Studying in Germany
Studying at the University of Bonn

Central Study Advisory and Counseling Service (Zentrale Studienberatung)
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)
‘STUDY CULTURE’

Improve 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, Studienlieben)
- #FuturePOWER (u.a. Entscheidungen treffen, Selbstreflexion, Studienwechsel, Übergang Bachelor – Master / Beruf)
Attendance & active participation

• No *universal* compulsory attendance

• Attendance regulations announced in online course catalogue “BASIS” → 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
ORGANIZING YOUR STUDIES
“Vorlesung”/ “Plenum” | Lecture

- Presentation of a particular topic
- Larger audience
- Little to no interaction between students and instructor
- Autonomous revision of a lecture expected
“Seminar” | Seminar

• Discussion on a specific topic led by instructor

• Limited number of participants

• Discussions & active participation expected

• Usually term paper at the end of the term
“Übung”/ “Tutorium” | Tutorial

- Training skills in preparation for an exam
- Intensive discussion & teamwork
- Practicing subject matters taught in lecture / seminar
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 a.m.
10 c.t. = 10:15 a.m.

→ 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) → completion → 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 in addition.
Getting to know your degree program (structure, possible focus areas, ...)

• “Studien(verlaufs)pläne“ (study schedules)
• module guides
• examination regulations

→ Website of your degree program on uni-bonn.de/studienangebot (EN)
ORGANIZING YOUR STUDIES –
SUBJECT-SPECIFIC ORIENTATION WEEKS/ EVENTS

Get to know your subject-specific study advisors (Fachstudienberatung) & departmental student councils (Fachschaften)!

Subject-specific information
• Registration procedure at your examination authority and application and registration procedure for courses
• Class schedule via online course catalogue BASIS
• Information on how the respective courses are conducted (online/digitally or on-campus)

uni-bonn.de/studienstart (EN) → Orientation Weeks ➔ Master students may check with their subject-specific study advisors

+++Highly recommended+++
• 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 G0sa² → [gosa.gosa.uni-bonn.de](http://gosa.gosa.uni-bonn.de)

Access to all central digital services

→ personal uni email account, BASIS, eCampus

→ [hrz.uni-bonn.de/en/services](http://hrz.uni-bonn.de/en/services) → Identity management → Uni-ID
= Your personal Uni Bonn email address

Generated automatically after enrollment and payment of semester fee

Included in letter with your student ID
→ first page, top right corner
   (next to your postal 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

The HRZ IT help desk is happy to help you via phone and email!
😊
+49 (0)228 73 2751
info-hrz@uni-bonn.de
Course registration
→ For Erasmus and Global Exchange Program students impossible before arrival
→ Uni-ID required
→ Registration can be withdrawn → Mind the ‘withdrawal period’ 😊

Exam registration
→ Uni-ID required
→ No automatic or compulsory exam registration
→ Registration can be withdrawn → Mind the ‘withdrawal period’ 😊
Your (Erasmus departmental) coordinator, subject-specific study advisor or contact person can help you (register).
You may also try to approach your teacher.

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

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<th>Nr.</th>
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<th>Seminar</th>
<th>WiSe 2021/22</th>
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<td>Curricula</td>
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<td>Dozent</td>
<td>Nadya Izzaamouine</td>
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<th>Day</th>
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<th>Room</th>
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<th>Max</th>
<th>Remarks</th>
<th>Duration</th>
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<td>Wed.</td>
<td>18 (c.t.) to 20 woch</td>
<td></td>
<td></td>
<td>25</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
3. 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 use 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
- 506112101 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
COUNSELING & SERVICE

Reach out!
COUNSELING & SERVICE

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 enrollment, degree progression, academic problems, personal challenges, stays abroad, and career counseling. These services are supplemented by various student-oriented advisory bodies and the services of Studienbewerk 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 progression, modules and examination regulations, and the opportunities for setting academic priorities during your studies. They are also the persons to contact if you want to discuss the possibilities of earning transfer credits for previous coursework and examinations before submitting your application.

Central Study Advisory and Counseling Service
The Central Study Advisory and Counseling Service (ZSB) guides prospective students through the process of gathering 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 information 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 issues of attendance, deregistrations, data changes and semester fee payments as well as many other issues in student management.

Advice and support from fellow students

International Office
The University of Bonn's International Office is the contact point for all issues revolving around international and multicultural programs and activities. How and when do I plan a stay abroad? What are potential destinations? How do I pay for everything and how do I present 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 student's 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 scripts, help emerging language exchange and learning partnerships, and organize subject-related excursions.

General Students' Committee (ASG)
Aside from representing students' political interests, the General Students' Committees are counseling and service. Their expertise covers a wide range of topics such as student financial aid (BAföG), advice for students with children, social and legal consultations, advice for international students, and advice for queer students. It is in place to go to for help and advice on just about any issue.
Zentrale Studienberatung – “ZSB”
(Central Study Advisory and Counseling Service)

• We are happy ...
  • ... to answer your questions
  • ... to help you figure out the right contact person for your concern

• Individual. confidential. unbiased.

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

→ uni-bonn.de/zsb
COUNSELING & SERVICE

Fachstudienberatung (subject-specific study advisors)

• Subject-specific counseling with “Fachstudienberater*innen, “Studiengangsmanager*innen“, ...

• Advice regarding your course of studies, choice of focus areas, ...

• Help you with your individual class schedule

• Help you with coordinating more than one subject/ degree program

→ uni-bonn.de/fachstudienberatung
COUNSELING & SERVICE

TACKLING PROBLEMS, FINDING WAYS FORWARD.

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.

Come and seek counseling early so that your problems do not fester.

Our counselors

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

Laura Neufeldt, M.Sc. (PhA)
pb-zsb@uni-bonn.de
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.

Psychosocial Counseling flyer (PDF)
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
Writing term papers & other academic texts

- Schreibberatung (Writing Consultation)

→ studierendenwerk-bonn.de/en/counselling-social-affairs/writing-consultation/

- Ask your (Erasmus departmental) coordinator or teachers about contact persons (e.g. tutors) at the department offering guidance and help
• Counseling and services
• Organizing your studies
• Living in Bonn
• University of Bonn
• Studying internationally
Get your personal printed copy in an easy and contact-free way at the “Infobox for studies” (in front of Poppelsdorfer Allee 49) and other boxes.

unibonn.de/studienstart (DE | EN)
Zentrale Studienberatung (ZSB) | Wir sind erreichbar!

Das Team der Zentralen Studienberatung (ZSB) ist auch in Zeiten von Physical Distancing weiterhin für Sie da und telefonisch sowie per E-Mail erreichbar.

Liebe Ratsuchende,

aufgrund der aktuellen Situation rund um das Coronavirus (SARS-CoV-2) sind wir bis auf Weiteres per E-Mail und telefonisch für Sie da.

Bei kurzen Anliegen können Sie uns während unserer telefonischen Kurzberatung gerne anrufen. Wenn Sie eine ausführliche Studienberatung wünschen, können wir Ihnen diese nach vorheriger Terminvereinbarung online oder telefonisch ausschließlich telefonisch möglich. Ihre Terminanfrage richten Sie bitte an zsb@uni-bonn.de.

Bitte haben Sie Verständnis für gewisse zeitliche Verzögerungen, die sich durch ein erhöhtes Anfrageaufkommen und die Betreuungssituation ergeben.

Alles Gute für Sie und passen Sie bitte auf sich auf!
Ihre Zentrale Studienberatung

Spezifische Informationen zum Coronavirus für Studierende

We are always here for you 😊
(DE | EN)
NEXT EVENTS

WELCOME DAYS
OCTOBER 4-8, 2021
UNI-BONN.DE/WELCOMEDAYS

Great to have you on board with us!
THANK YOU FOR YOUR ATTENTION!
HAVE A GREAT TIME IN BONN AND TAKE CARE!