Studying in Germany
Studying at the University of Bonn
WHAT ARE WE TALKING ABOUT?

1. ‘STUDY CULTURE’

2. ORGANIZING YOUR STUDIES

3. COUNSELING & SERVICE
'STUDY CULTURE'
Interactive education system

- Active learning attitude expected
- High level of autonomy & self-reliant studying expected
Research skills

- Critical selection, analysis & presentation of information
- Assessment of trustworthiness & relevance of sources (Internet sources in particular)
- Importance of transdisciplinarity
Time management

• Daily / weekly workload not controlled by anyone

• Time management = one key factor for studying successfully

• Workshop on time management (“Zeitmanagement”)
  → e. g. offered by the Central Study Advisory and Counseling Service (“Zentrale Studienberatung”)
  → uni-bonn.de/study-advisory-service
  → “Workshops and Coachings”
‘STUDY CULTURE’

Improving digital studies

uni-bonn.de/besser-digital-studieren → EN

uni-bonn.de/be-empowered

Be EmPOWERed!


Wir haben für euch kostenlose (digitale) Angebote der Uni Bonn und anderer Anbieter*innen zusammengestellt, die euch genau diese Kompetenzen vermitteln. Unsere Selbstlernangebote und Trainings liegen in den Bereichen:

- #SkillPOWER (u.a. Zeitmanagement, Lernstrategien, Studienorganisation)
- #HealthPOWER (u.a. Gesund studieren, Entspannung, Selbstreflexion)
- #SocialPOWER (u.a. Austausch, Zusammenarbeit, STUDIENKOBON)
- #FuturePOWER (u.a. Entscheidungen treffen, Selbstreflexion, Studienzweifel, Übergang Bachelor – Master / Beruf)
‘STUDY CULTURE’

Attendance & active participation

• No *universal* compulsory attendance

• Attendance regulations announced in online course catalogue “BASIS” → [basis.uni-bonn.de](http://basis.uni-bonn.de)
Attendance & active participation

• ‘Qualification goal’ of a class often believed to be hardly achievable without regular attendance & active participation!

• Aim: Development of key skills
  → essential skills for future job
  → development of key skills requires a high level of (inter)activity
Getting in touch with teachers/instructors

- Via consultation hours (currently via phone or Zoom)
- Urgent questions can usually be asked after (or during) class and via email

Check out departmental website(s) for contact information!
ORGANIZING YOUR STUDIES
“Vorlesung”/ “Plenum” | Lecture

• Presentation of a particular topic

• Larger audience

• Little to no interaction between students and teacher/instructor

• Autonomous revision of a lecture expected
“Seminar” | Seminar

- Discussion on a specific topic led by teacher/instructor
- Limited number of participants
- Discussions & active participation expected
**“Übung”/ “Tutorium” | Tutorial**

- Training skills in preparation for an exam
- Intensive discussion & teamwork
- Practicing subject matters taught in lecture / seminar
ORGANIZING YOUR STUDIES | “S.T.”/ “C.T.”

s.t. (“sine tempore”) = without time = at the stated time

c.t. (“cum tempore”) = with time = 15 minutes later
Akademisches Viertel = “academic quarter of an hour”

→ Example:
10 s.t. = 10 am
10 c.t. = 10:15 am

→ Check course announcements in BASIS (online course catalogue)!
• Bachelor & Master degree programs consist of modules

• Modules comprise thematically linked courses

• Usually exam at the end of a module

• Completion of a module
  • ECTS credit points (usually called Leistungspunkte / “LP”)
  • Grade

→ Erasmus students + Global Exchange Program students may also attend separate courses (instead of complete modules) and gain ECTS credit points & grade
• Required modules / courses listed on your learning agreement

• Sometimes specific requirements or exams

• You may be allowed to take an exam in another form

→ Please talk to your (Erasmus departmental) coordinator or contact person about specific regulations beforehand. 😊

→ You may also approach your teacher/ course instructor in addition.
German grading scale

- 1,0 – 1,5 = “sehr gut”
- 1,6 – 2,5 = “gut”
- 2,6 – 3,5 = “befriedigend”
- 3,6 – 4,0 = “ausreichend”
- 5,0 = “nicht ausreichend” → failed
• List of your courses

• ECTS credit points

• Individual grades

→ Issued in English by your (Erasmus departmental) coordinator
= Your personal **Uni Bonn account**

Generated automatically after enrollment and payment of semester fee

**Included in letter with your student ID**

→ 1st page, top right corner (next to your postal address)
→ + automatically generated password

**Activation** and personal password via identity management GOsa² → [gosa.gosa.uni-bonn.de](http://gosa.gosa.uni-bonn.de)

**Access to all central digital services**

→ personal uni email account, BASIS, eCampus, Sciebo cloud, ...

→ [hrz.uni-bonn.de/en/services](http://hrz.uni-bonn.de/en/services) → Identity management → Uni-ID

**“Digital Services at the University“**: March 25, 11 am – 12 pm

**YouTube channel:** “HRZ Universität Bonn“
Your Uni-ID = your personal Uni Bonn email address!

→ Uni-ID@uni-bonn.de

→ To be used as soon as your Uni-ID has been activated: mail.uni-bonn.de

Tipp: Email aliases

→ via gosa.gosa.uni-bonn.de → Mail

→ enter aliases (“Mail-Alias 1/2”) → OK

→ hrz.uni-bonn.de/en/services → email
1. **Course registration within registration period**
   → With Uni-ID: via BASIS
   → Without Uni-ID: Contact instructor via email
   → Registration can be withdrawn → Mind the ‘withdrawal period’ 😊

2. **Exam registration**
   → Uni-ID required for registration via BASIS
   → No automatic or compulsory exam registration
   → Registration can be withdrawn → Mind the ‘withdrawal period’ 😊

You may register for more courses and then drop some to finalize your schedule! 😊
People who may help you (register):

- Your (Erasmus departmental) coordinator
- Your teacher/course instructor
- Other contact persons

- BASIS support & FAQ
  basis-support.uni-bonn.de
### Business Communication - Single View

<table>
<thead>
<tr>
<th>Nr.</th>
<th>556002401</th>
<th>Seminar WiSe 2021/22</th>
<th>2.0 Hours per week in term</th>
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<td>English</td>
<td>Präsenz/digital:</td>
<td>digital Event</td>
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<tr>
<td>Curricula:</td>
<td>kein Abschluss. Pool f. Anglistik</td>
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<td>Dozent:</td>
<td>Nadjia Izzaamouine</td>
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<tr>
<th>Day</th>
<th>Time</th>
<th>Room</th>
<th>Lecturer</th>
<th>Max</th>
<th>Remarks</th>
<th>Duration</th>
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<tr>
<td>Wed.</td>
<td>18 (c.t.) to 20</td>
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<td></td>
<td></td>
<td></td>
<td>13.10.2021 bis 02.02.2022</td>
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**application period:**
1. Belegungsphase Phil. Fak. 23.08.2021 - 01.09.2021
2. Belegungsphase Phil. Fak. 08.09.2021 - 15.09.2021
Nachbelegungsphase Phil. Fak. 25.10.2021 - 02.11.2021

**Remarks:**
Applied linguistics and business communication studies create a field for researching the use of language in business and verbal specifics of business communication which is Business Linguistics. This course is designed to give students a comprehensive view of communication within the business context. Our focus is the language used at the workplace. Students will deal with business issues from a scientific and linguistic perspective. In this class, we will have the chance to work on case studies and previous linguistic research related to business in order to enhance the critical thinking and discourse analysis skills. Topics like BELF (Business English Lingua Franca) for example will be tackled.

This class will be taught online.

**Description:**
As requirements for this course, the student is expected to make an individual/group presentation and an individual term paper proposal which will be presented during the last two teaching weeks of the term.

**Exams / Modules:**
- 556102401 Applied Linguistics S
- 508112101 Appl. Ling. S
- 506113701 Applied Linguistics S

**Department:**
Institut für Anglistik, Amerikanistik und Keltologie
• Electronic teaching and learning management system

• Addition to online course catalogue BASIS

• Upload of course material

• Communication tool between teachers and students

ECAMPUS – ECAMPUS.UNI-BONN.DE
COUNSELING
&
SERVICE
Reach out!
Advising and Service

The University of Bonn offers a wide range of advising opportunities and services for you to use at all stages of university studies. Our advising and service network is here to help you with everything related to academic orientation, application and enrolment, degree progression, academic problems, personal challenges, stays abroad and career counseling. These services are supplemented by various student-side advisory bodies and the services of Studiendienst Bonn in the areas of funding, housing and social affairs.

Subject-Specific Study Advisory Services

The subject-specific study advisory services provide help with detailed questions concerning program contents and progress, modules and examination regulations, and the opportunities for selecting academic priorities during your studies. There are also the persons to contact if you want to discuss the possibilities of earning transfer credit for previous coursework and examinations before submitting your application.

Central Study Advisory and Counseling Service

The Central Study Advisory and Counseling Service (ZSA) guides prospective students through the process of gaining information and making decisions, offers advice on choosing a degree program and applying for admission, and helps new students get started at the University. For current students, it serves as a general resource providing guidance and support in periods of academic re-orientation and when students experience doubts about their studies or personal problems.

Student Registry

The Student Registry is responsible for handling applications, admissions and enrollments. It manages leaves of absence, deregistrations, data changes and semester fees payments as well as many other issues in student management.

International Office

The University of Bonn's International Office is the contact point for all issues revolving around international and intercultural programs and activities. How and when do I plan it? Am I abroad when I study? What are potential destinations? How do I pay for everything and how do I prepare myself in the best possible way? Comprehensive counseling services are also available for international students to help them structure their studies in Bonn in the best possible way.

Advice and support from fellow students

Student councils

The student councils provide information and support from the students' perspective. Student councils are a key point of contact especially for first-year students, because their activities at the start of studies offer good opportunities to forge initial contacts and familiarize yourself with the University environment. Many student councils offer study workshops, help arrange language exchanges and team-building partnerships, and organize subject-related excursions.

General Students' Committee (ASTA)

Aside from representing students' political interests, the General Students' Committee is also the counseling and service. They are a wide range of topics from federal financial aid (BAföG), advice for students with children, social and legal consultations, advice for international students, and advice for queer students. It is the place to go to for help and advice on just about any issue.

Go to subject-specific study advisory services
Go to Central Study Advisory and Counseling Service
Go to Student Registry
Go to International Office
Go to Student councils
Go to ASTA

• We are happy …
  … to answer all your questions around studying
  … to refer you to the right contact for your inquiry

• Workshops & Coaching (in German)
  → Time Management (= “Zeitmanagement”)
  → Successfully Mastering Exams (= “Prüfungen erfolgreich meistern”)
  → Learning Strategies (= “Lernstrategien & Co”), etc.

→ uni-bonn.de/study-advisory-service
Psychological Counseling

In personal meetings, you can obtain counseling — including preventive advice — regarding psychological concerns, insecurities or problems that can have a negative impact on your quality of life or academic success. Our counselors will help you develop new perspectives, your own constructive solutions and strategies to tackle challenges. If needed, we can also advise you on finding therapy and/or put you in touch with someone who will be able to help. In addition, you can take advantage of our group sessions, which focus on specific issues and target groups.

Our counselors

Dipl.-Psych. Claudia Kerp, (PP)
pb-zsb@uni-bonn.de
2.217
Quantiusstraße 1
53115 Bonn, Germany

Laura Neufeldt, M.Sc. (Pia)
2.218
Quantiusstraße 1
53115 Bonn, Germany

Dipl.-Psych. Anne Zilligen (PP)
pb-zsb@uni-bonn.de
2.218
Quantiusstraße 1
53115 Bonn, Germany

Further counseling services and emergency contacts

You can find a selection of the counseling services and institutions available in Bonn in several places, including our Psychosocial Counseling flyer.
International support group “NO WORRIES!“

• Organized by the AStA and the International Office

• Opportunity to meet (online) peer-to-peer in a relaxed and informal setting

• Opportunity to talk about issues and problems regarding student life and get (and give) advice

→ international@asta.uni-bonn.de
Gleichstellungsbeauftragte & team
(University gender equality commissioner & team)

• Support students and employees in matters of equality

• Counseling in case of discrimination and harassment

→ gleichstellung.uni-bonn.de/en
Writing term papers & other academic texts

• **Schreibberatung** (Writing Consultation)


• Ask your (Erasmus departmental) coordinator or teachers about **contact persons (e.g. tutors) at the department** offering guidance and help
Literature divided into

→ main library

→ departmental libraries
Departmental libraries

- *Specific* literature
- Free of charge
- ‘Offline use’ and ‘online use’
Universitäts- und Landesbibliothek ("ULB")
(Main library | University and State Library)

- **Very broad** body of literature
  → focus: social sciences and humanities, law and economics, theology, psychology
- Free of charge
- ‘Offline use’ and ‘online use’

Abteilungsbibliothek MNL
(MNL branch library)

- **Focus**: medicine, natural sciences, agriculture
- Free of charge
- ‘Offline use’ and ‘online use’
How to use the library

- Registration
- Book loan
- Video “Using the ULB during COVID-19“ (English subtitles)
- FAQs for new students

ulb.uni-bonn.de/en/information-for/first-semester-students

YouTube channel: “ULB Bonn“
→ tutorials on literature research etc.
Guided library tours in **German**:

**Main library (ULB)**
April 5 + April 7, 2 pm
Meeting point: entrance hall

**MNL branch library**
April 5, 11 am
April 7, 2 pm

(Digital) guided library tours in **English**

→ Individual booking via [schulung@ulb.uni-bonn.de](mailto:schulung@ulb.uni-bonn.de)

→ Registration via [schulung@ulb.uni-bonn.de](mailto:schulung@ulb.uni-bonn.de)
GUIDE FOR INTERNATIONAL STUDENTS + “STUDIENKOMPASS 2021-22” (IN GERMAN)

Downloads:
→ uni-bonn.de/en/international/campus-international/welcome-days/incoming-guide_en.pdf
→ uni-bonn.de/starting-your-studies → “Studienkompass”

Get your personal printed copies at the “Infobox for studies”! 😊
→ Poppelsdorfer Allee 49
Digital Services at the University
March 25 from 11 am -12 pm

iStart Career Program for International Students
April 1 from 12-12:30 pm

German Courses by the International Office
April 5 from 12-12:30 pm

Info event for undergraduate degree seeking students (Bachelor and State exam)
April 6 from 4-5 pm

Health Insurance and Doctor's Appointments
March 30 from 3-4 pm

Welcome event for all new students and doctoral students from abroad
April 4 from 5 pm onwards

Info event for Erasmus students
April 5 from 4-5 pm

Info event “Free-Time Activities” and Bar Hopping
April 8 from 5 pm onwards

uni-bonn.de/welcomedays
Q&A sessions

- March 28 from 3-4 pm
- April 5 from 4-5 pm
- April 7 from 4-5 pm

WhatsApp-Consultation

April 1 + April 4-8
daily from 10-11 am and
from 2-3pm

Distribution of Welcome Folders

- April 4 from 4-5 pm
- April 5-7 from 9 am-12 pm + from 2-5 pm
- April 8 from 4-5 pm

uni-bonn.de/welcomedays
ANY QUESTIONS?
THANK YOU FOR YOUR ATTENTION!  
HAVE A GREAT TIME IN BONN AND TAKE CARE!