foster an intensive international exchange.

The University of Erfurt prides itself on short routes. All schools and service centres as well as several dormitories are located on the university campus, which is close to and easily accessible from the city centre. Students have PC workstations, a modern independent foreign language study centre, and a university sports centre at their disposal. Other recreational activities include participation in the orchestra and choir. The new university library, housing more than 1,700,000 volumes and media items, offers prime service to students and researchers alike. A total of about 6,000 students is currently enrolled in the four faculties. In just ten minutes, they can reach the picturesque historic city centre with its landmarks, churches, movie theatres, stages, restaurants, bars, and the Engelsburg student centre.


## **2. Faculties**

### *Faculty of Humanities*

Acknowledging the relevance of cultural studies to the humanities and social sciences, the Faculty of Humanities aims at the development of new methodological and theoretical approaches. Within the framework of BA and MA programmes, it offers courses of study in Communication Science, English Studies, German Studies, History, Literary Studies, Philosophy, Religious Studies, Romance Studies and Slavic Studies.

[www.uni-erfurt.de/philosophische-fakultaet](http://www.uni-erfurt.de/philosophische-fakultaet)


 0361/737-4000

 0361/737-4009

### *Faculty of Economics, Law and Social Sciences*

This faculty is designated as “*Staatswissenschaften*”. It integrates the fields of Economics, Law, and the Social Sciences, the latter comprising Sociology and Political Science. The integrative course design will help students to develop a cross-disciplinary overview in addition to a specialist knowledge of the various individual subjects. It also offers a Bachelor programme in International Relations. In close co-operation with the Faculty of Economics, Law and Social Sciences, the Willy Brandt School of Public Policy (WBS) has been established. The School offers Germany’s first public policy degree programme, a two-year Master of Public Policy.

[www.uni-erfurt.de/staatswissenschaften](http://www.uni-erfurt.de/staatswissenschaften)

 0361/737-4500


 0361/737-4509

### *Faculty of Education*

Building on the experience of the former “*Pädagogische Hochschule*”, the Faculty of Education offers a broad range of subjects with a focus on educational and psychological aspects. The Faculty of Education is also concerned with training teachers for primary, secondary and vocational schools.

[www.uni-erfurt.de/erziehungswissenschaften](http://www.uni-erfurt.de/erziehungswissenschaften)

 0361/737-2000

 0361/737-2009


### *Faculty of Catholic Theology*


In 2003, the former “*Katholische Fakultät Erfurt*”, the only training institution for Catholic Theology in the east of Germany for over 60 years, was inte-



grated into the University of Erfurt as the Faculty of Catholic Theology.

[www.uni-erfurt.de/theol](http://www.uni-erfurt.de/theol)

 0361/737-2500


 0361/737-2509

### *Max Weber Centre for Advanced Cultural and Social Studies*

Named after the sociologist Max Weber, who was born in Erfurt, the Max Weber Centre for Advanced Cultural and Social Studies is a core institution for research and teaching at the University of Erfurt. Its structure is similar to a university faculty, but also incorporates the organisational features of a Centre for Advanced Study, a research institute and a post-graduate school.

[www.uni-erfurt.de/maxwe](http://www.uni-erfurt.de/maxwe)

 0361/737-2800

 0361/737-2809

You can find a detailed list of the faculty members, secretaries, telephone numbers and e-mail addresses on each faculty's website.





### **3. Central and Inter-Faculty Facilities**

#### **3.1 University Library Erfurt**

The University Library is a high-tech electronically based library and contains almost 1.7 million books and 1,600 current periodicals as well as the electronic resources and online databases that are available within the university campus network. The Library that is designed to serve as a reference library has 360 reading desks in use of which 120 are equipped with computer terminals. Most of the books, periodicals, CDs, DVDs and other electronic media from all subject areas are stored in the open access area.


The University Library also houses the *Amploniana*, the unique library collection donated by Amplonius Rating de Berka, the second rector of the medieval University of Erfurt. The *Amploniana*, which contains over 1,000 manuscripts primarily from the fields of medieval philosophy and theology, attracts researchers from all over the world.

Via the WWW-OPAC all the University Library books can be accessed from all over the world. The following services can be used: inter-library loans, on-line loans and express delivery services.

#### *Postal Address*

*Nordhäuser Straße 63, 99089 Erfurt*

 0361/737-5500

 0361/737-5509

 [direktion.ub@uni-erfurt.de](mailto:direktion.ub@uni-erfurt.de)



[www.uni-erfurt.de/bibliothek](http://www.uni-erfurt.de/bibliothek)

*Opening hours of the University Library*

*Reading Rooms*

*Monday – Friday*                      8.00–22.00

*Saturday*                                10.00–18.00

*Information*

*Monday – Friday*                      9.00–18.00

 0361/737-5800

*Loans*

*Monday – Friday*                      10.00–17.00

 0361/737-5830

Library training sessions for new students are offered at the beginning of each semester.

You can find a comprehensive programme of University Library events by visiting the library's website:

[www.uni-erfurt.de/bibliothek/ub/lernangebote](http://www.uni-erfurt.de/bibliothek/ub/lernangebote)

There is also a Research Library in Gotha, housed in the 17th century Schloss Friedenstein. The Library contains one of Germany's largest collections of 17th and 18th century books and manuscripts. Some books and periodicals even date back to the 16th–19th centuries. Thus, the Gotha Research Library acts as a storage and curatorial centre for both manuscripts, many of them original, and historical books (up to 1850).






### **3.2 University Computer and Media Centre (URMZ)**

The University of Erfurt aims at opening up new horizons for students and lecturers by using the internet and new media technology in research and teaching. For this purpose the University Computer and Media Centre (URMZ) was set up to promote online and other forms of computer based teaching and learning programmes and to develop the campus network system. The University Computer and Media Centre is responsible for hardware and software support, computer technology, and the maintenance of the network services. It runs 2 PC pools which are open from 7.00 – 21.00 (closed on public holidays).

*URMZ KIZ / Room 0.11*

 0361/737-5450

 0361/737-5459


 [rz@uni-erfurt.de](mailto:rz@uni-erfurt.de)

[www.uni-erfurt.de/urmz](http://www.uni-erfurt.de/urmz)

*PC Pools KIZ / Room 0.15, 0.16*

*Opening hours*

*Monday – Friday            7.00–21.00*

 0361/737-5450

 [rz@uni-erfurt.de](mailto:rz@uni-erfurt.de)

[www.uni-erfurt.de/urmz/pc-pools](http://www.uni-erfurt.de/urmz/pc-pools)





### 3.3 Language Centre

The Language Centre (*Sprachenzentrum*) is responsible for the testing and tuition of foreign language skills and for training in Elocution and Applied Rhetoric. The following languages are currently on offer: German as a Foreign Language, Arabic, Czech, English, French, Greek, Hebrew, Italian, Japanese, Latin, Polish, Portuguese, Spanish, Russian, and Turkish. Extra languages such as Chinese may be offered according to demand and in co-operation with other faculties and institutes.

Courses in German as a Foreign Language may be of particular interest to foreign students. The Language Centre offers:

- courses in German as a Foreign Language to prepare students for the German Language Examination for University Admission (*Deutsche Sprachprüfung für den Hochschulzugang*; abbr.: DSH),
- the administration of the DSH Examination,
- German support courses for international students (to underpin their main subjects),
- a Comprehensive Language and Orientation Course (*Vorbereitungskurs*) for newly arrived international exchange students, designed to prepare them language- and culture-wise before the semester starts

The Language Centre houses a Self-Access Area (*Selbstlernzentrum*) open to all members of the University of Erfurt in order to encourage the autonomous acquisition of foreign language skills and to accompany the course-based language tuition.




The Centre has computer-supported multi-media language learning materials, CD-ROM databases and many other resources, and it provides access to the internet. Networked computer workstations, a separate room for studying in small groups and four language laboratories are available. Foreign television programmes can be received via satellite. In addition, there is a 12-booth computer-supported language laboratory with video copying facilities. Further information, particularly with regard to the courses available and to the Centre's present resources can be found on the Language Centre's homepage.


*Language Centre*

*Secretary Kristin Scharnowski*

*Mitarbeitergebäude 2 / Room 416*

*Secretary: Kristin Scharnowski*

 0361/737-2700

 0361/737-2709


 [kristin.scharnowski@uni-erfurt.de](mailto:kristin.scharnowski@uni-erfurt.de)

[www.uni-erfurt.de/sprachenzentrum](http://www.uni-erfurt.de/sprachenzentrum)

*German as a Foreign Language Department*

*Head Dr. Birgit Chiasera*

*Mitarbeitergebäude 2 / Room 428*

 0361/737-2711

 [birgit.chiasera@uni-erfurt.de](mailto:birgit.chiasera@uni-erfurt.de)

## **4. Degree Programmes**

### **4.1 Bachelor Programmes**

At the University of Erfurt a six-semester course of study leads to a Bachelor of Arts degree (Baccalaureus Artium; abbr.: B.A.). The B.A. programme is divided into two phases: A two semester Orientation Phase and a four semester Qualification Phase.

*The degree requirements consist of three obligatory fields of study:*

- Main subject (Major)
- Subsidiary subject (Minor)
- Interdisciplinary studies (Studium Fundamentale)

*The following subjects are on offer:*

- Art
- Catholic Religious Education
- Communication Science
- Economics
- Education for Special Schools (major subject only)
- Educational Science
- English and American Studies
- German Studies
- History
- International Relations
- Law
- Literary Studies
- Management (minor subject only)
- Mathematics (minor subject only)

- Music Education (minor subject only)
- Music Mediation
- Philosophy
- Physical Education (minor subject only)
- Primary and Elementary Education (major subject only)
- Protestant Religious Education (minor subject only)
- Religious Studies
- Romance Studies (minor subject only)
- Slavic Studies (minor subject only)
- Social Science
- Teaching, Learning, and Training Psychology
- Technology (minor subject only)

Any one of the subjects can be chosen as a major or minor subject unless otherwise indicated.

### *Exchange Students*

Exchange students who are not seeking an academic degree at the University of Erfurt are exempted from any aptitude tests and admission limitations if the co-operation agreement refers to the subject in question.

### **4.2 Master Programmes**

The University of Erfurt offers various disciplinary, interdisciplinary and professional Master programmes. It confers the academic degrees of Master of Arts (M.A.), Master of Science (M.SC.) and Master of Public Policy (M.P.P.). Students who want to teach in Thuringia can enrol in the Master programmes in Teaching at Primary, Secondary, Special and Vocational Schools.

The Master programmes consist of a Study Phase (three semesters course work) and a Termination Phase (one semester completion of the master's thesis).

Admission to the Master programmes requires completion of a Bachelor degree course or equivalent studies in a relevant subject. For further information, please contact the faculties or consult their websites.

Master programmes on offer:

- Applied Linguistics – Acquisition, Processing and Use of Language
- Children's and Youth Media Studies
- Collections-Based History of Knowledge and Culture
- Communication Studies
- Economics, Law and Social Sciences
- Educational Science
- Health Communication
- History
- Literary Studies
- Middle Eastern Sociology/Anthropology and History (MESH)
- Philosophy
- Psychology
- Religious Studies (taught in English)
- Special Needs and Integrational Education
- Theology and Economics
- Education for Primary Schools
- Education for Secondary Schools
- Education for Special Schools
- Education for Vocational Schools



*Continuing Education Master programmes (subject to tuition fee):*

- Public Policy (taught in English, not available for exchange students)

### **4.3 Other Programmes**

In addition to the Bachelor and Master programmes, the University of Erfurt offers a Magister degree programme in Catholic Theology. The degree is approximately equivalent to a Bachelor's and a Master's degree combined and takes five years of full-time study to complete.

### **4.4 Doctoral Studies**

Both the Max Weber Centre for Cultural and Social Studies and all the university faculties offer degree programmes leading to a doctorate (Ph.D.). Admission to the doctoral programmes requires the written consent of a supervisor who must be a member of the University of Erfurt.



## **B. Exchange Students at the University of Erfurt**

### **1. The International Office – Your First Point of Contact**

The International Office co-ordinates services for international faculty, staff, students and scholars. It assists with all matters of special concern to them and serves as a referral source to other university offices and academic departments. We, the team of the International Office, will help you to answer all your enquiries concerning your stay at the University of Erfurt.

We are responsible for your admission as an exchange student. We help exchange students to apply for residence hall accommodation. We organise the Preparatory German Language Course and the orientation week as well as a variety of excursions and events for international students during the semester at which German students are also welcome. Advice and support regarding your enquiries and problems are available for you at any time.

We suggest that you contact the International Office immediately after your arrival in Erfurt. We encourage all students to maintain close ties with the office throughout their stay at the University of Erfurt.

*International Office  
Verwaltungsgebäude (Administration Building) /  
Rooms 0004 – 0006 and 0014*



...Ветер  
по Петербургу  
обычай  
дул на него  
со всех  
четырех сторон

*Office hours*  
*Monday – Tuesday*  
*13.00–15.00 and by appointment*  
 0361/737-5030  
 0361/737-5039  
 [international@uni-erfurt.de](mailto:international@uni-erfurt.de)  
[www.uni-erfurt.de/international](http://www.uni-erfurt.de/international)

## **2. Structure of the Academic Year**

The academic year in Germany is divided according to the semester system that splits the academic year into two equal parts. The administrative start of the semester is October 1 and April 1, respectively. Lecture periods last 14-15 weeks each. The lectures of the first semester (winter semester/fall term) begin in mid-October and end in mid-February, the lectures of the second semester (summer semester/spring term) start in April and end in mid-July.

You will find the exact dates in the course catalogue (Vorlesungsverzeichnis) or in your information sheet. In addition, your ERASMUS co-ordinator or study abroad advisor will also be able to give any further information.

Exams, projects, work placements and intensive courses are usually held during the lecture-free period (semester breaks). Details can be obtained from the faculties and departments concerned.



### **3. Application Dates and Procedures**

Applications for admission as an exchange student must be submitted by June 15 for the following winter semester and by November 30 for the following summer semester.

#### *Application Form*

Exchange students must apply online. After submitting the online-application you have to print and sign the form (a PDF is provided after sending the online-application). Your home university must confirm that your data is correct and that you have been put forward as an exchange student on their behalf. Please include a Transcript of Records of your home institution in your application as well as other required documents.

*[www.uni-erfurt.de/en/international/incoming/exchange-students](http://www.uni-erfurt.de/en/international/incoming/exchange-students)*

### **4. Language Requirement: German**

If you want to study at the University of Erfurt, it is recommended that you have at least a basic knowledge of German. The German Language Department of your home institution or your German instructor has to evaluate your level of German if you cannot prove an official language certificate. German is generally necessary to get by outside the university campus, too.

In shops and offices little English is spoken. We recommend our international students to have attended German language courses for at least one year.



The better your proficiency in German, the more quickly you will settle in in Erfurt.

A number of courses at the University of Erfurt is taught in English. The course offerings in English vary every semester; please refer to the course catalogue. All courses not indicated as taught in English are taught in German. Sometimes it is possible to use English in courses attended by exchange students. Examination essays and assessed projects can be written in English after consulting the course instructor. We do not request a special proof of English language but expect our exchange students to have an advanced level of English should they intend to attend a course taught in English.

### **5. Preparatory German Language and Orientation Course**

The Preparatory German Language and Orientation Course (Vorbereitungskurs) is designed for beginners of German or advanced students up to B1 of the Common European Framework of Reference for Languages (CEFR). The preparatory course programme helps you to improve your German language skills. In the afternoons, the many facets of academic study and day-to-day life at the University and in Erfurt, Thuringia, and Germany will be introduced to you. The course generally takes place four weeks before the beginning of each lecture period, i. e., in September for the winter semester and in March for the summer semester. Exact dates can be obtained from the International Office. The participants will be awarded 3 ECTS for successful attendance.

A person is shown from the waist up, holding a black tote bag. They are wearing a long-sleeved shirt with a grey and white geometric pattern and dark pants. The background is a blurred outdoor setting with green grass and a building. The tote bag has the text "STUDENT AT WORK" in large orange letters and "IN ERFURT" in smaller white letters below it.

**STUDENT  
AT WORK**  
IN ERFURT

Note: The Preparatory German Language and Orientation Course is intended for students who have a relatively limited knowledge of German. The level of language falls somewhere within the range of A1/B1 on the CEFR level scale. The course is not intended for German Studies students with advanced knowledge of German. We assume that students of German Studies already possess the necessary language requirements.

## **6. Semester Contribution / Student ID / Semester Ticket**

### *Semester Contribution*

As an exchange student at the University of Erfurt you do not have to pay fees. However, all students are required to pay the semester contribution. One part of the semester contribution goes to the student services and the student representation, the other covers the “semester ticket”. The price can vary from year to year. At the moment it costs around EUR 230 each semester. The semester contribution can be paid in cash after your arrival.

### *Student ID*

After paying the semester contribution and proving a valid health insurance you will receive your student ID card which also serves as your semester ticket (in conjunction with an identity card or similar proof of identity carrying a photograph).

If you wish to extend your stay at the University of Erfurt for an additional semester please contact the International Office. When you finish your period of

study in Erfurt you must sign out. The International Office will help you deal with these procedures in co-operation with the Office of Student Affairs (Dezer-nat Studium und Lehre).

### *Semester Ticket*

The semester ticket (included in the semester contribution) entitles you to travel for free on the city routes of the Erfurt transportation system (Verkehrsbe-triebe AG) within the zone 10, of the Jena and Weimar transportation systems and on the local trains of the German Railway System (Deutsche Bahn AG) within Thuringia. Given that a single tram journey is € 2 and that the semester ticket is valid from October to March, or April to September, respectively, you can save a lot of money.

## **7. Tutoring Programme**

Every new student is assigned a German student as tutor who is a student at the University of Erfurt her-/himself. Your tutor will get in touch with you by e-mail a few weeks before your arrival and will support you especially during the first weeks of your stay at the University of Erfurt. He or she will help you to become acquainted with the campus, handle registration matters and make early contact with German students.

## **C. The European Credit Transfer System (ECTS) at the University of Erfurt**

### **1. Curriculum Planning: Your Personal Time-Table**

As there is no set time-table, you will have to work out your own personal time-table at the University of Erfurt. You should work in close conjunction with the ECTS co-ordinator at your home university as your courses in Erfurt have to be officially recognised by your university. Keep in touch with your academic advisor throughout your stay in Erfurt to ensure that you are making normal progress toward your degree.

You should first gain an overview of the courses on offer from the course catalogue. Basically, all lectures are open to exchange students, no matter which subject or field you happen to be following at the University of Erfurt. You only have to ask for the course lecturer's permission if you want to attend a course which may have an upper limit for the number of participants.

The ECTS system requires a total of 30 credit points per semester. One ECTS credit point corresponds to one Leistungspunkt (credit point) from the University of Erfurt. You should not take on too high a workload as an exchange student. Depending on your level of German, both the preparation and follow-up work for lectures and seminars can mean a lot more work for you as a foreign student than for a German student at the University. Less can sometimes mean

more for this very reason. You may also wish to take part in the German language courses that support your main subject because you can also collect credit points from these language courses. Please ask the responsible person at your home university how many ECTS you have to collect during your exchange semester.

Your academic mentor (see C.9) in your particular course or subject area at the University of Erfurt will help you with questions on credit points and the exam system.

## **2. Course Catalogue**

The course catalogue (Vorlesungsverzeichnis) is published online generally two to three months before the beginning of each semester. You can find the course catalogue at <https://sulwww.uni-erfurt.de/PublicServices/VeranstaltungsVerzeichnis>.

The previous semester's or year's course catalogue can be used as a rough guide for courses on offer during the whole academic year. The courses taught in English (alphabetically ordered by teachers or by disciplines) are indicated in the middle section of the menu.

## **3. Types of Courses**

The following types of courses are offered:

*Lectures (Vorlesung; abbr.: V)* are classes in which a member of the teaching staff, usually a professor, gives a formal lecture. The lecture is traditionally the most usual means by which a university lecturer im-

parts knowledge. The main tasks of the students are to listen and to take notes.

*Seminars (Seminar; abbr.: S)* are classes with a limited number of participants (group classes). Knowledge is gained by active participation within the framework of group work, the exchange of any findings as a result of projects, discussions and seminar papers. Some seminars are scheduled as block seminars (BS). Those sessions do not take place on a weekly basis, but on a number of fixed days, e.g., one or two weekends.

*Exercises (Übung; abbr.: Ü)* are also group classes designed to process lecture material in greater depth. Theoretical knowledge should be applied to case studies or to specific problems relevant to practice within the subject area.

*Colloquia (Kolloquium; abbr.: K; from the Latin colloquium - speech, conversation)* include the following:

- a) Classes with lectures and discussions shared between students and teaching staff relating to a topic which has been prepared by the students,
- b) Oral examinations,
- c) Academic discussions on specific academic topics, including guest lectures.

*Work placements / Internships (Praktikum; abbr.: Pr)* are particularly important for all subjects which have wider practical application. Internships add to the knowledge provided in the Training of Professional Skills courses (Berufsfeld).



*Field trips (Exkursion; abbr.: E)* or academic excursions (e.g. observational visits, outdoor practices) are necessary in subjects needing on-site investigations (e.g. Geography, History, or History of Art).

In addition, there are some other learning modes on the Bachelor programmes e.g.

- Individual reading classes
- Project seminars
- Training sessions
- Tutorials

#### **4. The Credit Point System**

Students must gain an average of 30 credit points per semester. One credit point corresponds to a thirtieth of the course and examination workload of a student in one semester. There are different numbers of credit points for individual assignment and examinations depending on their content and importance. As a rule, 3 credits are awarded for courses with a lower workload, and 6 credits for a seminar with a higher course and examination workload. The credit points are shown in the course catalogue for each course. Credit points are only awarded if the student attends the course and passes the examination in that course.

As a rule, a course meets once a week for 90 minutes. There are also block seminars where the sessions of the entire semester will be held, e.g., during one weekend.

If you plan to attend various courses in one and the same field of study, you should get acquainted with

the modular system of studies at Erfurt University. Modular means that students should normally complete whole “study modules” comprising two or more courses, which deal with a similar topic. Sometimes, this means that only one of the two or more seminars will be graded. While exchange students are exempt of the obligation to study whole modules and are free to choose single seminars, they should always check with the seminar’s lecturer, whether it is possible to receive ECTS and a grade or ECTS only in the course in question.

### **5. Types of Examinations**

The following passage will act as your guide to some types of assignments and exams as listed in the course catalogue:

*A Protokoll (Report)* is a written progress report based on a specific course and the topics discussed within the course, but the report must fulfil specific formal criteria.

*A Referat (Presentation)* is an oral presentation based on a written piece of work; the Referat must generally be presented within the framework of a seminar or a practical session in order to be discussed with the other participants of the seminar.

*A Thesenpapier (Summary/Handout)* summarises the most important points and results of an academic piece of work or investigation; unlike a Protokoll, the opinions of the writer are included.



A *Klausur* is a written exam under supervision to be completed within a time limit.

The *mündliche Prüfung* is an oral exam.

A *schriftliche Arbeit* is a written piece of work, either on a first year, a more advanced, or a project level.

At the beginning of the semester, the instructor will specify what the assignments and the type of exams required for each individual course are. In some courses different numbers of credits can be collected (e.g. “3 – 6 credits”). It must be inquired from the course instructor as to how many credits a specific assignment carries.

## **6. Evaluation of Academic Work**

### **6.1 The Grading System of the University of Erfurt**

The grading scale has five grades, which means that, including the intermediate grades, 10 pass grades (from 1.0 to 4.0) and one failure grade (5.0) can be awarded. Intermediate grades can be awarded in order to provide a finer differentiation of the grading of the performance. This is done by raising or lowering the individual grades by 0.3. (e.g. 1.0, 1.3, 1.7, 2.0, etc.). The grades 0.7, 4.3, 4.7 and 5.3 cannot be awarded.

1 = “very good” = an excellent performance

2 = “good” = a performance which is considerably above the average requirements

3 = “satisfactory” = a performance which meets the average requirements

4 = “sufficient” = a performance which still meets the requirements, despite its weaknesses

5 = “insufficient” = a performance which fails to meet the requirements on account of considerable weaknesses

## 6.2 The ECTS Grading Scale

The ECTS grading scale is as follows:

ECTS-grade	Percentage*	Definition
A	10	EXCELLENT – outstanding performance with only minor errors
B	25	VERY GOOD – above the average standard but with some errors
C	30	GOOD – generally sound work with a number of notable errors
D	25	SATISFACTORY – fair but with significant weaknesses
E	10	SUFFICIENT – performance meets the minimum criteria
FX	–	FAIL – some more work required before the credit can be awarded
F	–	FAIL – considerable further work is required

\* Percentage of successful students who generally achieve this grade

### **6.3 Transfer of Grades from the University of Erfurt into the ECTS**

It is suggested that exchange students at the University of Erfurt transfer their grades into the ECTS as follows:

<b>Erfurt Grade</b>	<b>ECTS Grade</b>
1,0; 1,3	A
1,7; 2,0	B
2,3; 2,7; 3,0	C
3,3	D
3,7; 4,0	E
5,0	F

### **7. Learning Agreement**

In the Learning Agreement, you formally agree to the courses that you wish to attend at the University of Erfurt. In addition, it is specified in the Learning Agreement that your work at the University of Erfurt is to be recognised by your home university. You may use the standard form from the European Commission for this purpose. You will need a copy of the course catalogue in order to choose your courses. You must contact your ECTS co-ordinator of your home university before your departure to discuss your time-table in Erfurt. The Learning Agreement must be signed by the Departmental Co-ordinator and the Institutional Co-ordinator of both your home university and the University of Erfurt.



### **8. Transcript of Records**

After each semester at the University of Erfurt, your course and examination performance will be certified. The course instructors enter your study and examination performance on special forms and forward a copy to the Registrar's Office (Dezernat Studium und Lehre). You will receive the original document from the instructor in the last session of each class. Please ask for it when not provided automatically.

The Transcript of Records will be issued centrally by the registrar's office after the semester (approx. in April for the winter semester, in October for the summer semester). The International Office will mail your Transcript of Records to your home university and to you as soon as it is printed. Until you receive the official transcript from us, you can print out your grades from the internet yourself. In order to log in to the "ELVIS system", use the student login data (account name and password) you were given at the beginning of your stay and click on "Meine Noten" (my grades):

*see [www.uni-erfurt.de](http://www.uni-erfurt.de)*

## **9. Advisors and Contact Persons**

### **9.1 Institutional Co-ordinator**

The "Institutional Co-ordinator" makes sure that the ECTS principles are adhered to and are functioning correctly. The Institutional Co-ordinator strives to improve procedures as well as practical aspects of ECTS and supports the Faculty programme co-ordinators. Manuela Linde is the "Institutional Co-ordinator" of the University of Erfurt and the Head of the International Office.


*ECTS Institutional Co-ordinator*

*Manuela Linde*

*International Office*

*(Administration Building)/Room 0005*

 0361/737-5031

 0361/737-5039

 [manuela.linde@uni-erfurt.de](mailto:manuela.linde@uni-erfurt.de)

### **9.2 Academic Mentoring Programme**

The University of Erfurt offers its students academic mentoring in their subject area. Participation in the mentoring programme is obligatory for exchange students, too.

The International Office will give you the name and contact address of your academic mentor upon arrival. Introduce yourself to the mentor at the beginning of the semester and discuss your personal timetable with him/her. The form on which you choose your courses at the beginning of the semester ("Belegbogen") must also be signed by your mentor.



## **D. General Information**

### **1. *The City of Erfurt***

Many unique features characterise the mediaeval city of Erfurt, which is not only the largest city in Thuringia but is also one of the oldest cities in central Germany. The city's eventful history began over 1,250 years ago with its early development as an economic, political and cultural centre being largely due to its favourable location at the crossroads of important European trade routes. Prominent figures such as Martin Luther, Ulrich von Hutten, Adam Ries, Johann Wolfgang von Goethe, Friedrich Schiller and Wilhelm von Humboldt have a close association with the history of the city.

Erfurt, the capital of the free state of Thuringia, is located right in the heart of Germany, which gives it its favourable location for transport and travel. Erfurt is also in the immediate vicinity of famous towns and cities such as Weimar, Jena and Eisenach.

With its 200,000 inhabitants, Erfurt is rapidly developing into a university city with great flair and character. Approximately 10,000 students, 500 of whom are international, currently attend its two higher education institutions. No matter where they are from or which university they attend, students in Erfurt enjoy the charm of the well-preserved mediaeval downtown with carefully restored traditional patrician houses, picturesque alleys and squares. The “Collegium maius” – the restored mediaeval univer-

sity building – still stands in this old part of the city where the International Guest House on Michaelis Street and the mediaeval dormitories Am Kreuzsand are located. The current student center is housed within the vaulted cellars of the “Engelsburg”, a club with a long historical tradition and which provides numerous student services.

## ***2. Travel Arrangements to Erfurt and the University***

Erfurt is centrally located and can easily be reached by plane, train, bus or car. There are regular flights to Erfurt from some international tourist destinations. Erfurt Airport is situated on the outskirts of the city at about 10 km from the city centre. You can take the tram to the city centre.

High speed trains travel regularly to Erfurt from all parts of Germany. If you arrive via Frankfurt Airport: There are trains from Frankfurt Airport and Frankfurt Central Station (Hauptbahnhof) to Erfurt every hour. There is a tram stop and taxi rank immediately in front of Erfurt Central Station. The tram travels directly to the University (see below).

The network of busses within Europe is growing continuously. Many bus companies from Germany and other European countries frequently approach Erfurt due to its central location in the middle of Germany.

Erfurt can be reached via the motorways A 4 and A 71. From the west (Frankfurt/Main), you should drive on the A 4 Frankfurt – Dresden to the Erfurter Kreuz. From the Erfurter Kreuz, drive along the A 71 to the Erfurt-Bindersleben turn-off. Then follow the signs to Erfurt-Nord and Universität.

From the east (Dresden or Leipzig), follow the A 4 Dresden – Frankfurt to the Erfurt-Ost turn-off. Then follow the signs to Zentrum und Universität.

There is a visitors' parking lot behind the university campus where there are plenty of parking spaces available free of charge.

There is a tram stop in front of the central railway station. You can travel directly to the university with tram lines number 3 (in the direction of “Europa-platz”) and 6 (in the direction of “Rieth”) and get off the tram at the stop “Universität”.





### **3. Student Halls of Residence on Campus**

If you submit your housing application well in advance, it is generally possible to rent a room in one of the residence halls. The residence halls are administrated by the University's Studierendenwerk (Student Services Organisation). The International Office will assist you with the application process.

Detailed information on all the residence halls as well as photos can be found online. The following residence halls are situated on or close to the university campus in Nordhäuser Straße:

- Plauener Weg 8 (approx. 225 places)
- Alfred-Weber-Platz 5 (approx. 90 places)
- Alfred-Weber-Platz 2 (approx. 90 places)
- Donaustraße 28 – 42 (approx. 250 places)
- Saalestraße 5/6 (approx. 50 places)

[www.studierendenwerk-thueringen.de](http://www.studierendenwerk-thueringen.de)

> Wohnen > Wohnanlagen > Erfurt

Online application

[www.stw-thueringen.de/english/housing/  
application-for-accomodation/bewerbung-  
auf-wohnplatz-neu.html](http://www.stw-thueringen.de/english/housing/application-for-accomodation/bewerbung-auf-wohnplatz-neu.html)

Administrator for the halls on campus

Elvira Hanselka



University Campus, Mitarbeitergebäude I  
(Employees building I), 1st floor



0361/737-1819

Exchange students interested in residence hall housing have to apply online on the webpage of the Studierendenwerk. We advise you to apply as soon as possible since capacity is limited. Only online applications are accepted. The Studierendenwerk will send you an e-mail confirmation concerning your application. Please forward a copy of this confirmation to the International Office so that it is informed about your application. Six weeks before you move in you will be asked if you still want to rent the room. Please do not forget to answer that e-mail.

The rents are priced according to the size and quality of the room; see the Studierendenwerk webpage for current price ranges. The rent price includes service costs (heating, water, electricity). Please note that prices for short contracts (less than 6 months) may be slightly higher. A deposit of € 300 must be paid for all placements in residence halls.

*Studierendenwerk Erfurt-Ilmenau  
Anstalt des öffentlichen Rechts  
Abteilung Studentisches Wohnen am  
Standort Erfurt  
Nordhäuser Str. 63  
99089 Erfurt  
 0361/737-1821  
 0361/737-1991  
 [wef@stw-thueringen.de](mailto:wef@stw-thueringen.de)  
[www.stw-thueringen.de](http://www.stw-thueringen.de)*

#### **4. Student Restaurants (Mensa)**

One of the main tasks of the Studierendenwerk (Student Services Organisation) is to prepare and serve meals at reasonable prices. The students' meals in the Mensa (refectory) are subsidised by the State of Thuringia. German and international food, including vegetarian, is served as the main meal and the standard menu. Salads and pasta are offered from self-service buffets. In addition, snacks are on offer in the cafeterias.

##### *Mensa*

*Nordhäuser Straße (University Campus)*

*Opening hours*

*Monday – Friday                      07.00–15.00*

*Cafeteria "Hörsaal 7" (University Campus)*

*Opening hours*

*Monday – Thursday                11.00–19.00*

*Friday                                      11.00–15.00*

*Glasbox (University Campus)*

*Opening hours*

*Monday – Thursday                07.00–20.30*

*Friday                                      07.00–15.00*

*Café Hilgenfeld (University Library)*

*Opening hours*

*Monday – Friday                    09.00–21.00*

*Saturday                                10.15–16.00*

*Sunday                                    13.15–16.00*

The opening and closing times during the semester breaks are displayed on notices.



## **5. Costs of Living**

Living costs are currently estimated by the authorities to be about € 735 per month. You have to be able to prove to the relevant authorities that this amount of money per month is available for your stay in Germany.

Please take the following costs into consideration:

- Rent for a room in a student residence hall or for private accommodation (from € 170 to € 300)
- Deposit for a room in a residence hall (€ 300), which is returned after the lease has expired
- Semester contribution (approx. € 230 per semester) incl. the semester ticket, which enables you to travel free of charge on all local public transport in and around Erfurt
- Health insurance contributions (approximately € 90 per month for students under 30 years of age)
- Costs for books and learning materials
- Living costs / meals

Therefore, please keep in mind that you will need a certain amount of money at the beginning of your stay (room deposit, semester contribution, health insurance, phone card, shopping). Before you leave for Erfurt, inform your bank that you will spend one or two semesters abroad, and find out if there is a daily or weekly limit for withdrawals. Please bring enough cash and/or traveller cheques.



## 6. Shopping

Supermarkets are generally open between 8.00 and 20.00 from Monday to Saturday. There are outlets of large supermarket chains at the terminus of tram number 6 (in the direction of “Rieth”) and at the Thüringenpark tram stop of the number 3 tram (in the direction of “Europaplatz”). You can also buy good quality fresh fruit and vegetables at very reasonable prices at the local market in the Domplatz from very early on in the morning to approximately 13.30. In Germany all the shops are closed on Sundays. Petrol station shops are the only places that remain open during the night and on Sundays.

You must plan your budget with the following supermarket prices in mind:

<i>Bread (1 kg)</i>	€ 2.00 to 3.50
<i>1 Bread roll</i>	€ 0.20 to 0.45
<i>Butter (250 g)</i>	€ 1.50
<i>Milk (1 l)</i>	€ 0.80
<i>Yoghurt (100 g)</i>	€ 0.30 to 0.50
<i>Sausages (100 g)</i>	€ 1.00
<i>Coffee (500 g)</i>	€ 5.00
<i>Potatoes (2.5 kg)</i>	€ 1.50
<i>Pasta (500 g)</i>	€ 0.50 to 1.50

## 7. Jobs

It is hard to find part-time jobs in Erfurt. However, with good language skills, particularly in German and English, and a little bit of luck, you could find a temporary job such as typing, auxiliary work for

companies or part-time jobs in call-centres, factories or bars. The University's Studierendenwerk has set up a Student Job Agency in conjunction with the Erfurt Job Centre. In addition, the university itself needs students for temporary work.

Information for non-EU-students: If you stay in Erfurt for at least two semesters you are allowed by law to work for up to 120 days per year. That means that you are allowed to take on your paid work basically only during the semester break. The authorisation is provided directly by the Foreigners' Registration Authority so that you do not need a work permit from the job centre. If you study on a scholarship and want to earn extra money during your stay in Erfurt, you will need permission from the body providing you with the scholarship.

## **8. Health Insurance and Visiting a Doctor**

### **8.1 Health Insurance**

Students must provide documentation for health insurance when enrolling at a German university.

*Students who are eligible to bring a health insurance from the home country*

The health insurance of certain countries with bilateral agreements with Germany is recognised in Germany so that it is possible for you to remain insured in your own country. You must obtain the form specified below from your domestic national insurance. You then have to present this form to a statutory Ger-

man health insurance company after your arrival.  
Health insurance forms (as of 01/2018):

COUNTRY	FORM
EU-Countries	European Health Insurance Card (from national health insurer)
EEC-Countries: Iceland, Liechtenstein, Norway, Switzerland	European Health Insurance Card (from national health insurer)
Bosnia-Herzegovina	BH 6
Serbia, Montenegro	JU 6
Croatia	D/HR 111
Macedonia	RM/D 111
Turkey	T/A 11
Tunisia	A/TN 11


Students who have to buy a German health insurance  
Students from countries not listed above have to buy a German health insurance contract. Doctors and the Foreigners' Registration Authority will not accept insurances from your home countries, especially travel insurances. For exceptions, you have to apply at the German general local health insurance fund. The following health insurance options are available:

- Students up to 30 years old can take out a health insurance contract with a general local health insurance fund at student rates (approx. € 90 per month). You can choose among several statutory local health insurance funds.
- Students over 30 must take out a health insurance contract with a private health insurer. Due to large differences in prices and conditions,

we advise you to compare several private health insurances before signing a contract.

Detailed information in several languages about health insurances in Germany can be found at [www.ia.net/versicherung/krankenversicherung/international](http://www.ia.net/versicherung/krankenversicherung/international)

In Germany, you can generally choose any health insurance company you prefer. The University of Erfurt usually promotes health insurance in co-operation with the Techniker Krankenkasse (TK). In the local TK office students are advised by the staff (please mind opening hours).

*Techniker Krankenkasse*  
*Schlösserstraße 20*  
*99084 Erfurt*  
 *0800-2858585*  
*[www.tk.de/techniker-2000000](http://www.tk.de/techniker-2000000)*

## **8.2 Visiting a Doctor**

With a valid health insurance certificate you have the right to visit a doctor of your choice. As a rule, you need to see a general practitioner before visiting a specialist (exception: dentists and gynaecologists). Names and addresses of doctors are arranged according to their specialisation in the yellow pages of the telephone book:

*[www.gelbeseiten.de](http://www.gelbeseiten.de)*



If you visit a doctor, there are personal contributions which you must pay, e.g. the fee for prescribed medication. Apart from the personal contributions, the German health insurance covers medical fees, hospital expenses, and surplus costs of prescribed medication.

## **9. Immigration Regulations**

### **9.1 Visa**

A visa authorises you to enter – but not to remain in – Germany. The visa has an expiration date and may be valid for different time periods. Students who want to enrol at a German university may only do so with a Student Visa. A visa is not required for students from EU and EEA countries, Israel, Australia, New Zealand, Brazil, El Salvador, Honduras, Japan, South Korea, Canada and the USA.

The visa must be applied for at the German embassy or consulate in your home country. The following documents must generally be submitted for an application for a visa:

- Notification of admission for study at the University of Erfurt
- Proof of sufficient financial means for the duration of the study period in Erfurt (currently approximately € 735 per month)
- Copy of a higher education entrance qualification
- Proof of knowledge of the German language
- Health certificate, if necessary

The processing of a visa can take up to three months. Please apply as early as possible! Never travel with

just a tourist visa! A tourist visa cannot be converted into a student visa. You would not be able to enrol and would have to leave Germany after three months!


### **9.2 Formalities after Arrival: Registration with the City of Erfurt Registration Authority (Bürgerservice)**

After arrival in Erfurt all international students must get registered in the city of Erfurt's Registration Office (Bürgerservice). In addition, non-European students must apply for a residence permit from the local Foreigners' Registration Authority (Ausländerbehörde). The International Office will help you with your registration.

*Registration Office (Bürgerservice)*

*Bürgermeister-Wagner-Straße 1*

*99084 Erfurt*

 *0361/655-5444*

*Office hours*

*Monday* 9.00–12.30

*Tuesday* 9.00–18.00

*Wednesday* 9.00–12.30


*Thursday* 9.00–18.00

*Friday, Saturday* 9.00–12.30

You will need the following documents:

- your passport
- rental contract
- “Wohnungsgeberbescheinigung”  
(from Studierendenwerk, on campus)



*Foreigners' Registration Authority  
(Ausländerbehörde der Stadt Erfurt)  
Bürgermeister-Wagner-Straße 1  
99084 Erfurt  
 0361/655-3830*

*Office hours*

<i>Monday</i>	<i>9.00–12.30</i>
<i>Tuesday</i>	<i>9.00–12.30 and 14.00–18.00</i>
<i>Wednesday</i>	<i>closed</i>
<i>Thursday</i>	<i>9.00–12.30</i>
<i>Friday</i>	<i>9.00–12.30</i>

You will need the following documents:

- your passport together with a photocopy
- the form Antrag auf Erteilung einer Aufenthaltserlaubnis (Application for a Temporary Residence Permit in Germany)
- two passport-sized photographs which meet the requirements for biometrically-enabled passports
- certification of university enrolment (matriculation) / student identity card
- proof of health insurance
- proof of residence (housing contract)
- residence registration confirmation ("Meldebescheinigung", available from Bürgerservice, see above)
- proof of sufficient financial means to cover the living costs for the duration of the study period in Germany (currently approx. EUR 735 per month)

## **10. Students with Disabilities**

All of the teaching buildings and central utilities are gradually being converted to accommodate people with disabilities as part of the modernisation and renovation programme for the university campus. Unfortunately, there are still some access difficulties to some of the buildings, particularly for people in wheelchairs. However, your fellow students are happy to help you. Detailed information can be obtained from each individual faculty or from the university representative for people with severe disabilities:

*Schwerbehindertenbeauftragter*  
(University Representative for Students with  
Severe Disabilities)  
*Bernhard Becher, Registrar*

*Administration Building, Room 142*



0361/737-5101



0361/737-5009



[bernhard.becher@uni-erfurt.de](mailto:bernhard.becher@uni-erfurt.de)

The Studierendenwerk provides appropriate accommodation for people with disabilities in the residence halls (see D.3).



## **11. Recreation and Cultural Activities**

### **11.1 The University Sports Centre**

The University Sports Centre (USV) provides students and employees with the opportunity to enrich their sporting lives in Erfurt with a wide range of

activities all of which are listed online and in a brochure which is published at the beginning of each semester.

The following sports are just a small selection of what is on offer at the University Sports Centre: aerobics, aikido, badminton, basketball, (beach-) volleyball, gymnastics (with apparatus), football, handball, roller-blading, judo, karate, martial arts/self-defence, weightlifting, athletics, swimming, tennis, table-tennis, skiing, water skiing and yoga.

 0361/737-1826  
 [info@usv-erfurt.de](mailto:info@usv-erfurt.de)  
[www.uni-erfurt.de/unisport](http://www.uni-erfurt.de/unisport)

### **11.2 Choirs, Orchestra and Theatre at the University of Erfurt**

There are various opportunities for students who enjoy singing, playing an instrument or playing theatre. Exchange students are invited to join one of the ensembles.

*Chamber Choir*  
[www.uni-erfurt.de/musik/ensembles/kammerchor](http://www.uni-erfurt.de/musik/ensembles/kammerchor)

*University Choir*  
[www.uni-erfurt.de/musik/ensembles/universitaetschor](http://www.uni-erfurt.de/musik/ensembles/universitaetschor)

*Jazz- and Gospel Choir*  
[www.uni-erfurt.de/musik/ensembles/jazz-und-gospelchor](http://www.uni-erfurt.de/musik/ensembles/jazz-und-gospelchor)



*Academic Orchestra Erfurt*  
*[www.orchester-erfurt.de](http://www.orchester-erfurt.de)*

*Big Band*  
*[www.uni-erfurt.de/musik/ensembles/big-band](http://www.uni-erfurt.de/musik/ensembles/big-band)*

*Theatre Group*  
*[www.uni-erfurt.de/va/hochschulgruppe-theater](http://www.uni-erfurt.de/va/hochschulgruppe-theater)*

Information about other student communities, university groups or student parishes can be found at [www.uni-erfurt.de/campus/freizeit](http://www.uni-erfurt.de/campus/freizeit).

### **11.3 Springboard to Learning**

Springboard to Learning is a non-profit association which encourages people both to become acquainted with and to gain a better understanding of foreign cultures. The most important task of the club is to bring people together, who see heterogeneity as a positive challenge. Springboard to Learning organises contacts between people of different cultures who want to broaden their knowledge of other cultures and to gain new experience in this area. The association's events promoting integration encourage attitudes of acceptance, tolerance and openness.

Springboard to Learning provides a service for foreign residents in Germany (including registered international students) by organising teaching programmes for foreign nationals in schools. Freelance contracts for 12-hour courses can be set up for this purpose, and the course content is discussed with

the subject teacher of the school in question. Courses in subjects such as Music, Philosophy, Languages, Social Sciences, Geography, History and Art can be integrated into this system.

If you are interested in working as a Springboard teacher, you should already start thinking about bringing along authentic, hands-on materials such as visual aids that you can also touch, taste, wear, smell or hear in order to bring your culture and origins to life for the pupils and to give them insights which cannot be obtained from books (e.g. photographs, musical instruments, money, stamps, spices, objets d'art, song texts, maps, fairy-tales, etc.).

*Address c/o Universität Erfurt,  
Nordhäuser Str. 63, 99089 Erfurt*

*Contact person*

*Dr. Ulrike Wollenhaupt-Schmidt*



*0361/737-1620*



*Springboard@uni-erfurt.de*

*www2.uni-erfurt.de/springboard*

#### **11.4 Tandem Language Programme**

The Tandem programme is organised by the Language Centre. Two people from different countries meet up in order to practise their foreign language skills. For instance, during the first half of the meeting, the native speaker from Mexico helps the German student improve her Spanish; in the second half, the German native speaker in turn supports the Mexican student in her efforts to perfect her German grammar and vocabulary. This way, the participants

learn a lot about the tandem partner's culture while practising their language skills. Further information can be found on the Language Centre's website at:

*[www.uni-erfurt.de/sprachenzentrum/sprache-spass/tandem](http://www.uni-erfurt.de/sprachenzentrum/sprache-spass/tandem)*

### **11.5 Café International**

The Café International is a regular meeting place for all international and German students at the University and the University of Applied Sciences who like to meet and communicate with people from other countries and cultures. Every Tuesday night the Café International takes you on a journey round the world. On offer are introductory nights to specific countries, slide shows, discussions, but also funny dancing nights. All events are organised by the student tutors of both Erfurt universities. Join us in our multicultural get-together and enjoy e.g. Indonesian food specialities, hot Salsa rhythms or international poetry. Your ideas are welcome, too, please contact the Café tutors. Why don't you bring materials from home, such as photos, videos, CDs etc. and participate!

*Café International*

*Hörsaal 7*

*Nordhäuser Straße 63*

*99089 Erfurt*

*Meetings*

*Every Tuesday during the semester at 20.00*

✉ *[marco.finn@stw-thueringen.de](mailto:marco.finn@stw-thueringen.de)*

*[www.facebook.com/cierfurt](http://www.facebook.com/cierfurt)*






### **11.6 Strangers become Friends**

The project Strangers become Friends assigns international students at the University of Erfurt and the University of Applied Sciences host families in the city of Erfurt. By doing this, we want to assist students in finding contacts beyond the campus and in settling in in Erfurt as fast as possible. Their hosts will help them get to know the city of Erfurt, its attractions and its surroundings faster, and they will support them should a problem occur, e.g. by dealing with bureaucratic matters, or by making a doctor's appointment. Depending on their fields of interest, students will be invited into the host families' homes in order to experience the German culture and way of living first-hand, or they can pursue common hobbies together, such as cultural activities or sports, etc. On the other hand, hosts will want to learn about the student's home country and maybe test the language skills they might have. This way, both hosts and international students can benefit from the programme.

If you are interested in participating, please fill in an application form. Information on common interests enables us to match up students with a suitable host family, so please provide details about your fields of interest.

*International Office*

 0361/737-5030

 [international@uni-erfurt.de](mailto:international@uni-erfurt.de)

[www.fremde-werden-freunde.de](http://www.fremde-werden-freunde.de)

An International Stammtisch meets every third Thursday in the month at 20.00 in Café Nerly (Marktstraße 6). The International Stammtisch is a good opportunity to meet people from other countries, to find new friends and to practise your foreign language skills.

There are also meetings of language learners at the University of Erfurt, which usually take place one night per week in the Hörsaal 7 Café during the semester. On these occasions, German and international students with common interests meet to converse in various languages.

### **11.7 Cultural Events and Entertainment in the City of Erfurt**

There are numerous theatres, cinemas, museums and leisure facilities to be found in Erfurt. The Erfurt Tourist Information Centre (Erfurt Tourismus und Marketing GmbH) can provide you with more information and with a monthly calendar of events (Erfurt-Magazin) for a current overview of the events in Erfurt.

*Erfurt Tourismus und Marketing GmbH*

*Benediktsplatz 1*

*99084 Erfurt*

 0361/66 40 0

 0361/66 40 290

 [service@erfurt-tourismus.de](mailto:service@erfurt-tourismus.de)

[www.erfurt.de](http://www.erfurt.de)

[www.erfurt-tourismus.de](http://www.erfurt-tourismus.de)

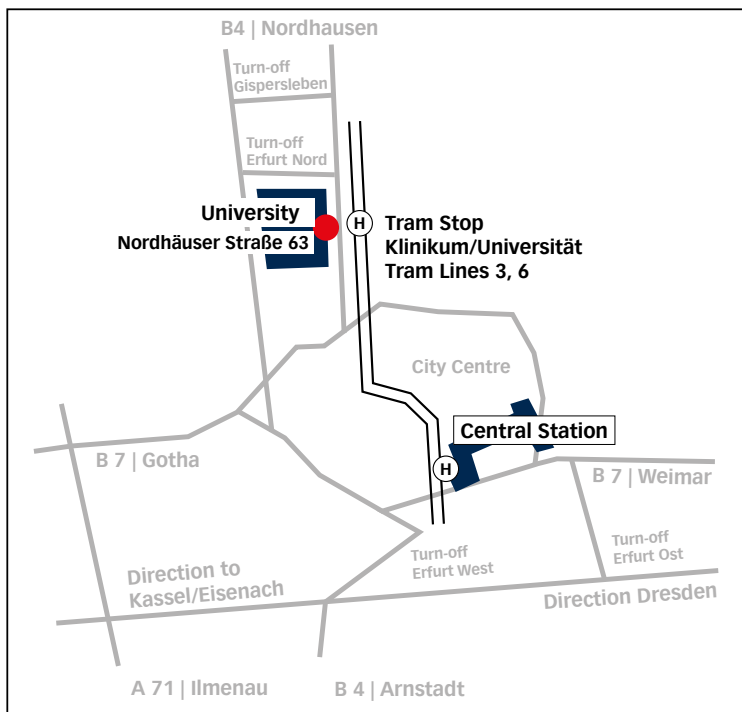
## E. Check List

You should make sure that you have the following items to take with you before your departure from your country of residence:

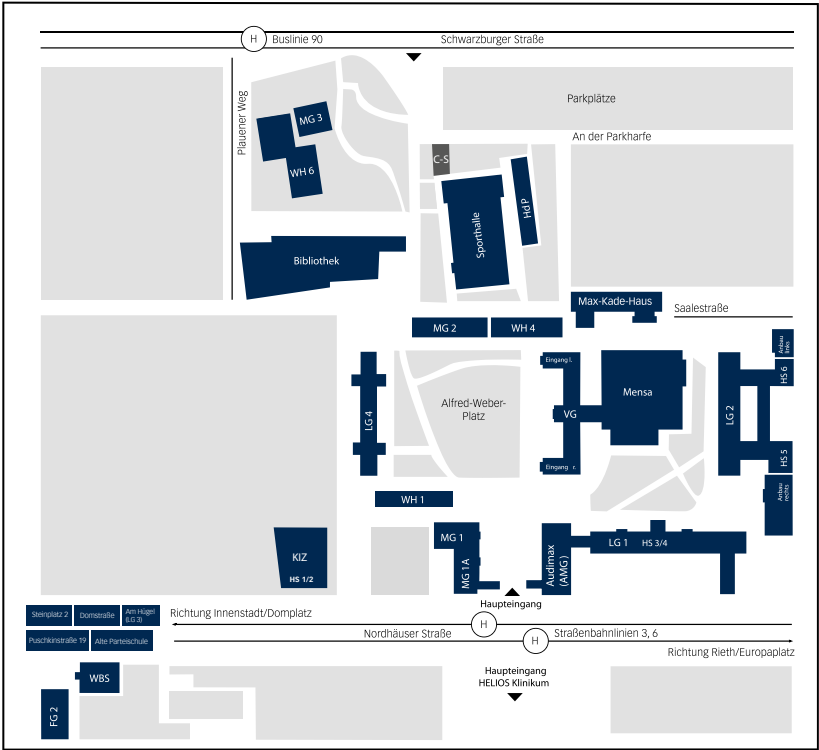
- ☐ A passport which is valid for the full period of your stay in Germany (otherwise you may have to return to your home country in order to have your passport extended)
- ☐ 2 passport-sized photographs which meet the requirements for biometrically-enabled passports
- ☐ Notification of admission for study at the University of Erfurt
- ☐ Proof of financial means (see D.9.)
- ☐ If required: Visa (not a tourist visa, see D.9.)
- ☐ Proof of health insurance from your home country, if it is recognised in Germany (see D.8.)
- ☐ Personal effects and other items that you will need:
  - necessary medication, inoculation certificate
  - cash (€) or travellers' cheques for the first days after your arrival (see D.5)
  - EC bank card or credit card
  - plug adapter
  - lan cable

## F. Maps

### 1. How to find the University of Erfurt





## 2. Campus Map






BAföG-Amt	MG 1	Lernwerkstatt	AMG	Studierendenrat	MG 1 Anbau
Erfurt School of Education	MG 1	Max-Weber-Kolleg	Steinplatz 2	Studium und Lehre	VG
Erziehungswissenschaftliche Fakultät	LG 2	Medientechnik	KIZ	Techniklabor	LG 2   Anbau rechts
Dekanat	LG 2	Musik	LG 3, Am Hügel   LG 2, Anbau links	USV	Sporthalle
Mitarbeiterbüros	MG 1   MG 2	Nachbriefkasten	Haupteingang	Wache	Haupteingang
Finanzen	VG, Eingang links	Personal und Recht	VG	Willy Brandt School	WBS
Forschung	VG, Eingang rechts	Personalrat	MG 1		
Gebäudemanagement	VG, Eingang links	Philosophische Fakultät	LG 4		
Gleichstellungsbüro	VG, Eingang rechts	Dekanat	LG 1   LG 4		
Ebbinghaus Labor I	LG 2	Mitarbeiterbüros	Bibliothek		
Ebbinghaus Labor II	LG 1	Poststelle	VG		
Hochschulkommunikation	VG, Eingang rechts	Präsidium	KIZ		
Internationales Büro	VG, Eingang rechts	Universitätsrechen- und Medienzentrums	LG		
katholisch-Theologische Fakultät	Domstraße 9/10	Senatssaal	MG 1		
Dekanat	Domstraße 9/10	Sprachenzentrum	LG 1   MG 2		
Mitarbeiterbüros	MG 3   Domstraße 9/10	Staatswissenschaftliche Fakultät	LG 1		
Kindergarten	Max-Kade-Haus	Dekanat	LG 1		
Kunst	LG 3, Am Hügel	Mitarbeiterbüros	MG 1		
Landesprüfungsamt	MG 2	Studentenwerk	Mensa   MG 1		

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- from Germany 0361 + the specific telephone number
- from outside Germany, your international code and then 49 361 + the specific telephone number

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