

Content

Welcome	3
1 The University of Osnabrück, past and present	4
2 Structure of the University of Osnabrück	5
3 Academic advisory services and application procedure	7
3.1 Student Information Center Osnabrück	7
3.2 Academic advisory services	8
3.3 International Office	9
4 Entry requirements to study in Germany	10
5 Entering Germany – steps towards matriculation	11
5.1 Welcome Week	11
5.2 Health Insurance	12
5.3 Matriculation / Enrolment	13
5.4 Registration	13
5.5 Residence permit	14
5.6 Re-registration/academic leave of absence	15
6 Academic studies – General information	16
6.1 The academic year at the University of Osnabrück	16
6.2 Internet portal: myUOS	16
6.2.1 Courses online: Stud.IP	16
6.2.2 OPluM	17
6.3 Courses	17
6.4 European Credit Transfer System (ECTS)	18
6.5 Academic counselling	19
6.6 Changing degree programs	20
7 Academic studies – Practical information	21
7.1 Libraries	21
7.2 Internet access, Cip pools	22
7.3 University canteens and cafés	23
7.4 Vocational qualifications	24
7.5 Language Proficiency	24
7.6 Sports	24
7.7 Cultural program for international students	25
7.8 Cultural events and student activities	28
7.9 Studying with children	30
8 Academic studies – Finances	31
8.1 Expenses	31
8.2 Opening a bank account	31
8.3 Scholarships	32
8.4 Gainful employment	32

Akademisches Auslandsamt / International Office
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 Tue, Thu 10:00 – 12:00

This brochure was put together with great care. However, despite our best efforts errors cannot be ruled out and we provide no guarantee for the information in the brochure.

If in doubt, please get in touch with the appropriate institution.

revised: July 2011

8.5	Financial hardship	33
9	Living in Osnabrück	34
9.1	Accommodation	34
9.1.1	Student halls of residence	34
9.1.2	Application procedure for exchange students	34
9.1.3	Housing market	37
9.2	Housing tutors	39
10	Useful information and tips	41
10.1	Semester ticket	41
10.2	Cycling	41
10.3	Travelling by train	42
10.4	Agencies for arranging lifts	42
10.5	Shopping	42
10.6	Public Holidays in Germany	42
10.7	Postal services	43
10.8	Telephoning	43
10.9	Public libraries	44
10.10	Museums/theatres/cinemas	45
10.11	International Student Card	51
11	Ending your studies	52
12	Useful addresses and telephone numbers	53
13	List of useful terms	56
	Appendix: Check lists	62

Welcome to the University of Osnabrück!

Living in Germany and studying at the University of Osnabrück may at first seem somewhat daunting to international students. For this reason, the International Office has written a brochure containing useful information to familiarise you with your new surroundings and to help you become acquainted with student life in Osnabrück.

Not only does this brochure contain important information about the formalities you need to complete before you come to Osnabrück, it will also be of assistance to you throughout your stay. Besides information on everyday life as a student, you will also find advice on how to spend your free time in Osnabrück – e.g. university sports or cultural events – as well as useful addresses and telephone numbers.

If you have any further questions, please contact the International Office at any time. We are always ready to advise you on a one-to-one basis and provide any other help you may require.

We wish you a memorable and interesting stay in Osnabrück!

Staff of the International Office

1 The University of Osnabrück, past and present

Studying with excellent tutoring services and living like among friends: the University of Osnabrück offers its approx. 10,000 students both these aspects. The university, founded in 1973, is located in the historical centre of the city, its attractive focal point being the prince-bishop's palace. The Humanities and Social Sciences moved into the inner city, whereas the Natural Sciences and Mathematics are located at the Westerberg, one of Osnabrück's most beautiful areas.

But first of all, let us look back: Since its foundation 30 years ago the University of Osnabrück has developed into an attractive and innovative university. It is characterised by a wide range of modern courses as well as recognised international research achievements. The successful co-operation across the disciplines plays an important role in this success.

However, scientific research at the University of Osnabrück is not an end in itself – the results shape teaching. This is also shown in the five interdisciplinary institutes: “Migration Research and Intercultural Studies”, “Environmental Systems Research”, “Cognitive Science”, “European Studies” and “Early Modern History”, which are widely known across Germany's borders. In addition, a number of graduate colleges and doctorate schools provide extensive scientific mentoring.

With approx. 2,000 employees and a budget of about 100 million euro, the University of Osnabrück is one of the largest employers in the region and an important economic factor. Its research results do not remain in the ivory tower of science – they benefit the region with regard to economic, technical and cultural development. Numerous cooperative projects with businesses, institutes and communities have resulted from these endeavours. The University of Osnabrück also offers inhabitants of the city and region a wide variety of lectures, exhibits and concerts. At the same time, citizens are invited to actively participate in academic life by attending classes or enrolling to the “University for mature students”.

The University of Osnabrück is represented not only in the region but also worldwide. It maintains partnerships with over 90 institutions of higher education abroad, for example in Australia, China, Costa Rica, France, Great Britain, Japan, Canada, Russia, Switzerland and the USA. It also goes without saying that various departments maintain connections with a variety of academic institutions in many countries.

2 Structure of the University of Osnabrück

Individual fields of study at the University of Osnabrück are combined to various schools, which are responsible for research and teaching. The schools at the University of Osnabrück are listed below:

FB 01 – School of Social Sciences
 FB 02 – School of Cultural and Geo Sciences
 FB 03 – School of Education and Cultural Studies
 FB 04 – School of Physics
 FB 05 – School of Biology/Chemistry
 FB 06 – School of Mathematics/Computer Sciences
 FB 07 – School of Linguistics and Literature
 FB 08 – School of Human Sciences
 FB 09 – School of Business and Economics
 FB 10 – School of Law

Within the schools there are also several institutes. Interdisciplinary studies are offered at the following institutes:

- Institute for Semantic Information Processing
- Institute for Cultural History of the Early Modern Era
- Institute for Migration Research and Intercultural Studies
- Institute for European Studies
- Institute for Environmental Systems Research

Management and Administration

The central organs of the university are the Presidium and the Senate, organs of the schools, the Dean's Office and the School Council.

The University is managed by the Presidium, which consists of the President, two full-time Vice-Presidents and one part-time Vice-President. The President represents the university externally, is chairman of the Presidium and lays down the guidelines for the Presidium.

The Senate passes the University's resolutions, exercising its self-administrative rights. Furthermore, it comments on self-administrative matters and exercises a comprehensive right to receive information from

the Presidium. The Senate is made up of various groups (professors, academic staff, students, administrative and technical staff).

The Dean's Office, led by the Dean, is responsible for running the individual schools at the University of Osnabrück. The Dean is elected by the School Council, which is also an organ made up of different groups. The Dean represents the school within the university.

The responsibilities of self-administration at the university are observed by several other bodies and committees.

The student body, an independent organisation, is made up of all students enrolled at the university. The student parliament (StuPa) is the students' most important organ. Here their interests in higher education policy, social and cultural issues are represented. Their members are democratically elected each year by the students. The StuPa's main tasks are the election of the General Students Committee (AStA) and deciding upon the students' budget. At the school level, the departmental student organisation represents students' interests.

The AStA implements the StuPa's decisions and carries out administrative work. Furthermore, the AStA has, e.g. an advisory service for problems concerning grants and studying or legal issues, and organises political and cultural events.

The **AStA** has the following

Address:	Alte Münze 12 (next to main university library) 49074 Osnabrück	
Tel:	+49 541 969 4872	
Fax:	+49 541 969 4808	
E-mail:	asta@uos.de	
http://	www.asta.uos.de	
Office hours:	Mon-Fri	10:00 – 13:00
	Tue also	13:00 – 15:00
Lecture free period:	Tue	10:00 - 13:00
	Thu	10:00 - 13:00

3 Academic advisory services and application procedure

3.1 Student Information Center Osnabrück (StudiOS)

You can find all important administrative offices for students and applicants in one building.

At the central information desk (**Info-Point**) you can find answers to many of your questions. If necessary you will be directed to the responsible persons.

You can reach the Info-Point under the e-mail address studios@uni-osnabrueck.de.

Furthermore you have the possibility to receive information on the phone. The staff of the **Info-Line** (+49 541 969 7777) answers your questions or helps you to get in touch with the appropriate contact person.

The Info-Point and Info-Line are open from Monday till Thursday from 09:00 till 16:00 and Fridays from 09:00 till 14:00. The departments have unitary opening hours: Monday and Wednesday from 14:00 till 15:30 and Tuesday and Thursday from 10:00 till 12:00. Individual opening hours are available from the websites of the different institutions.

You will find the following offices in the StudiOS building:

The **Central Student Counselling Service** (ZSB) offers general information about study possibilities in Osnabrück.

You will get help in the **Admissions Office** concerning the application procedure for studies and the registration formalities.

At the **Bafög-Office** students have the possibility to apply for a study funding.

The **International Office** (AAA) helps and advises all international students and visiting academics in different fields.

The **Zentrum für Lehrerbildung** (ZLB) coordinates the internships in schools and is contact point for those who want to become school teachers.

The **Koordinationsstelle Professionalisierungsbereich** organises a special qualifying program for students of the 2-subjects-bachelor.

In the **University's Centre for Sports** you will find a wide range of sports offers after a stressful day.

Das **Mehr-Fächer-Prüfungsamt (PATMOS)** offers information concerning the exam administration and organisation in the 2-subjects Bachelor and Master programs.

Information is also available from the **Protestant Student Congregation (ESG)** und die **Catholic University Congregation (KHG)**.

The **UNISHOP** is also part of StudiOS; a wide range of clothes, stationery as well as gifts is offered there. The UNISHOP is open from Monday to Thursday from 11:30 till 14:30 and on Friday from 11:30 till 14:00.

3.2 Academic advisory services

Foreign students considering studying at the University of Osnabrück can obtain information from the Central Student Counselling Service (*Zentrale Studienberatung*). This service provides general information about the different schools/fields and application requirements at the University of Osnabrück and the University of Applied Sciences. Furthermore, they inform you about the new Bachelor and Master degrees and the possibilities of post-graduate education.

If you have special concerns they can refer you to specialists, and offer help and advice regarding academic or personal problems related to your study.

Comprehensive information and advice:

Address: Neuer Graben 27 (StudiOS building)
49074 Osnabrück
Tel: +49 541 969 4999
Fax: +49 541 969 4792
E-mail: info@zsb-os.de
http://www.zsb-os.de

Consultation without an appointment

Office hours: Mon, Wed 14:00 – 16:00
Tue, Thu 10:00 – 12:00

Telephone counselling:

Mon 10:00 – 12:00
Thu 14:00 – 16:00

Careers advisory service by the Job Centre at the ZSB

Office hours: Tue 10:00 – 12:00

Information/library with internet

Mon - Thu 09:00 – 16:00
Fri 09:00 – 12:00

Personal counselling in Caprivistraße 30 A (Westerberg), Room CC 0001 (also without appointment):

Office hours: Thu 14:00 – 16:00

3.3 International Office (Akademisches Auslandsamt)

Besides the Central Student Counselling Service the International Office is an important contact point for international students. The International Office offers information and service for international students, international doctoral students as well as international guest academics.

The International Student Advisor's office is part of the International Office and provides support, advice, and information for international students and guests, on issues such as social and leisure activities, accommodation, scholarships, hardship funds, etc. It also organises events and excursions, and endeavours to facilitate contacts between German and international students and guests.

The **International Student Advisor** is available as follows:

Address: Neuer Graben 27 (StudioOS building)
Room 19/E07
49074 Osnabrück
Tel: +49 541 969 4765
Fax: +49 541 969 4495
E-mail: karoline.bachteler@uni-osnabrueck.de
http://www.uni-osnabrueck.de/840.html

Office hours: Mon, Wed 14:00 – 15:30
Tue, Thu 10:00 – 12:00

4 Entry requirements to study in Germany

Citizens of EU countries, of EFTA countries (Iceland, Liechtenstein, Norway, Switzerland) and of those countries that have signed agreements with the Federal Republic of Germany (this includes Australia, Canada, Israel, Japan, New Zealand, Honduras and the USA) do not require a visa to enter Germany. After arrival in Osnabrück, these students can apply for a residence permit directly from the Foreigners' Office. Proof of your finances is required for this (at least € 659 per month; only for non-EU-students).

EU students receive a *Freizügigkeitsbescheinigung* (confirmation of freedom of movement).

All other international students require a visa to study in Germany. You should therefore apply to the German embassy or consulate in your home country well in advance (approx. two to three months before your planned departure). The following documents are required to obtain a visa:

- a valid passport
- a document from the University of Osnabrück acknowledging either your application or your admission to the University
- proof of financial resources/funding (at least € 659 per month = € 7.908 for the first year)

To enter Germany, a student (applicant) visa (*Studien(bewerbe)visum*) is required. Please do not under any circumstances enter using a tourist visa, because this cannot be transformed into a student (applicant) visa!

To simplify your preparations we have prepared a **check list** for you entitled "**Before travelling to Osnabrück**", see **appendix**.

5 Entering Germany – steps towards matriculation

5.1 Welcome Week

At the beginning of each semester the International Office offers a Welcome Week. The "pick-up" service enables you to be picked up by a tutor from the train station, usually on 1 October or 1 April, and taken to your house of residence. If you would like to make use of this service, you can find a form at www.uni-osnabrueck.de/standard_en/922.html.

After arrival in Osnabrück we help you to become acquainted with the city and university during the Welcome Week. You also have the opportunity to get to know other international and German students. We organise events in and around Osnabrück. Besides helping you with all necessary formalities, we also introduce you to the basics of studying in Germany.

The Welcome Week program includes:

- international breakfast
- lunch at the canteen
- introduction to central services: the Student Welfare Services (*Studentenwerk*), the Central Student Counselling Service, the University Sports Centre
- introduction to German and other foreign language courses
- the basics of how to organise and plan your studies
- guided tour of the university library
- help with formalities in small groups (opening a bank account, payment of the social contribution, health insurance, etc.)
- assistance with the formalities for the Admissions Office, receipt of student card
- assistance with the formalities for the Foreigners' Office
- a pub tour
- a day-trip, usually to Cologne or Hamburg

Since participation in the Welcome Week is highly recommended, individual advice by the International Office at the beginning of the semester cannot be given. The application form can be found under www.uni-osnabrueck.de/standard_en/920.html

We also strongly recommend that you participate in the **Einführungswoche für Studienanfänger** (orientation week for freshman students) organized by the Central Student Counselling Service (ZSB). Here you will receive important information about the content and structure of your study program and you will meet other German and international freshman students. More information can be found at www.zsb.uni-osnabrueck.de/startinsstudium.html.

5.2 Health insurance

All students studying in Germany require adequate health insurance. Proof of health insurance has to be presented when you enrol to the university (exception: PhD students).

If you are a citizen of an EU-member state or from another country which has a bilateral insurance agreement with Germany (e.g. Bosnia-Herzegovina, Iceland, Croatia, Macedonia, Montenegro, Norway, Serbia, Switzerland, Turkey, Tunisia), you simply go to the statutory health insurance company of your choice to have your existing health insurance recognised. EU citizens show their European Health Insurance Card (EHIC).

If you have private health care cover in your home country for your stay in Germany, you can only be exempted from taking out German statutory health insurance in very few cases.

All other students must obtain insurance cover from the German statutory health insurance for students. This costs around €78 per month.

For further information please contact one of the statutory health insurance companies, which you will find in the “*Gelbe Seiten*” (Yellow Pages: www.gelbeseiten.de).

In case you would like to see a doctor in Germany, please note that there is no doctor or medical center at the university. Please contact a doctor close to your home (general practitioner: “*Hausarzt*”, “*Internist*”). You will find information about doctors (also specialists) in the “*Gelbe*

Seiten”. Please always bring your health insurance card with you when seeing a doctor as well as 10.- EUR for the quarterly consultation fee.

5.3 Matriculation / Enrolment

Matriculation takes place at the Admissions Office after your arrival in Osnabrück.

The following documents are required:

- proof of statutory health insurance or proof from Osnabrück *Allgemeine Ortskrankenkasse* (AOK) of exemption from statutory health insurance, if the insurance from your home country has been recognised
- written proof (receipt) that the semester social contributions (currently €252.27 - or €177.27 for exchange students) have been paid
- one passport-sized photograph
- other documents, if stated in the admission letter

5.4 Registration

Students need to register with the Foreigners' Office within one week of having arrived in Germany. If you will be residing in the city of Osnabrück itself, registration with the Foreigners' Office takes place together with your application for a residence permit during the Welcome Week with the International Office.

For this you will need

- EU-citizens:
 - copies of your passport or identity card
 - matriculation certificate (*Immatrikulationsbescheinigung*)
 - copy of health insurance policy
 - confirmation of sufficient funds (form)
- Non-Eu-citizens:
 - proof of finance
 - copies of your passport
 - copy of admission letter
 - matriculation certificate (*Immatrikulationsbescheinigung*)
 - copy of health insurance policy

scholarship certificate (if applicable)
 copy of visa (if applicable)
 one passport-sized photograph

If you do not attend the Welcome Week, please go to the Foreigners' Registration Office (Ausländerbehörde):

Address: Natruper-Tor-Wall 2 (Stadthaus 1), 49074 Osnabrück
 Tel.: +49 541 323 4610
 Fax: +49 541 323 4189
 http:// www.osnabrueck.de/8830.asp

office hours: Mon, Fri 08:00 – 12:00
 Tue 08:00 – 16:00
 Wed closed
 Thu 08:00 – 19:00

5.5 Residence permit

After the registration with the Foreigners' Office EU and EFTA students will receive their *Freizügigkeitsbescheinigung* (confirmation of freedom of movement).

Non-EU students will receive a residence permit, which gives them the right to reside and study in Germany for two years at the most. The residence permit is issued as a credit card-sized card, your fingerprint and together your photo and personal details will be saved on a chip inside the card.

When the permit needs to be extended the Foreigners' Office will check if the purpose of residence in Germany is still valid. A change of degree program, for example, changes your purpose of residence. Extensions are usually made each time for up to two years. After having finished your studies, you can apply for a residence permit in order to search a job. This residence permit will be valid for one year at the most.

To simplify your preparations we have prepared a **check list** for you entitled "After arrival in Osnabrück", see **appendix**.

5.6 Re-registration and academic leave of absence

Students who wish to continue studying at the University of Osnabrück must re-register in due time (01 – 31 July for the following winter semester, 01 – 28 February for the following summer semester). For re-registration students receive a re-registration form and a money transfer form for the payment of the fees together with the student identity card and the matriculation certificate from the Students Office. Payment of the fees before the end of the registration period is sufficient for re-registration.

Students who need or want to take an academic leave of absence due to medical or other reasons (e.g. study abroad) must apply for an academic leave of absence. The academic leave of absence application form can be obtained from the Students Office.

Usually no courses or exams may be taken during the student sabbatical, you can get information about exceptions from the Admission Office.

The current enrolment regulations are available under

www.uni-osnabrueck.de/D4Ordnungen_studentische/ImmatrikulationsO_2010-11.pdf

6 Academic studies - General information

6.1 The academic year

The academic year in Germany is divided into a winter and a summer semester. The winter semester officially starts on 1 October and ends on 31 March, and the summer semester runs from 1 April to 30 September.

Lectures begin in mid-October and end in mid-February. In summer semesters the lectures start at the beginning of April and end in mid-July. The remaining time, the vacations, are set aside for writing essays, preparing papers and exams, and for work placements.

6.2 Internet portal: myUOS

myUOS combines the internet services at the University of Osnabrück to a personal students' portal. Students have the possibility to access Stud.IP, Webmail, their library account as well as the examination administration with one click and do not have to log in separately.

6.2.1 Courses online: Stud.IP

Stud.IP is the University of Osnabrück's internet learning platform. Each course has its own field in Stud.IP, in which lecturers can store announcements and documents, such as presentations, texts to be read or exercise sheets. The purpose of Stud.IP is not only for students to be able to access information – it is also an active communication platform, where you can discuss, chat and write joint documents with your lecturers and fellow-students. You can also introduce yourself to other students via your own brief "homepage", and exchange internal messages.

Stud.IP is used extensively in a number of subjects. You will frequently be required to download texts or hand in exercises, group work or homework via Stud.IP. You can access the system from any computer with internet access, either from home, the library or at the departmental computer centres (CIP pools). You can get to know Stud.IP, receive your password and ask questions during the Welcome Week.

6.2.2 OPIuM

OPIuM ist the online exam registration system at the University of Osnabrück. Students use the system to register for exams and to receive results for exams online.

6.3 Courses

There are a number of ways to give courses at German institutions of higher education, some of which we will describe below:

- Seminar (*Seminar*)

A seminar is a lesson for a limited number of participants, in which academic problems are portrayed and elaborated in detail. The seminars are usually subdivided into Bachelor/Master. Students are expected to actively participate in seminars. Proof of academic achievement is usually given after successful completion of a presentation or essay.

- Lecture (*Vorlesung*)

In a lecture the subject is conveyed to the students by the lecturer in the form of a presentation. Students are usually only required to listen and make notes. The contents of the lecture must then be worked over at home by the students (or in a special tutorial). Proof of academic achievement is usually given after successful completion of a written examination (*Klausur*).

- Exercise (*Übung*)

An exercise is a class with a limited number of participants, in which students learn how to practically apply the scientific methods of working in a particular field.

- Tutorial (*Tutorium*)

A tutorial is a working group linked to a lecture, seminar or exercise, in which the contents of the class are prepared or worked over. Tutorials are usually given by a tutor (generally an advanced student).

- Practical (*Praktikum*)

Practicals are natural science classes, in which small groups carry out experimental work. A practical can, however, also be a period of time

(usually during the vacations), during which the student gains practical experience in a company or organisation.

The new **course calendar** (official title: *Veranstaltungs- und Personalverzeichnis, VPV*) for the coming semester appears towards the end of each semester. The course calendar informs students about courses on offer, enabling you to plan your timetable for the semester. In addition to the courses, you can also find the names, addresses, phone numbers and visiting hours of all lecturers and institutes at the university.

The course calendar can be obtained from the Internet as a pdf-file; a list with all courses is also available on the internet at www.uni-osnabrueck.de/138.php

In addition to the course calendar, the individual schools also publish so-called "commented course calendars" (*kommentierte Vorlesungsverzeichnisse*), containing information about the various courses (e.g. contents and bibliographies). These can be purchased from departmental offices and/or are available online.

It is also advisable, especially at the beginning of the semester, to refer to the departmental notice boards to check for changes to the time or location of a course.

A particularity we would like to point out to you is the academic 15 minutes (*akademisches Viertel*). This means that courses at the university commence later and end earlier than stated in the course calendar. A course that, according to the course calendar, takes place from 10:00 to 12:00 thus begins at 10:15 and ends at 11:45. This is also called "cum tempore", which is abbreviated as c.t. If, however, it is written as 11 am s.t. ("sine tempore"), this means that the course really does commence at 11:00 on the dot (e.g. 11:00 to 12:30).

6.4 European Credit Transfer and Accumulation System (ECTS)

The introduction of the European Credit Transfer and Accumulation System (ECTS) at the University of Osnabrück makes all courses and their contents transparent, enabling academic results to be transferred to other universities in Europe. At the end of your study period the credit points earned are entered into a transcript of records and can thus be counted towards your degree at your home university. Information about the ECTS Coordinators is available at the International Office.

Further information on ECTS points that can be earned in the different courses is available in the course catalogue.

Please contact the institutional ECTS coordinator, Dr. Gaby Krekeler, in case you have questions concerning ECTS.

Tel.: +49 541 969 4865

E-mail: ects@uni-osnabrueck.de

6.5 Academic counselling

During your stay at the University of Osnabrück several counselling facilities assist you in planning and organising your studies.

All schools offer specific advice concerning their subjects and courses of studies.

Information on office hours and rooms can be obtained from the **offices of the dean**:

FB Sozialwissenschaften

www.sozialwiss.uni-osnabrueck.de/614.htm

FB Kultur- und Geowissenschaften

www.geographie.uni-osnabrueck.de/fb02.html#Dekanat

FB Erziehungs- und Kulturwissenschaften

www.fb3.uni-osnabrueck.de/29.htm

FB Physik

www.physik.uni-osnabrueck.de/Fachbereich/Gremien.php

FB Biologie/Chemie

www.biologie.uni-osnabrueck.de/Fachbereich/?x=ag

FB Mathematik/Informatik

www.mathinf.uni-osnabrueck.de

FB Sprach- und Literaturwissenschaft

www.lili.uni-osnabrueck.de/Verwaltung/Dekanat

FB Humanwissenschaften

www.psychology.uni-osnabrueck.de/institut/index.php/dekanat.html

FB Wirtschaftswissenschaften

www.wiwi.uni-osnabrueck.de/Dekanat.htm

FB Rechtswissenschaften

www.jura.uos.de/html/233.htm

Departmental officers for international affairs support the International Office and the other institutions involved in internationalisation (e.g. the Department of Internationalization), and can advise you in matters regarding your studies. The list of departmental officers can be found e.g. in the university course calendar or at the Department of Internationalization's website:

www.uni-osnabrueck.de/13865.html

6.6 Changing degree programs

Since your residence permit is normally linked to a specific university and a specific degree program, you may encounter difficulties if you change your degree program. This is particularly the case for students who have already reached the 4th semester, whose residence permits would then generally not be extended. Those wishing to change their degree programs must inform the Students Office and the Foreigners' Office accordingly.

7 Academic studies - Practical information**7.1 Libraries**

The library of the University of Osnabrück is divided into the central library "Alte Münze" and several specialist branches.

Central library "Alte Münze" and reading rooms for Philology/Cultural Sciences

Address: Alte Münze 16/Kamp
49074 Osnabrück
Tel: +49 541 969 4488
Fax: +49 541 969 4482
Lending: +49 541 969 4316
E-mail: info@ub.uni-osnabrueck.de

Opening hours: Mon-Fri 09:00 – 22:00
Sat 11:00 – 16:00
Lending hours: Mon-Thu 09:00 – 18:00
Fri 09:00 – 16:00

Departmental library of Natural Sciences/Mathematics

Address: Albrechtstraße 28, 1st floor
49076 Osnabrück
Tel: +49 541 969 2543
Fax: +49 541 969 2597
Lending: +49 541 969 2544
E-mail: infor@ub.uni-osnabrueck.de

Opening hours: Mon-Fri 09:00 – 21:00
Sat 11:00 – 16:00
Lending hours: Mon-Thu 09:00 – 18:00
Fri 09:00 – 16:00

Departmental library of Social Sciences

Address: Seminarstraße 33
49074 Osnabrück
Tel: +49 541 969 4578
Fax: +49 541 969 4482
Lending: +49 541 969 4577
E-mail: info@ub.uni-osnabrueck.de

Opening hours: Mon-Fri 09:00 – 21:00
 Lending hours: Mon-Thu 09:00 – 18:00
 Fri 09:00 – 16:00

Departmental library of Law and Economics

Address: Heger-Tor-Wall 14
 49078 Osnabrück
 Tel: +49 541 969 6209
 Fax: +49 541 969 6186
 Lending: +49 541 969 6100
 E-mail: infojw@ub.uni-osnabrueck.de

Opening hours: Mon-Fri 08:00 – 00:00
 Sat 08:00 – 00:00
 Sun 10:00 – 00:00
 Lending hours: Mon-Thu 09:00 – 18:00
 Fri 09:00 – 16:00

Institute-based libraries have their own opening hours. They are usually Mon-Fri 10:00 – 12:00 and 14:00 – 16:00.

7.2 Internet access, Cip-Pools

Internet access at the main library

Students can use the computers in the foyer of the main library to send e-mails.

One or two computers are usually also available at the departmental libraries for sending e-mails.

Internet access at the schools

Each school has a Cip pool where students can use the internet for research purposes and for sending e-mails. For access to the Cip pool you require user permission, which you receive together with your matriculation documents. For further information please visit the homepage of the university Computer Centre:

www.rz.uni-osnabrueck.de/Ueber_Uns/Benutzerkonto/index.htm

7.3 University canteens and cafés

The canteens and cafés offer inexpensive dishes for students. The fact that the canteen of the *Studentenwerk* Osnabrück was voted "German Canteen of the Year 2001" and has won the first prize for organic food in 2008 demonstrates that the food is not only reasonably priced but also very delicious.

There is usually a choice of two main courses (one of which is normally vegetarian) and a stew, as well as a salad bar.

Meals cost between €1.50 and €2.50. Breakfast and snacks are obtainable from the cafés of the *Studentenwerk* Osnabrück. Evening meals are not available.

Canteen and café "Schlossgarten"

Address: Ritterstraße 10
 49074 Osnabrück

Opening hours: Mon - Fri 11:45 – 14:15
 (canteen) Sat 12:00 – 13:00

Opening hours: Mon - Thu 09:00 – 16:20
 (cafeteria) Fri 09:00 – 14:35

Opening hours: Mon - Fr 11:00 – 18:30
 (coffee lounge)

Canteen and coffeebar "Westerberg"

Address: Albrechtstraße 28
 49076 Osnabrück

Opening hours: Mon - Fri 11:30 – 14:15
 (canteen)

Opening hours: Mon - Thu 09:00 – 18:30
 (coffeebar) Fri 09:00 - 16:30

Cafeteria Biology

Address: Barbarastraße 11
 49076 Osnabrück

Opening hours: Mon - Fri 09:30 - 14:00

7.4 Vocational qualifications

A variety of institutions at the University of Osnabrück offer a wide range of workshops and seminars for you to obtain vocational qualifications.

Please refer in particular to the current programs of:

:verona: www.uni-osnabrueck.de/2311.html

Equal Opportunity Office: www.uni-osnabrueck.de/14437.html

Computer Center: www.rz.uni-osnabrueck.de

7.5 Language proficiency

The Language Center (*Sprachenzentrum*) at the University of Osnabrück offers several language courses during the semester.

You can attend free German language courses, both general and subject-related courses. You can also attend courses on academic research and writing in Germany.

Moreover, the Language Center offers a wide range of foreign language courses on different levels.

Address: Kolpingstr. 7 (2nd floor), 49074 Osnabrück
 Tel: +49 541 969 4651, -4886
 Fax: +49 541 969 14651, -14886
 E-mail: sprachenzentrum@uni-osnabrueck.de
 http:// www.uni-osnabrueck.de/12207.html

7.6 Sports

Every semester the **University's Center for Sports** promotes an extensive program of competitive and recreational sporting activities. The program containing further details can be obtained from

Address: Zentrum für Hochschulsport der Universität und
 Fachhochschule Osnabrück (ZfH)
 Neuer Graben 27 (StudiOS building)
 49074 Osnabrück

Tel: +49 541 969 4048, -4800
 Fax: +49 541 969 4862
 E-mail: wwwzfh@uni-osnabrueck.de
 http:// www.zfh.uni-osnabrueck.de

Office hours:	Tue, Thu	09:30 – 12:30 14:00 - 16:00
	Wed	09:30 – 12:00

7.7 Cultural program for international students

In order to help you get used to your new surroundings and to get to know the region, the “**JOIN OS**” program (www.join-os.de) run jointly by the Osnabrück institutions of higher education, offers a wide range of activities, such as

- Visits to the theatre
- Excursions (e.g. to Hamburg, Cologne, Bremen or other interesting destinations)
- University ball.

German and international students are very welcome to participate!

There are also a number of further possibilities to get in touch with other students, e.g. foreign clubs, university sport, music ensembles, student working groups, university political groups, amateur dramatics groups, etc. You're bound to find something to suit your tastes and requirements!

International conversation groups

JOIN OS also offers you the chance to concentrate on a specific region or language better in one of the international conversation groups. The conversation groups are open to all German and international students who are interested in getting to know a particular culture better in a laid-back environment.

The following conversation groups are currently run at the University:

- German-Chinese Conversation Group
- German-East European Conversation Group
- German-English Conversation Group
- German-Italian Conversation Group
- German-Spanish Conversation Group
- German-Turkish Conversation Group

The groups meet regularly throughout the semester. The International Office can inform you about the dates and location for each semester.

Tandem language learning

Learning languages “in tandem” is when two native speakers of different languages teach each other their mother tongue.

For further information about this program please contact the Language Center, write an e-mail to tandemservice@uni-osnabrueck.de, or visit www.uni-osnabrueck.de/13136.html.

Intercultural Mentoring in Osnabrück (imos)

The aim of the intercultural mentoring program (imos) is to improve the situation of international students at the University of Osnabrück. International first-year students completing their under- or postgraduate studies in Osnabrück will be supported individually by committed students who help them to integrate more easily into the German society and to get to know the German university system.

More information can be obtained from the program coordinator, Steffen Kötter.

address: Institut für Psychologie, Seminarstr. 20,
Raum 15/233

Tel.: +49 541 969 6225

E-mail: imos@uni-osnabrueck.de

http:// www.imos.uni-osnabrueck.de

LINK-OS contact program

LINK-OS is another program that enables you to get in contact with German students. Here social and cultural activities are the main objective. In this program personal contacts are set up between international exchange students and students already living in Osnabrück. The aim of these contacts is to make your stay in Germany more pleasant and to give both parties an interesting insight into the other person's culture.

If you are interested in finding

- a contact person in Osnabrück, or
- someone to spend free time with

then this program can enable you to find right match:

www.uni-osnabrueck.de/standard_en/918.html

Student chaplaincies

Both the Protestant and the Catholic Churches have established students' chaplaincies in Osnabrück. One key area of their work is facilitating meetings between international and German students. Both chaplaincies are open to people of all faiths and backgrounds.

The programs of events are obtainable from the respective chaplaincies.

Evangelische Studierendengemeinde (ESG)

Address: An der Katharinenkirche 4
49074 Osnabrück

Tel: +49 541 683362

Fax: +49 541 684482

E-mail: kontakt@esg-osnabrueck.de

http:// www.esg-osnabrueck.de

Office hours: Thu 08:15– 10:45 (Hunfeld)
in the StudioS building, room 306
(phone: 0541 969 6040)

Chaplain: Ute Schneider-Smietana

Contact person for in-

ternational students: Anne Hunfeld

Katholische Hochschulgemeinde (KHG)

Address: Lohstraße 16
49074 Osnabrück

Tel: +49 541 3507110

Fax: +49 541 3507119

E-mail: info@khg-os.de

http:// www.khg-os.de

Office hours: Tue 12:30 – 14: 00 (Hosselmann);
Wed 13:00 – 14:30 Uhr (Wübker)
in the StudioS building, room 306
(pone 0541 969 6040)

The secretary's office is open:

Mon,- Thu 09:00 – 12:00

Chaplains: Susanne Wübker, Birgit Hosselmann

There are several other religious communities in Osnabrück:

Buddhistisches Zentrum Osnabrück

Address: Lohstraße 24
49074 Osnabrück
Tel: +49 541 20 23 91 93
Fax: +49 541 20 23 91 94
E-Mail: osnabrueck@diamondway-center.org
http:// www.buddhismus-mitte.de/osnabrueck

Jüdische Gemeinde Osnabrück K.d.ö.R.

Address: In der Barlage 41/43
49078 Osnabrück
Tel: +49 541 4842 0
Fax: +49 541 434701
E-Mail: info@juden-in-osna.de

Islamisches Zentrum für Begegnung, Erziehung und Kultur

Address: Goethering 14
49074 Osnabrück
Tel: +49 541 28199
Fax: +49 541 188280

Information about more Islamic communities is available here:
www.osnabrueck.de/5825.asp

7.8 Cultural events and student activities

Music ensembles

If you are interested in music then you will find several opportunities such as

- the University Choir
- the Chamber Choir
- the Chamber Orchestra
- the Collegium musicum
- the University Big Band

Rehearsals are published in the calendar.

Student film clubs

A student initiative shows dubbed films (EW-building, Seminarstraße 20) every Monday and Tuesday during the lecture period.

Further information can be found at
www.unifilm.uni-osnabrueck.de

Uni-Funk Osnabrück

The Uni-Funk Osnabrück offers students interested in media the opportunity to produce and broadcast radio shows. The studio is located in the building of the canteen "Schlossgarten".

For further information please contact the Uni-Funk office:

Address: Alte Münze 12
49074 Osnabrück
E-mail: info@unifunk.de

AEGEE Osnabrück

AEGEE stands for the "Association des États généraux des Étudiants de l'Europe". It is an organisation enabling young Europeans to meet and become acquainted with each other's cultures. AEGEE organises a wide variety of conferences meetings and other activities throughout the year. If you would like to contact the Osnabrück branch of AEGEE, please visit them in their office:

Address: AEGEE-Osnabrück e.V.
Kolpingstraße 7 (Room 01/114)
49074 Osnabrück
Tel: +49 541 969 4717
Fax: +49 541 969 4717
E-mail: aegee@uos.de

Debating club

Each week, the Osnabrück debating club offers debates on current political and social topics, modelled on English and American debating societies.

Contact and more information: www.debattierclub-osnabrueck.de

Weltenwanderer – Zirkel für phantastische Spiele e.V.

The "Weltenwanderer" club meets regularly to play role games. Those interested can refer to www.ww-verein.de/home/impressum.php

Amateur dramatics societies

Besides the university's Theatre Working Group there are several other amateur dramatics societies at the University, e.g. an English-speaking troupe.

Further information on the various societies can be found in the brochure issued by ASTA and on the university notice boards.

7.9 Studying with children: UniBambinOS

Students with children can get information and counselling from UniBambinOS at the *Gleichstellungsbüro* (Equal Opportunity Office).

Address: Neuer Graben 19/21, room 03/334
 Tel: +49 541 969 4686
 E-mail: bambinos@uni-osnabrueck.de
 http:// www.uni-osnabrueck.de/14104.html

8 Academic studies - Finances

8.1 Expenses

Around €650 per month is required for living in Osnabrück and for paying for the following necessities (all costs are estimates):

- **books, photocopying and study material:**
between €25 and €50 per month
- **rent:**
about €150 to €260 per month
- **health insurance:**
approx. €78 per month
- **meals:**
Inexpensive lunch (ca. €2 daily) is available at the student restaurant (Mensa) run by Student Services. In addition, between €100 and €150 is required every month to prepare further meals at home.
- **student contributions (social fee):**
€252,27 per semester (€177.27 for exchange students)
Since winter semester 2006/07, study fees on the amount of €500 have to be paid to the federal state Lower Saxony each semester (this does **not** apply to exchange students or PhD students).

8.2 Opening a bank account

It is strongly recommended to open a bank account in Germany in order to pay your rent. The advantage of having an account is that you can make reasonably priced money transfers.

By showing your matriculation certificate, your passport and your residence permit most banks will allow you to open a student account for which monthly fees are usually not charged.

8.3 Scholarships

The International Office offers advice on scholarships for international students.

For an excellent summary of scholarships and scholarship providers please refer to

- www.funding-guide.de
- www.stipendiumplus.de
- www.stiftungsindex.de.

8.4 Gainful employment

International students who do not come from the EU, or who come from one of the EU accession countries (membership since 2007) can usually work up to 90 full or 180 half days a year without a work permit. If you wish to work longer than that you need a work permit. Please visit the

Address: Bundesagentur für Arbeit
Johannistorwall 56
49080 Osnabrück

Tel: +49 1801 555111

E-Mail: osnabrueck@arbeitsagentur.de

http:// www.arbeitsagentur.de

Students from EU countries (with the exception of EU accession countries – membership since 2007) may work as much as German students (up to 20 hours per week).

Income tax card and €400 jobs

Almost all student jobs require an income tax card (*Lohnsteuerkarte*), which can be obtained from the Tax Office (*Finanzamt*). An exception to this rule are the so-called €400 jobs: If you earn less than €400 per month, you are not required to pay income tax. However, you still need an income tax card in order to register your job with the authorities.

Address: Finanzamt Osnabrück-Stadt
Süsterstraße 46/48
49074 Osnabrück

Tel: +49 (0)541 354 0

Fax: +49 (0)541 354312

How can I find a job?

Besides advertisements in the university (Schwarzes Brett) and the local press you can try the job agency of the Bundesagentur für Arbeit.

Working as a student assistant

Positions to work as a student assistant at the University of Osnabrück are often available. You do not usually need a work permit for this kind of job, since it is usually assumed that the work is closely linked to your studies. Please note, however, that you do require an income tax card.

8.5 Financial Hardship

One-off Financial Aid

Students from developing or transition countries who are in the final phase of their studies and facing financial hardship are eligible to apply for one-off financial aid. The amount granted does not need to be repaid. Applications are available from the International Office.

Student loan from the Studentenwerk Osnabrück

Students facing financial hardship from all countries are eligible to apply for a student loan of up to € 1,000 from the Studentenwerk Osnabrück. The loans are interest-free and have to be paid back within six months. A fee of 2% is subtracted from the loan. Two guarantors must be named. Applications are available from the Secretary's Office of the Studentenwerk Osnabrück.

Student loan from AStA

Students facing financial hardship from all countries are eligible to apply for a student loan from AStA. The loans are interest-free and have to be paid back within six months. Two guarantors must be named. Applications are available from AStA.

9 Living in Osnabrück

9.1 Accommodation

As in almost every German city it isn't easy to find an apartment in Osnabrück. Besides the students' halls of residence you can also rent a room in a shared apartment ("*Wohngemeinschaft* = WG").

You should ensure a written tenancy agreement is made once you have chosen a room or apartment. When you rent an apartment you are usually the main tenant (*Hauptmieter*). If you are only renting a room, then you are a subtenant (*Untermieter*), and as a subtenant you should know that you do not have the same rights as the main tenant. When you become a subtenant, be certain that you sign a subtenancy agreement (*Untermietvertrag*).

9.1.1 Student halls of residence

International students who are not program/exchange students can apply for a place in the residence halls directly at the Student Welfare Services. They offer inexpensive lodgings for about 2,000 students. The rent ranges from € 150 to €260 per month.

If you wish to apply for a room or would like to get further information about private accommodation you should contact

Address: Wohnraumzentrale des Studentenwerks
Ritterstrasse 10
49074 Osnabrück

Tel: +49 541 33107 30 (switch-board)

E-mail: wohnen@studentenwerk-osnabrueck.de

http:// www.studentenwerk-osnabrueck.de

9.1.2 Application procedure for exchange students

Exchange students can apply for a room in a hall of residence with the International Office. Please send the accommodation application form together with a passport photograph to the International Office by 1 January (for accommodation in the subsequent summer semester) or 1 July (for accommodation in the subsequent winter semester).

Furnished rooms are currently available in the following halls of residence of the Student Welfare Services:

- **Salzmarkt**
Am Salzmarkt 1-3
49074 Osnabrück

This house of residence in the centre of town was built in 1994 and equipped with modern furniture. The complex consists of two houses, each containing eight shared flats for two to nine residents. The International Office can allocate 21 single rooms with shared kitchens and bathrooms. The size of the rooms varies between 14 and 27 m². The kitchen and bathrooms are shared with up to eight other students. Price: € 200to €230 per month.

- **Dodesheide**
Mecklenburger Straße 2–6
49088 Osnabrück

The housing complex that was built in 1973 in the Dodesheide, situated around 4 km from the university on the outskirts of the city, is surrounded by green areas (regular bus connections). 42 furnished rooms of around 13 m² with an internet connection are available to exchange students. The kitchen and bathrooms are shared with up to 20 other students. The rent costs € 148 per month.

- **Alte Fabrik**
Jahnplatz 6
49080 Osnabrück

The housing complex at the Jahnplatz is a former factory that was transformed into a house of residence in 1983. It is situated just 700 m from the university. 15 furnished rooms of 13 m² are available to exchange students. The kitchen and bathrooms are shared with up to eight other students. The monthly rent is € 150 - €175.

- **Ziegelstraße**
Ziegelstraße 21
49074 Osnabrück

This housing complex is situated close to a park, just a ten-minute walk from the university. Nine furnished rooms of between 11 and 18 m² are available to exchange students. The kitchen and bathrooms are shared with up to seven other students. The monthly rent is between € 180 and € 220.

- **Sedanstraße**
Sedanstraße 6 - 16
49076 Osnabrück

This housing complex is very close to the Westerberg campus of the university. The complex, containing six houses, was built in 1984. 14 furnished rooms with an internet connection are available to exchange students. The size of the rooms varies between 11.5 and 14 m². The kitchen and bathrooms are shared with up to six other students. The monthly rent is around € 200 to € 245.

Period of tenancy

Please note that a room in one of the halls of residence of the Student Welfare Services can only be rented for 6 or 12 months at a time, i.e. either from 1 October to 31 March (winter semester) or from 1 April to 30 September (summer semester) or from 1 October to 30 September (entire academic year).

The deposit to be paid on your room after your arrival in Osnabrück is currently € 400. It will be fully repaid if the hall's caretaker confirms that your room is in proper condition at the time of your departure.

If you discover you cannot study in Osnabrück as planned, but you have already signed the rental agreement, you must inform the International Office immediately. The International Office and Student Welfare Services will then attempt to find a new tenant for your room.

We wish to point out, however, that you will have to pay for any loss of rent due while we endeavour to find a new tenant!

9.1.3 Housing market

Due to a high demand at the beginning of the semester the places in the residence halls are taken quite quickly.

New students must take into account that they might have to wait before being offered a room in one of the halls of residence. Therefore you should start your search for accommodation in good time (see below) and be ready for compromises, i.e. to accept unattractive lodgings for your first period of stay in Osnabrück.

You should start your search at an early date, at the latest after receiving your letter of admission. If necessary, you may have to consider renting a room before semester begins, just to ensure you have a room. There is always a very high demand for rooms at the beginning of the academic year. The high demand in the city often leads also to higher rents. Since students at the University of Osnabrück can use public transport in and around Osnabrück for free, you should also consider renting outside the city.

You may also like to consider contacting Osnabrück landlords and housing associations together with other students, in order to obtain a larger flat for sharing. This can be beneficial not only from a financial point of view. Ensure that each member of the shared flat receives their own individual housing contract.

You can also advertise for a room in the "Neue Osnabrücker Zeitung" at www.neue-oz.de or at the University of Osnabrück's virtual notice board at www.uni-osnabrueck.de/SchwarzesBrett/standard/service/schwarzesbrett.php.

Below you will find further tips and addresses to help you find accommodation.

Other halls of residence

Besides the housing complexes run by the Studentenwerk Osnabrück, the WHOK Studentenwohnheim GmbH, Martinsburg 29, 49078 Osnabrück, also rents accommodation to students. Tel: +49 541 46018 (Ms Huy). Application forms can be found at www.whok-studentenwohnheim.de/?inc=os_aktuelles&n=4.

Newspapers and Internet

Please check the housing advertisements in the local press on Wednesdays and Saturdays or otherwise put an advert in the paper yourself:

Address: Neue Osnabrücker Zeitung (NOZ)
Große Straße 17-19
49074 Osnabrück
Tel: +49 541 310-0
Advertisements: +49 541 310 310
http:// www.neue-oz.de

You can also ask for the housing part of the "NOZ" to be sent to your home address: telephone subscription service: +49 541 310320.

You can also try the following papers, which are distributed free of charge to all households:

- 1) On Wednesdays and Sundays the "Osnabrücker Nachrichten" appears, Erich-Maria-Remarque-Ring 14, 49074 Osnabrück, Tel: +49 541 94040 0, Fax: +49 541 94040 33 (Advertisements).
- 2) On Sundays the "Osnabrücker Sonntagszeitung" appears, Seminarstraße 35, 49074 Osnabrück, Tel: +49 541 5 80 58-200, Fax: +49 541 5 80 58-199, e-mail: anzeigen@os-sonntagszeitung.de; www.os-sonntagszeitung.de

On the University's bulletin board

www.uni-osnabrueck.de/SchwarzesBrett/standard/service/schwarzesbrett.php
you can also find housing advertisements, mostly by groups sharing an apartment.

Notice Boards

There are numerous notice boards in the departments and canteens, where you can also hang posters.

Housing associations

The company WGO also offer housing facilities without a fee. However, a membership fee is charged.

Address: Wohnungsbaugenossensch. Osnabrück eG
Katharinenstraße 10
49074 Osnabrück
Tel: +49 541 335340
Fax: +49 541 3353444
E-Mail: info@wgo24.de
http:// www.wgo24.de

Housing agencies

The following housing agencies help people find apartments and rooms for a commission:
Zweitraum Osnabrück, Am Pappelgraben 9, 49080 Osnabrück, Tel: +49 541 22466, www.zweitraum-osnabrueck.de

Short-stay periods

The following offer beds for short-stay periods:

- 1) Penthouse Backpackers, Möserstr. 19, 49074 Osnabrück, Tel: +49 541 6009606, e-mail: info@penthousebp.com;
- 2) Jugendgästehaus, Iburger Straße 183A, 49084 Osnabrück, Tel: +49 541 54284, Fax: +49 541 54294, e-mail: osnabrueck@jugendherberge.de

It is recommended to make a reservation by phone. A youth hostel membership card is required for the Jugendgästehaus. This card is valid in 40 countries, and costs €12.50 for students under 27 years and €21 for those over 27.

9.2 Housing tutors

German and international students reside together in the housing complexes of the Studentenwerk Osnabrück. Some international students experience problems of acclimatisation, particularly at the beginning of their stay in Osnabrück. For this reason, student tutors are employed at the houses of residence to help international students in the event of any problems.

Their tasks include the following:

- establishing contacts to other students
- advice on how to spend free time
- how to finance your studies
- questions related to residence permits

- questions related to work permits
- overcoming linguistic barriers
- questions regarding health insurance

This tutorial program is run jointly by the Student Welfare Services, the University of Osnabrück and Osnabrück University of Applied Sciences.

The tutors have specific visiting hours. These and their addresses can be obtained from the International Office or online:
www.studentenwerk-osnabrueck.de/en/student-accommodation/tutors-for-foreign-students.html

10 Useful information and hints

10.1 Travelling by public transport

Part of the semester contribution that students pay at the beginning of each semester goes towards the semester ticket. This means that you can use the following public transport systems free of charge:

- all buses in the city and district of Osnabrück, as well as on certain lines to neighbouring communities (also to North Rhine-Westphalia)
- many local train connections (see back side of student card)

Bus connections

The Stadtwerke Osnabrück issues a booklet containing a complete timetable of the buses running in Osnabrück. This booklet is available free of charge from the service centre of the Stadtwerke Osnabrück.

Address:	Mobilitätszentrale der Stadtwerke Neumarkt 9/10 49074 Osnabrück
Tel:	+49 541 2002 2211
Office hours:	Mon - Fri 07:00 – 18:00 Sat 09:00 – 13:00

10.2 Travelling by bike

Osnabrück is a cyclist's city: you can reach the university from all directions quite quickly, sometimes even quicker than by bus. In addition, the Osnabrück hinterland offers a network of bike paths for cycle tours. We therefore recommend that you bring a bike to Osnabrück or buy one second-hand upon your arrival.

Buying a bike

If you wish to buy a second-hand bike, there are several possibilities:

- auction bike sales at the lost property office of the Osnabrück police (Tel: 0541 327 0) twice a year
- bike shops
- flea markets

Bike repairs

The students' union (AStA) organizes a bike garage where you can obtain help in repairing your bike. Since it is not a bike shop you must bring your own spare parts.

Office hours: Mon, Tue, Thu 14:00 – 17:00
www.asta.uni-osnabrueck.de/fahrradwerkstatt.html

10.3 Travelling by train

Travelling by train in Germany is relatively expensive. There are, however, special offers for those who book well in advance.

For further information, please visit the Ticket Office at Osnabrück main train station (Theodor-Heuss-Platz) or www.bahn.de. You can search for train connections within the whole of Germany on the internet.

As mentioned above, your semester ticket enables you to visit neighbouring cities and the surrounding areas free of charge.

10.4 Agency for arranging lifts

Agencies for arranging lifts are a cheap alternative to travelling by train. By paying towards fuel costs, you are permitted to travel in that person's car. A fee is also payable to the agency.

It is important to arrange the price with the driver before travelling and to ask the agency how many passengers the driver is permitted to carry.

<http://www.mitfahrzentrale.de>
www.mitfahrgelegenheit.de

10.5 Shopping

There are a lot of inexpensive supermarkets in Osnabrück which offer a vast choice of goods. Usually the basic food costs the same everywhere. It won't take you long to find out your best local shop. If in doubt, ask a tutor or a house-mate. Please note: Supermarkets do not open on Sundays.

10.6 Public Holidays in Germany

Public institutions like schools, universities, libraries or shops are closed on public holidays:

- New Year's Day (01 January)
- Good Friday and Easter Monday (date varies)
- Labour Day (01 May)
- Ascension Day(date varies)
- Whit Monday (date varies)
- Day of German Unification (03 October)
- Christmas and Boxing Day (25 und 2. December)

10.7 Postal services

Post offices in the city:

Wittekindstraße 5-8 (near the university, opposite Galeria Kaufhof)

Theodor-Heuss-Platz 6-9 (Main post office next to the central station with night desk)

Further information about offices and office hours can be found on the internet at www.deutschepost.de.

10.8 Telephoning**Public telephones**

Nowadays pay phones are quite rare in Germany. Most public telephones are operated with phone cards which can be bought from post offices, kiosks, and filling stations.

Private telephone connection

The German telecommunications market was liberalized in 1998. Nevertheless the former government-owned Deutsche Telekom is still the largest provider. Tariffs vary according to the time of day and the distance of calls.

Osnatel, an Osnabrück company in the Große Straße 74-75, offers special internet rates for students. For further information call 0800 6000777 or visit www.osnatel.de.

There are, however, numerous other companies that offer very cheap rates, particularly for distance calls and calls abroad. By using the "Call by Call" service you can pre-dial numbers to use particular companies.

For further information about cheap telephone rates please visit www.billiger-telefonieren.de or www.teltarif.de.

Phone books and Yellow Pages

Telephone books for all regions of Germany can be found in most post offices. The Yellow Pages are also useful for finding other services, including the numbers of medical services and the municipal authorities.

www.telefonbuch.de

www.gelbeseiten.de

10.9 Public libraries

City library (including foreign language library)

Address: Markt 1
49074 Osnabrück
Tel: +49 541 323 2007
<http://www.osnabrueck.de/8203.asp>

Lending hours: Tue - Fri 10:00 – 18:00
Sat 10:00 – 13:00

Music library

Address: Markt 1
49074 Osnabrück
Tel: +49 541 323 4425
<http://www.musikbibliothek-osnabrueck.city-map.de/city/db/013401091100.html>

Lending hours: Tue - Fri 11:00 – 13:00
14:00 – 18:00
Sat 10:00 – 13:00

Diocesan library

Library containing theological literature and regional literature with 60,000 volumes.

Address: Große Domsfreiheit 5-6
49074 Osnabrück
Tel: +49 541 318470
Thu 14:00 – 18:00
www.bistum-osnabrueck.de/bildung/dioezesanbibliothek.html
Lending hours: Mon, Tue 09:00 – 13:00
Wed, Fri 14:00 – 17:00

State archives of Lower Saxony

The archives of the City of Osnabrück and of the Historic Association are kept here.

Address: Schloßstraße 29
49074 Osnabrück
Tel: +49 541 33162 0
<http://www.osnabrueck.de/8209.asp>

Office hours: Mon, Wed, Fri 08:00 – 16:00
Tue, Thu 08:00 – 18:30

10.10 Museums/Theatres/Cinemas

Museums

Felix Nussbaum House

The Felix Nussbaum collection is housed in a very interesting building. It was designed by the famous American architect, Daniel Libeskind, and opened in 1998. The close connection between the architecture and the works of the artist enables visitors to get an impression of the life and suffering of the Jewish painter, who was born in Osnabrück in 1904 and murdered at Auschwitz in 1944.

Due to renovation the Felix Nussbaum House is closed from July 2010 to April 2011.

Address: Lotter Straße 2
49078 Osnabrück
Tel: +49 541 323 2207, -2237
<http://www.osnabrueck.de/fnh/10508.asp>

Opening hours: Tue - Fri 11:00 – 18:00
Sat, Sun 10:00 – 18:00

Historico-Cultural Museum

Osnabrück Historico-Cultural Museum has an extensive collection in the fields of archaeology, crafts and design, urban history and everyday culture, as well as an impressive collection of graphics with over 200 works by Albrecht Dürer.

Due to renovation the Historico-Cultural Museum is closed from July 2010 to April 2011.

Address: Lotter Straße 2
49078 Osnabrück
Tel: +49 541 323 2237
http:// www.osnabrueck.de/10523.asp

Opening hours: Tue - Fri 11:00 – 18:00
Sat, Sun 10:00 – 18:00

Natural Science Museum am Schölerberg

The emphasis of these exhibits is on geology (geology of the Osnabrück hilly region/sunk ecological systems) and biology (representation of typical habitats in the Osnabrück region). There are also exhibitions on zoology and botany.

The gardens surrounding the museum have been designed from an ecological point of view.

Address: Am Schölerberg 8
49082 Osnabrück
Tel: +49 541 560030
http:// www.osnabrueck.de/mas

Opening hours: Tue 09:00 – 20:00
Wed - Fri 09:00 – 18:00
Sat 14:00 – 18:00
Sun 10:00 – 18:00

Planetarium (inside the Natural History Museum)

Address: Am Schölerberg 8
49082 Osnabrück
Tel: +49 541 5600351
Presentations: Tue 19:30
Sun 17:00

Cathedral treasure vault / Diocesan Museum

The Diocesan Museum was founded in 1918. It contains a rich inventory of high qualitative sculptures, painting and religious textiles, as well as religious furniture from the cathedral and the diocese from the 13th to the 20th century.

Address: Domhof 12
49074 Osnabrück

Tel: +49 541 318 481
www.bistum-osnabrueck.de/kultur/dioezesanmuseum.html

Opening hours: Tue – Sun 10:00 – 18:00

Dominikanerkirche Art Gallery

The Osnabrück Dominikanerkirche Art Gallery is a medieval monastery from the 13th/14th century. Since 1992 it has served as an exhibition centre and discussion forum for contemporary art. It is one of the most beautiful and highbrow exhibition halls in the North of Germany. The exhibitions focus on staged, spatial presentations.

Address: Hasemauer 1
49074 Osnabrück
Tel: +49 541 323 2190
http:// www.osnabrueck.de/6687.asp

Opening hours: Tue - Fri 11:00 – 18:00
Sat, Sun 10:00 – 18:00
(only during exhibitions)

Museum of Industrial Culture

This museum, which is housed in the former Piesberg coal mine, shows the development of Osnabrück from an agricultural smallholding city of the 18th century to the modern industrial and commercial location of the present. The museum focuses on the 19th century. Besides a permanent exhibition focussing on the central themes of "Coal-mining", "The legend of steam", "Early factories" and "Early industrialisation", temporary exhibitions on regional industrial history are also presented. Visitors can also travel in a glass lift to a depth of 30 metres below ground to view an exposed historical tunnel.

The Piesberg is surrounded by a 5 km trail, giving visitors a fascinating insight into the complex structure of "Man-Nature-Technology". There is also a 13 km circular bike path, enabling cyclists to "experience" the industrial landscape of the Piesberg.

Address: Fürstenauer Weg 171
49090 Osnabrück
Tel: +49 541 122447
http:// www.industriekultur-museumos.de

Opening hours: Wed - Sun 10:00 – 18:00

Theatre

Städtische Bühnen

The Städtische Bühnen Osnabrück has two stages: the Stadttheater next to the cathedral and the smaller emma-Theater at Lotter Straße 6: Both theatres cover the genres of drama, music (opera, operetta, musical) and dance. There are a number of special rates for students, e.g. the StudentenCard. Exact information on the program and current rates can be obtained from the theatre.

Address: Städtische Bühnen Osnabrück
Domhof 10/11
49074 Osnabrück

Box office hours: Tue - Fri 10:30 – 18:30
Sat 10:30 – 14:00

Telephone reservations: Tue - Fri 11:00 – 18:00
Sat 11:00 – 14:00

Reservations: +49 541 76 000 76
Fax: +49 541 76 000 77
E-mail: info@theater.osnabrueck.de
E-mail box office: karten@theater.osnabrueck.de
http:// www.theater-osnabrueck.de

Tickets are also available around the clock on the internet at www.theater-osnabrueck.de.

die probebühne e.V

The probebühne e.V. is an amateur theatre. Performances are given on Fridays at 8.00 pm.

Address: die probebühne e.V.
Wiesenstr. 1
49074 Osnabrück
Tel: +49 541 22666
Advance booking: Mon, Thu: 19:00 – 20:00 at the Probebühne
Tue -Thu: 09:30 – 18:00 at the Tourist Information office in Bierstraße
http:// www.probebuehne.de

Lagerhalle

The program at the Lagerhalle covers a wide variety of genres: film (frequently in the original language), live music, theatre and cabaret. Informative events on certain socio-political subjects also take place there.

The monthly program is available at the student canteen.

Address: Lagerhalle
Rolandsmauer 26
49074 Osnabrück
Tel: +49 541 33874 0
http:// www.lagerhalle-osnabrueck.de

OsnabrückHalle

The OsnabrückHalle is a large, modern event and congress centre, where concerts, presentations, conferences, congresses, exhibitions, fashion shows and other events take place.

Address: Schloßwall 1-9
49074 Osnabrück
Tel: +49 541 3490 0 (switch-board)
Fax: +49 541 3490 18
Tel: +49 541 3490 24 (advance booking)
E-mail: willkommen@osnabrueckhalle.de
http:// www.osnabrueckhalle.de

Concert ticket sales

Osnabrück does not have a concert hall where international rock and pop-stars regularly play. If you wish to go to a concert in one of the neighbouring cities, however, such as Hannover or Bremen, you can buy tickets at ticket agencies in Osnabrück.

Announcements of other events

The Press Office of the University of Osnabrück issues a free calendar of events every two months, containing presentations, concerts and other events at the university. The calendar is available from the International Office or online (www.uni-osnabrueck.de/3720.html).

The City of Osnabrück also issues a free monthly official calendar publicising events in and around Osnabrück.

This brochure can be obtained from the Tourist Information Office, Bierstraße 22/23 (Tel: 0541 323 2202), as well as from other institutions (e.g. at banks).

The "Neue Osnabrücker Zeitung" (NOZ) also informs readers about events under the heading "Was ist los in Osnabrück" in the local section.

There are also various different magazines published monthly (e.g. Stadtblatt) with calendars of events for young people. These can be bought or obtained from almost all kiosks and pubs.

Cinemas

The current cinema program can be found in the Wednesday edition of the free newspaper "ON – Osnabrücker Nachrichten", as well as in a number of pamphlets published by the cinemas, which can also be found in the canteen.

Commercial cinemas

Address: **Cinema Arthouse**
Erich-Maria-Remarque-Ring 16
49074 Osnabrück
Tel: +49 541 600650
http:// www.cinema-arthouse.de

Address: **Filmtheater Hasetor**
Hasestr. 71
49074 Osnabrück
Tel: +49 541 23777
http:// www.cinema-arthouse.de

Address: **Ufa-Film-Passage**
Johannisstr. 113
49074 Osnabrück
Tel: +49 541 28888
http:// www.ufapassage.de

Address: **CineStar am Hauptbahnhof**
Theodor-Heuss-Platz 6-9
49074 Osnabrück
Tel: +49 541 33037 10
http:// www.cinestar.de

Films at the University

Uni-Film

Every Monday and Tuesday the student initiative "Uni-Film" screens films in a lecture hall of the EW Building (Seminarstraße 20, Room E10). Programs can be found throughout the university.

Cine Latino

During the semester the Institute of Romance Studies shows films in the Spanish original version. The entrance is free; the program is available at the notice boards in the Institute.

10.11 International Student Card

When travelling abroad, an international student card can give you reductions, e.g. to museums, cheaper travel, etc.

AStA's International Student Card

The AStA issues an International Student Card free of charge. The card, however, is not accepted everywhere. Please visit the AStA during their office hours. All you need is a passport photo.

International Student Identity Card (ISIC)

The ISIC is the only internationally recognised student identity card. It costs € 12,-. In Osnabrück, the ISIC can be purchased from STATravel travel agency (Neumarkt 11) and the AStA at Hochschule. For further information please access www.isic.de.

11 Ending your studies

At the end of your studies in Osnabrück you need to exmatriculate at the Students Office. Exmatriculation means that the student officially leaves the university. Exmatriculation occurs

- at the request of the student,
- when the student has passed their final degree examination,
- or finally failed a required examination,
- or did not re-register correctly.

After completion of your studies, the residence permit usually becomes invalid, regardless of the date on the permit.

After completion of your studies, your residence permit can be extended up to a period of one year in order to give you the opportunity to look for a suitable job. Before the completion of your studies you are advised to consult the Foreigners' Office in time to discuss your departure or your wish to extend your residence permit.

Besides exmatriculating, there are a number of other formalities that need to be completed before your departure. Please refer to the **check list** entitled "**Before departure**" in the **appendix**.

If interested, you can register in the Alumni database of the University of Osnabrück (www.alumni.uni-osnabrueck.de) and the Germany Alumni Portal (www.alumniportal-deutschland.org).

12 Useful addresses and telephone numbers

Emergency calls/emergency services

Police:	110
Emergency ambulance and fire services:	112
Rescue coordination center:	0541 19222
Doctor on call:	0541 961111
Chemist (after-hours service):	www.apotheken.de ("Notdienstapotheken")

In the local press you will find information about the medical emergency services.

Chemists near the university

Address: **Hirsch-Apotheke**
Große Straße 46
49074 Osnabrück
Tel: 0541 23772

Address: **Martini-Apotheke**
Martinistraße 19
49080 Osnabrück
Tel: 0541 41414

Address: **Bären-Apotheke**
Große Str. 5
49074 Osnabrück
Tel: 0541 20239527

An overall view of the chemists on duty is displayed at every chemist.

Hospitals

Address: **Klinikum Osnabrück GmbH**
Am Finkenhügel 1
49076 Osnabrück
Tel: 0541 405 0

Address: **Marienhospital**
Johannisfreiheit 2-4
49074 Osnabrück
Tel: 0541 326 0

Address: **Paracelsus Klinik**
Am Natruper Holz 69
49076 Osnabrück
Tel: 0541 966 0

Police headquarters

Address: Polizeiinspektion Osnabrück
Kollegienwall 6-8
49074 Osnabrück
Tel: 0541 327-0

Foreigners' Office

Address: Stadthaus 1
Natruper-Tor-Wall 2
49076 Osnabrück
Tel: +49 541 323 4610
Office hours: Mon, Fri 08:00 – 12:00
Tue 08:00 – 16:00
Thu 08:00 – 19:00
Wed closed

Advice centres

AIDS help line: 0541 801024
www.aidshilfe-osnabrueck.de
Family advice: 0541 1818070
www.awo-os.org
Women's advice: 0541 803405
Women's help line: 0541 8601626
www.frauenberatung-os.de
Pregnancy counselling: 0541 23907 (pro familia)
www.osnabrueck.de/9336.asp
Addiction counselling: 0541 940100
www.suchtberatungsstelle.de
Samaritans: 0800 1110 111 or -222

Lost property offices

City of Osnabrück: 0541 323 -2471 or -3028
Fundbüro Uni OS: Porter's office in the EW Building (Seminarstr. 20)

If you have lost items on public transport you can also ask at the transport services (busses: Stadtwerke Osnabrück; trains: Deutsche Bahn AG, Westfalenbahn or NordWestBahn GmbH).

Deutsche Bahn AG

Travel service: 0180 5 99 66 33 (information/booking/hotline)

Münster/Osnabrück Airport

Information: 02571 94 3360
www.fmo.de

Taxi services

City Car OS 0541 27781
City Cab Osnabrück 0541 22499
Mini Car OS 0541 27027
Women's night taxi 054175007550
(www.osnabrueck.de/29088.asp)

Information

Information national: 11833
Information national (in Turkish) 11836
Information national (in English) 11837

Information international: 11834
www.telefonbuch.de
www.gelbeseiten.de

13 List of useful terms

In the following a number of university-related terms will be explained.

- Academic 15 minutes (*Akademisches Viertel*)

This means that academics (also prospective academics) commence a quarter of an hour later than stated, unless otherwise given (see below): e.g. 11 c.t. = 11.15 am; e.g. 11 s.t. = 11.00 am

- AStA

All students enrolled at the university make up the student body, which is a legally responsible body of the university. The purpose of the AStA is to look after the university-related political, specialist, economic, social and cultural interests of the students. The organs of the student body are the student parliament and the General Students Committee (*Allgemeine Studentenausschuss* = AStA). The AStA represents the student body, implements the resolutions of the student parliament and carries out the transactions of the administration of the student body. The AStA has an advisory function in social, study-related and legal issues.

- Bachelor

A bachelor degree program conveys academic fundamentals for a complex vocation or for an academic career. It is a modularised, international study program encompassing six semesters. It is characterised by bilingualism and a credit point system, facilitating comparison with other countries (European Credit Transfer System = ECTS). The grades of any exams taken and essays written throughout the degree program go towards the final grade, along with the grade for the dissertation.

- BAföG

The aim of the BAföG (*Bundesausbildungsförderungsgesetz*) is to financially support students. It is a combination of an interest-free loan and a non-repayable grant. The amount is dependent upon the financial situation and income of the students and those obliged to pay maintenance for them. Further information can be obtained from the Studentenwerk Osnabrück, Department of Grants.

- Colloquy (*Kolloquium*)

Highly academic talks and discussions are held within a colloquy.

- Course calendar (*Vorlesungsverzeichnis*)

The course calendar contains all of the classes offered by the university in that respective semester. It also contains a list and the addresses of all lecturers and organisations (institutes, examination offices, etc.) at the university. Furthermore, the schools publish a so-called “commented course calendar” (*kommentierte Vorlesungsverzeichnis*), containing information about the various courses.

- Course certificate (*Schein*)

A *Schein* is a proof of academic achievement, either graded or non-graded, that is issued on the basis of participation in certain classes and the fulfilment of certain requirements (presentation, essay, written examination). *Scheine* are more and more replaced by the online system OPIuM.

- Credit hours (*Semesterwochenstunden* = SWS)

The number of credit hours is defined in the examination and study regulations. Credit hours means the amount of time spent in class in one week (during the semester). For example: a lecture that is held for one hour on Mondays, Wednesday and Fridays has three credit hours; a seminar that takes place once a week from 2.00 pm to 4.00 pm has two credit hours (this is calculated in full hours, even if the course only takes 45 minutes). Adding the credit hours of all the courses a student takes gives the number of credit hours for that particular semester. If the examination and study regulations stipulate a total of credit hours that have to be proven, you divide the total by the minimum amount of semesters for the program to obtain the number of credit hours per semester. This is an average amount, i.e. you can take more or fewer credit hours, depending on your respective timetable.

- Dean (*Dekan*)

The dean represents the school and is elected by the School Council.

- Dean's Office (*Dekanat*)

Departmental office

- Degree program (*Studiengang*)

A degree program is held in a certain subject or in several subjects, leading to the completion of a particular, defined degree. Depending on the degree to be awarded (state examination, Bachelor, Master), a degree program consists of either one or a combination of subjects. The whole course of study is meant by the degree program.

- Departmental Student Organisation (*Fachschaft*)

Departmental student organisations exist in most schools. A departmental student organisation is the organised representation of students' interests at the departmental level; all students at the respective school are members of the departmental student organisation. The members of the departmental student organisation elect the departmental student council (*Fachschaftsrat*), which looks after the specialist interests of the departmental student organisation.

- Examination regulations (*Prüfungsordnung*)

The examination regulations form the legal basis for the sitting of examinations; they regulate the composition of the examination board and the taking of the examination. For this reason, the examination regulations stipulate which requirements need to be fulfilled before being able to enrol for the examination (scope of study, type and number of proofs of academic achievement), the form of examination (essay, written or oral examination), the extent to which the individual subjects are to be examined and how the examination results are to be graded; they also regulate how the enrolment to the examination can be revoked, and how the examination can be suspended or retaken.

For state examinations such as, e.g. the state examination for teacher training or for law the examination regulations are enacted as state or federal laws. The examination regulations for university examinations (Bachelor, Master, PhD) are drawn up by the respective institution of higher education and are approved by the responsible state ministry. Examination regulations can be viewed at the examination offices (*Prüfungsamt*) or the examination board (*Prüfungsausschuss*). All examination regulations at the Universität Osnabrück are also obtainable from the Central Student Counselling Service (ZSB).

- Exercise class (*Übung*)

A class with a limited number of participants in which students become acquainted with and apply the academic working methods of a subject area.

- Fellow student (*Kommilitonin/Kommilitone*)

The word "Kommilitonin/Kommilitone" is still sometimes used as a form of address among fellow students.

- Higher Education Framework Act (*Hochschulrahmengesetz*)

The Higher Education Framework Act (HRG) contains the stipulations for university legislation in the *Bundesländer*. It defines the responsibilities and the legal position of the institutions of higher education, and also regulates the structure and organisation, e.g. of the central and departmental bodies and the rights and obligations of university members (staff and students).

- Institute

The smallest academic organisational unit within a school in the field of research and teaching is an institute. Academics from a number of schools often cooperate within institutes.

- Lecture (*Vorlesung*)

In a lecture the subject is conveyed to the students by the lecturer in the form of a presentation. Students are usually only required to listen and make notes. The contents of the lecture must then be worked over at home by the students (or in a special tutorial).

- Master

A Master degree program usually takes two or four semesters, generally, but not necessarily, after completion of a Bachelor degree. It imparts in-depth knowledge in a number of core areas, leading to research questions.

- N.N.

Abbreviation for: nomen nominandum. This means that the name of the person giving a class is not yet known.

- Numerus Clausus (N.C.)

Admission restrictions within a study program. The maximum number of places of study available is set in accordance with the available capacity.

- Occasional students (*Gasthörerinnen/Gasthörer*)

Non-enrolled people can be accepted to certain classes as occasional students without having to prove their eligibility to access to higher education. The maximum number of hours is eight.

The application for occasional students takes place each semester and must be submitted before classes commence. The respective school is involved in the decision.

Occasional students are not eligible to take examinations. Proof of academic achievement cannot be issued.

- PhD (*Promotion*)

A PhD can usually be taken after completion of an academic degree. Some other certificates may, however, also be taken into consideration. A PhD consists of a written thesis (dissertation), the academic eligibility of which is assessed by at least two examiners, and an oral examination – usually in the form of a disputation.

- Placement (*Praktikum*)

Placements are natural science classes, in which small groups carry out experimental work. A practical can, however, also be a period of time (usually during the vacations), during which the student gains practical experience in a company or organisation.

- Re-registration (*Rückmelden*)

If a student is registered on a degree program at the University of Osnabrück and would like to continue studying in the following semester, s/he must re-register for the following semester within a defined period of time. The necessary documents are enclosed with the papers for the current semester.

- Scholarship (*Stipendium*)

A scholarship is a financial contribution given to students by a number of institutions. It is usually coupled to certain requirements and is granted in accordance with financial or performance-related factors.

- School (*Fachbereich*)

The university is subdivided into schools, which are responsible for academic research and teaching.

- Seminar

A seminar is a lesson for a limited number of participants, in which academic problems are portrayed and elaborated in detail. The seminars are usually subdivided into Bachelor/Master. Students are expected to actively participate in seminars. Proof of academic achievement is usually given after successful completion of a presentation or essay.

- State examination (*Staatsexamen*)

The state examination concludes a degree program (cf. examination regulations). It is held by members of the state examination offices and university lecturers.

- Study regulations (*Studienordnung*)

Based on the demands stipulated by the examination regulations, the study regulations regulate the course of a degree program or a subject within a certain degree program. The study aim, contents and scope are defined in the study regulations. They contain all requirements pertaining to the structure and organisation of the program. Information is provided regarding, e.g. admission requirements (e.g. placements), additional qualifications (e.g. linguistic proficiency), which courses are obligatory in which study phase and which are optional. Information is also given regarding the admission requirements for attending courses (e.g. proof of certain *Scheine*). Study regulations usually contain curricula, which can help students in their individual planning.

Study regulations can be looked at or obtained from the Central Student Counselling Service (ZSB).

- Tutorial (*Tutorium*)

A tutorial is a working group linked to a lecture, seminar or exercise class in which the contents of the classes are prepared or worked over. Tutorials are held by tutors (generally advanced students).

- Written examination (*Klausur*)

A *Klausur* is a written examination with invigilation to prove a student's academic performance.

Appendix

Check list: Before travelling to Osnabrück

- Complete the application form for accommodation in student housing. Send the form together with a photo and € 10 to the Student Welfare Services. **(Exchange students send their application form and a photo to the International Office and do not have to pay the fee.)**
- If interested, apply for the intercultural mentoring program (imos) or for LINK OS.
- Complete the application forms for the "Welcome Week" and "pick-up service" (if desired) and send them to the International Office.
- Obtain an EHIC (or equivalent health insurance document) from your insurance company in your home country or take out health insurance after your arrival in Osnabrück.
- Obtain passport photos.
- Bring your letter of admission to the University of Osnabrück (*Zulassungsbestätigung*) with you.
- Please bring with you sufficient funding (at least €1000) for extra costs that are incurred at the beginning of your stay (rent, deposit on room, health insurance, semester contribution, semester fee).

Check list: After arrival in Osnabrück

- Accommodation: please consult the instructions regarding your hall of residence and what to do upon arrival in Osnabrück.
- Consult the University's "*Veranstaltungs- und Personalverzeichnis*" (course calendar), which is available online, and read up on the courses offered on the university homepage (www.uni-osnabrueck.de/138.php). All subjects and classes are listed here for the respective semester. Moreover, in every study field a detailed teaching timetable related to the subject in question is offered.
- Present your letter of admission to the University of Osnabrück together with your EHIC, if applicable, to a statutory health insurance company or take out health insurance there. You will then receive a "*Krankenversicherungsbestätigung*", a document that covers your health insurance while you are in Germany. Please ask them what to do in the case of illness. **You are strongly recommended to take an accident and private liability insurance coverage for the duration of your stay in Germany.**
- Open a bank account and pay the semester and tuition fees.
- Please go to the University's Admissions Office (StudiOS building, room 19/E17) to obtain your student identity card. Please take:
 - bank receipt (semester and tuition fees)
 - health insurance policy
 - one passport photo.

After these last formalities you will receive your student identity card as well as your enrolment certificates.
- For your registration with the Foreigners' Office of the City of Osnabrück you will require the following
 - your matriculation certificate
 - your health insurance policy
 - a copy of your passport (all pages containing printed information)
 - one passport photograph (non-EU students)
 - a copy of your admission letter (non-EU students)
 - a copy of how you finance your studies (non-EU students)
 - a copy of your visa (non-EU students, if applicable)

Check list: Before departure from Osnabrück

- Accommodation: please consult the instructions regarding your hall of residence and what to do before departure from Osnabrück. Please make an appointment with your caretaker in good time. Those living in private quarters should contact their landlord in good time.
- Announce your departure from Osnabrück with the Foreigners' Office.
- Go to the Admissions Office of the University of Osnabrück (StudiOS building), to be exmatriculated.
- Cancel your health insurance coverage in good time (you will need the exmatriculation certificate from the Admissions Office).
- Close your bank account.
- For exchange students:** Collect your "*Scheine*" in good time and ask the International Student Advisor to draw up and sign a "Transcript of Records".
- Enter your details in the University of Osnabrück's Alumni database (www.alumni.uni-osnabrueck.de) and in the Germany Alumni Portal (www.alumniportal-deutschland.org).