Information for Exchange Students

EBERHARD KARLS UNIVERSITÄT TÜBINGEN

[ www.uni-tuebingen.de ]
Foreword

It was the desire of the University’s founder, Count Eberhard im Bart, to encourage international education so that scholars and scientists might come to Tübingen ‘from the ends of the earth’.

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

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

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

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

Wolfgang Mekle
Director, International Relations
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International Contacts

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

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

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

The International Relations Office (Dezernat für Internationale Beziehungen) has long been a pioneer in promoting international cooperation.

Its Department of Academic Exchange organizes and facilitates faculty and student exchanges within the inter-institutional network.

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

The Student Advisory Centre (Akademisches Beratungszentrum (ABZ)) is responsible for students who want to apply for full-degree admission, either to begin or complete their studies at the University of Tübingen.

The Town of Tübingen

The town of Tübingen and the University are inseparably connected. Even in the 17th century it was said that when the University is successful, the town also flourishes. Then and now the alma mater has shaped and continues to shape the city's appearance and its social and economic life. Academic teaching and research banished industrial noise and smells from the city. Today, the University employs more than 8,000 persons and is thus by far the biggest employer in town. The structure of the population is however, decisively determined by the more than 23,000 students currently matriculated at the University. With an overall population of 83,000 Tübingen has the largest 'student density' of all German university towns.

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

The University's constant expansion is also reflected in the town's growth. While the oldest buildings, which nowadays mainly house liberal arts departments, are nearly all located in the old town, new university neighbourhoods quickly developed outside the old town centre in the 19th century. In particular the specialization in natural sciences and the increasing number of students made it necessary to build university buildings, hospitals and student accommodation on the surrounding hills.
Many people consider Tübingen to be a town of great minds, a place where - for example, at the Protestant Seminary 'Stift' - the course of intellectual history was largely influenced. Here Kepler, Hegel and Schelling received their intellectual know-how. Others call Tübingen romantic because of its idyllic old town centre with cobblestones and winding little lanes. Some people also associate the town with poets such as Hölderlin, Uhland, Schwab, Mörike, and Hermann Hesse.

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

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

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

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

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

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

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

The University of Tübingen was founded in 1477 by Count (later Duke) Eberhard im Bart. In 1534 Duke Ulrich I of Württemberg brought the Reformation to Tübingen; two years he later established a Protestant Theological Seminary, the Tübinger Stift, as an academic bastion of the new faith in Southern Germany. This theological institution has been of unique importance in establishing the University's reputation, and has had a significant influence on the course of German intellectual history, particularly in the 18th and 19th centuries.

Since 1769 the University has born the name 'Eberhard Karls Universität', in commemoration of both its creators: Count Eberhard and Duke Karl Eugen.

Until the middle of the 18th century, however, the University was only a sleepy little institution in provincial Tübingen. Then Duke Karl Eugen began a vigorous program of reform and renovation which greatly expanded and improved the University's curriculum and facilities.

These improvements, in turn, became the foundation for further expansions in the 19th century: new schools (especially for the natural sciences), departments, institutes and chairs were built and created a suburb just outside of the old city. Modern medical facilities were established.

The years following the First World War had been particularly difficult, marked by social turmoil and eventually concessions to the political authorities of the Third Reich. At the end of World War II, however, Tübingen was one of the few German towns fortunate to have survived intact, and the University was able to quickly reorganize and resume research and education.

More recently, the natural sciences and medical schools were moved from the town centre to the hills north of the city. The University of Tübingen consolidated its reputation as one of the outstanding universities in Europe.

The Palm Tree -
Old Symbol and Emblem of Tübingen University
**Schools, Departments and Institutes**

The University of Tübingen has fourteen schools *(Fakultäten)*: [www.uni-tuebingen.de]

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

A list of study advisers from all schools and departments can be found under the following web site: [www.uni-tuebingen.de/ABZ/abz-mitarbeiter.htm]

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**01. School of Protestant Theology**

e-mail: ev.theologie@uni-tuebingen.de  
[www.uni-tuebingen.de/ev-theologie]

**02. School of Catholic Theology**

e-mail: u02-info@www.uni-tuebingen.de  
[www.kath-theol.uni-tuebingen.de]

**Institute for Ecumenical Research**

e-mail: uoiinfo@uni-tuebingen.de  
[www.uni-tuebingen.de/oekumenische-forschung]

**03. School of Law**

*Office of the Dean:*

e-mail: dekanat@jura.uni-tuebingen.de  
[www.jura.uni-tuebingen.de]

**04. School of Economics and Business Administration**

*Office of the Dean:*

e-mail: dekanat@wiwi.uni-tuebingen.de  
[www.wiwi.uni-tuebingen.de]

**05/06. School of Medicine**

*Office of the Dean:*

e-mail: studiendekan@med.uni-tuebingen.de  
[www.medizin.uni-tuebingen.de/pages/med_fakultaet/stud_dekan.html]

e-mail: simed@med.uni-tuebingen.de  
[www.medizin.uni-tuebingen.de/lehre/index.html]
07./10. School of Philosophy and History

Office of the Dean - Philosophy:
e-mail: seminar@philosophie.uni-tuebingen.de
[ www.uni-tuebingen.de/philosophie ]

Office of the Dean - History:
e-mail: stefan.zauner@uni-tuebingen.de
[ www.uni-tuebingen.de/dekanat-geschichte ]

Department of History

Ancient History:
e-mail: alte.geschichte@uni-tuebingen.de
[ www.uni-tuebingen.de/alte-geschichte ]

Medieval History:
e-mail: sekretariat.mittelalter@uni-tuebingen.de
[ www.mittelalter.uni-tuebingen.de ]

Modern History:
e-mail: gunhild.guhl@uni-tuebingen.de
[ www.uni-tuebingen.de/neuere ]

Department of Contemporary History
e-mail: sekretariat.sfz@uni-tuebingen.de
[ www.uni-tuebingen.de/zeitgeschichte ]

Institute for Eastern European History and Area Studies
e-mail: osteuropa@uni-tuebingen.de
[ www.uni-tuebingen.de/uni/goi ]

Department of Regional History and Auxiliary Sciences
e-mail: wolf-dieter.klink@uni-tuebingen.de
[ www.uni-tuebingen.de/uni/gli ]

08. School of Social and Behavioral Sciences

Office of the Dean:
e-mail: s08info@uni-tuebingen.de
[ www.uni-tuebingen.de/FakSozVer ]

Department of Education
e-mail: ife-gf@uni-tuebingen.de
[ www.uni-tuebingen.de/uni/sei ]

Department of Sports Science
e-mail: ursula.sorusch@uni-tuebingen.de
[ www.uni-tuebingen.de/IFS ]
Department of Political Science
e-mail: spi-info@uni-tuebingen.de
[www.uni-tuebingen.de/uni/spi]

Department of Sociology
e-mail: erika.meissner@uni-tuebingen.de
[www.uni-tuebingen.de/uni/sss]

Institute of Empirical Cultural Science (Ludwig-Uhland-Institut)
e-mail: lui@uni-tuebingen.de
[www.uni-tuebingen.de/kultur]

09. School of Modern Languages

Office of the Dean:
e-mail: dek-nphil@uni-tuebingen.de
[www.uni-tuebingen.de/Neuphil-Dekanat/dekanat.htm]

Department of Rhetoric
e-mail: nasinfo@uni-tuebingen.de
[www.uni-tuebingen.de/Rhetorik]

Department of German Studies
e-mail: deutschen.seminar.verw@uni-tuebingen.de
[www.uni-tuebingen.de/Deutsches-Seminar]

Research Studies 'Media Sciences - Media Practice' Postgraduate Programme
e-mail: hannah.kehrer@uni-tuebingen.de
[www.uni-tuebingen.de/uni/nmw]

Department of Comparative Literature
e-mail: mirjam.schneider@uni-tuebingen.de
[www.uni-tuebingen.de/Komparatistik]

Department of Nordic Studies
e-mail: beate.erhard@uni-tuebingen.de
[www.uni-tuebingen.de/Nordistik]

Department of English Language and Literature
e-mail: anglistik@uni-tuebingen.de
[www.uni-tuebingen.de/uni/nes/index.html]

Department of American Studies
e-mail: amerikanistik@uni-tuebingen.de
[www.uni-tuebingen.de/ame/]

Department of Romance Languages and Literatures
e-mail: romanistik@uni-tuebingen.de
[www.uni-tuebingen.de/romanistik]
Department of Slavic Studies
e-mail: slavistik@uni-tuebingen.de
[ www.slavistik.uni-tuebingen.de ]

Department of Linguistics
e-mail: sfs-sekr@sfs.uni-tuebingen.de
[ www.sfs.nphil.uni-tuebingen.de ]

11. School of Cultural Sciences

Office of the Dean:
e-mail: dagmar.kraft@uni-tuebingen.de
[ www.uni-tuebingen.de/kultur-dekanat ]

Department of Egyptology
e-mail: aegyptologie@uni-tuebingen.de
[ www.uni-tuebingen.de/aegyptologie ]

Department of Ancient Oriental Studies
e-mail: sibylle.baur-protze@uni-tuebingen.de
[ www.uni-tuebingen.de/altorientalistik ]

Department of Classical Archaeology
e-mail: sekretariat@klassarch.uni-tuebingen.de
[ www.uni-tuebingen.de/klass-archaeologie ]

Department of Ethnology and Cultural Anthropology
e-mail: ethnologie@uni-tuebingen.de
[ www.uni-tuebingen.de/ETHNOLOGIE ]

Department of Indian Studies and Comparative Religion

Indian Studies
e-mail: indologie@uni-tuebingen.de
[ www.uni-tuebingen.de/indologie ]

Comparative Religion
e-mail: suse.steimle@uni-tuebingen.de
[ www.uni-tuebingen.de/religwiss ]

Department of Oriental Studies
e-mail: orientsem@uni-tuebingen.de
[ www.uni-tuebingen.de/orientsem ]

Department of Japanese Studies
e-mail: japanologie@uni-tuebingen.de
[ www.japanologie.uni-tuebingen.de ]

Department of Chinese and Korean Studies
[ uni-tuebingen.de/sinologie ]
Chinese Studies
e-mail: sinologie@uni-tuebingen.de
[ www.uni-tuebingen.de/sinologie/sino ]

Korean Studies
e-mail: koreanistik@uni-tuebingen.de
[ www.uni-tuebingen.de/koreanistik ]

Department of Art History
e-mail: sekretariat-khi@uni-tuebingen.de
[ www.uni-tuebingen.de/Kunstgeschichte ]

Department of Musicology
e-mail: musik@uni-tuebingen.de
[ www.uni-tuebingen.de/musik ]

Department of Classics
e-mail: klassphil@uni-tuebingen.de
[ www.uni-tuebingen.de/uni/aps ]

Department of Comparative Linguistics
[ www.uni-tuebingen.de/kultur-dekanat/institute.html ]

12. School of Mathematics and Physics

Office of the Dean:
e-mail: dekanat.mathematik.physik@uni-tuebingen.de
[ www.mathematik-physik.uni-tuebingen.de ]

Department of Mathematics
e-mail: institut@mathematik.uni-tuebingen.de
[ http:mathematik.uni-tuebingen.de ]

Department of Physics
e-mail: walz@pit.physik.uni-tuebingen.de
[ www.pit.physik.uni-tuebingen.de/Welcome.html ]

Department of Astronomy and Astrophysics

Astronomy
e-mail: oberndor@astro.uni-tuebingen.de
[ http://astro.uni-tuebingen.de ]

Theoretical Astrophysics
e-mail: heike.fricke@uni-tuebingen.de
[ www.tat.physik.uni-tuebingen.de ]

Computational Physics
e-mail: sekretariat-cpt@tat.physik.uni-tuebingen.de
[ www.tat.physik.uni-tuebingen.de ]
Department of Applied Physics
e-mail: gabriele.lenk@uni-tuebingen.de
[ www.physik.uni-tuebingen.de/IAP ]

Department of Theoretical Physics
e-mail: sabrina.metzler@uni-tuebingen.de
[ www.tphys.physik.uni-tuebingen.de ]

14. School of Chemistry and Pharmacy

Office of the Dean:
e-mail: dekanat-chem-pharm@uni-tuebingen.de
[ www.uni-tuebingen.de/Chemie/index_dekanat.html ]

Department of Chemistry
e-mail: susanne.rammenzweig@uni-tuebingen.de
[ www.uni-tuebingen.de/Chemie/index_institute.html ]

Inorganic Chemistry
e-mail: rita.raus@uni-tuebingen.de
[ www.uni-tuebingen.de/Chemie/Chemie/AC/index-ac.html ]

Organic Chemistry
e-mail: egidia.naiser@uni-tuebingen.de
[ www.uni-tuebingen.de/Chemie/Chemie/OC/index-oc.html ]

Physical and Theoretical Chemistry
e-mail: institut@ipc.uni-tuebingen.de
[ www.ipc.uni-tuebingen.de/index.html ]

Physiological Chemistry (Biochemistry)
e-mail: ifib@uni-tuebingen.de
[ www.ifib.uni-tuebingen.de ]

Chemical Plant Physiology
e-mail: brigitte.keller@uni-tuebingen.de
[ www.uni-tuebingen.de/plant.biochemistry ]

Department of Pharmacy
e-mail: doris.nething@uni-tuebingen.de
[ www.uni-tuebingen.de/Pharmazie ]

15. School of Biology
[ www.biologie.uni-tuebingen.de/informationen/institute.php ]

Office of the Dean:
e-mail: dekanat@biologie.uni-tuebingen.de
[ www.biologie.uni-tuebingen.de ]
Institute of Botany

Physiological Ecology of Plants
e-mail: ruediger.hampp@uni-tuebingen.de
[ www.uni-tuebingen.de/uni/bbp ]

Special Botany - Mycology
e-mail: brigitte.hinderer@uni-tuebingen.de
[ www.systbot.uni-tuebingen.de ]

Vegetation Ecology
e-mail: ursula.koch@uni-tuebingen.de
[ www.uni-tuebingen.de/vegetationsoekologie ]

Institute of Microbiology
[ www.mikrobio.uni-tuebingen.de ]

Ethics in Biological Sciences
e-mail: sigrun.mustafa@uni-tuebingen.de
[ www.uni-tuebingen.de/bioethik ]

Biomathematics
e-mail: nicklaus@uni-tuebingen.de
[ www.uni-tuebingen.de/uni/bcm ]

Microbial Genetics
e-mail: friedrich.goetz@uni-tuebingen.de
[ www.uni-tuebingen.de/uni/bco ]

Microbiology -Biotechnology
e-mail: wolfgang.wohlleben@biotech.uni-tuebingen.de
[ www.mikrobio.uni-tuebingen.de/ag_wohlleben/index.html ]

Microbiology –Membrane Physiology
e-mail: volkmar.braun@mikrobio.uni-tuebingen.de
[ www.mikrobio.uni-tuebingen.de/ag_braun/index.html ]

Institute of Zoology

Special Zoology
e-mail: sekretariat@zoologie.uni-tuebingen.de
[ www.uni-tuebingen.de/Zoologie ]

Evolutionary Biology of Invertebrates
e-mail: anne.juergens-hellmer@uni-tuebingen.de
[ www.uni-tuebingen.de/agbetz ]

Developmental Physiology
e-mail: sabine.ehrlich@uni-tuebingen.de
[ www.uni-tuebingen.de/entw_phys ]

Animal Physiology
e-mail: gabriele.schiffmacher@uni-tuebingen.de
[ www.uni-tuebingen.de/tierphys ]
Cognitive Neurosciences  
e-mail: annemarie.kehrer@uni-tuebingen.de  
[ www.uni-tuebingen.de/cog ]

Animal Physiological Ecology  
e-mail: irene.gust@uni-tuebingen.de  
[ www.uni-tuebingen.de/Physiologische-Oekologie ]

Neuropharmacology  
e-mail: daniela.binder@uni-tuebingen.de  
[ www.uni-tuebingen.de/neuropharmacology ]

Interfaculty Institute for Cell Biology  
Molecular Biology  
e-mail: sec.molbio@uni-tuebingen.de  
[ www.uni-tuebingen.de/uni/kxm ]

Animal Genetics  
e-mail: sekretariat.genetik-tiere@uni-tuebingen.de  
[ www.uni-tuebingen.de/gentiere ]

Immunology  
e-mail: lynne.yakes@uni-tuebingen.de  
[ www.uni-tuebingen.de/uni/kxi ]

Center for Plant Molecular Biology (ZMBP)  
e-mail: silvia.roecker@zmbp.uni-tuebingen.de  
[ www.zmbp.uni-tuebingen.de ]

Plant Physiology  
e-mail: elke.fischer@zmbp.uni-tuebingen.de  
[ www.zmbp.uni-tuebingen.de/PlantPhysiology ]

Plant Biochemistry  
e-mail: brigitte.keller@uni-tuebingen.de  
[ www.zmbp.uni-tuebingen.de/PlantBiochemistry ]

Developmental Genetics  
e-mail: alena.fauser@zmbpuni-tuebingen.de  
[ www.uni-tuebingen.de/Entwicklungsgenetik ]

General Genetics  
e-mail: charlotte-consuelo.rehm@uni-tuebingen.de  
[ www.zmbp.uni-tuebingen.de/GeneralGenetics ]

16. School of Geosciences  
Office of the Dean:  
e-mail: brigitte.blankenhorn@uni-tuebingen.de  
[ www.uni-tuebingen.de/geo/dekanat ]
Department of Geography
e-mail: ursula.boehm@uni-tuebingen.de
[ www.geographie.uni-tuebingen.de/ ]

Department of Geosciences
e-mail: a.schulze@uni-tuebingen.de
[ www.uni-tuebingen.de/geo/ifg ]

Mineralogy and Geological Dynamics
e-mail: dagmar.dimitrovice@uni-tuebingen.de
[ www.uni-tuebingen.de/uni/emi/institut ]

Biogeology and Applied Palaeontology
e-mail: jens.wahr@uni-tuebingen.de
[ www.biogeologie.uni-tuebingen.de ]

Applied Geosciences
e-mail: zag@uni-tuebingen.de
[ www.uni-tuebingen.de/zag ]

Department of Pre- and Protohistory and Mediaeval Archaeology
[ www.ufg.uni-tuebingen.de ]

Early Prehistory and Quaternary Ecology
e-mail: baerbel.feldweg@uni-tuebingen.de
[ www.urgeschichte.uni-tuebingen.de ]

Prehistory and Early History
e-mail: lydia.graf@uni-tuebingen.de
[ www.ufg.uni-tuebingen.de/afj ]

Mediaeval Archaeology
e-mail: lydia.graf@uni-tuebingen.de
[ www.ufg.uni-tuebingen.de/afm ]

17. School of Informatics and Cognitive Sciences

Office of the Dean:
e-mail: dekanat@informatik.uni-tuebingen.de
[ wsi.pi.uni-tuebingen.de ]

Wilhelm-Schickard-Institute of Informatics
e-mail: rosenstiel@informatik.uni-tuebingen.de
[ wsi.uni-tuebingen.de ]

Institute of Psychology
e-mail: Direktor.Psychologie@uni-tuebingen.de
[ www.uni-tuebingen.de/psychologie/start.html ]
International Language Courses

a) German Language Courses offered by the University of Tübingen

While planning your timetable you might want to consider taking classes with the Department of International Language Programmes, which is part of the International Relations Office:

Dezernat für Internationale Beziehungen
- International Language Programmes -
Wilhelmstraße 9, D-72074 Tübingen
Tel.: +49·7071·29·75409

Office hours: Monday – Friday 10 am – 12.30 pm
Phone hours: Monday – Friday 9 am – 5 pm

e-mail: lektorat@uni-tuebingen.de
[ www.uni-tuebingen.de/isp/index.html ]

This department offers German language programmes for international students, as well as orientation programmes. Various literature classes and classes on German culture, politics and regional studies are a fundamental part of the semester program. Four to six weeks intensive German language courses at different levels are offered three times a year.

For our exchange students, it is absolutely necessary to have sufficient German Language Proficiency (Grundstufe 3 Level) since there are no German classes for beginners and only a few courses are taught in English at the University of Tübingen!

The department offers evening classes for beginners and intermediates. Academic staff and the university's guests who want to improve their German are welcome to attend the evening classes. There is also a special preparatory class (called Der Oberstufenkurs) for the Goethe Institute's Kleines Deutsches Sprachdiplom proficiency exam.

Another important part of the programme are the international choir, the photo and theatre workshops, as well as tours of Tübingen and interesting excursions to other German cities and regions. Additionally, international students and doctoral candidates can make use of the service which arranges qualified help in editing papers and theses in German. Yet another service, the 'TANDEM program Tübingen', arranges language tandems between international students and German students learning foreign languages.

The latest semester programme is available at the office four weeks prior to the beginning of the semester. The classes usually take place in the Neuphilologikum building in Wilhelmstraße 50, or in the lecture rooms in Wilhelmstraße 9.
b) German Language Courses outside of the University

In addition to German language courses offered by the department International Language Courses there are some other options:

**Volkshochschule Tübingen (VHS)**
e-mail: info@vhs-tuebingen.de
[ www.vhs-tuebingen.de ]

**Sprachinstitut Tübingen (SIT)**
e-mail: sit@internationaler-bund.de
[ www.ib-bz.de/sit ]

**Hermann-Hesse-Kolleg (International Language School)**
e-mail: info@hermann-hesse-kolleg.de
[ www.hermann-hesse-kolleg.de ]

Furthermore, there is the possibility of attending a German language course at one of the Goethe-Institutes or the Carl-Duisberg Centers. More detailed information is available under the following addresses:

**Goethe-Institut**
e-mail: zv@goethe.de
[ www.goethe.de/lrn/deindex.htm ]

**Carl-Duisberg-Centren**
e-mail: info@cdc.de
[ www.cdc.de ]

c) Further Information:

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

**Deutscher Akademischer Austauschdienst (DAAD)**
e-mail: Sprachkurse-auslaender@daad.de
[ www.daad.de ]
[ http://www.daad.de/deutschland/deutsch-lernen/02940.de.html ]
Libraries

The library of the University of Tübingen, known as the UB (Universitätsbibliothek), is located in the centre of the University across the street from the Mensa Wilhelmstraße. [ www.ub.uni-tuebingen.de ]

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

In addition to the UB, each department of the University has its own library, known as Seminarbibliothek.

Each library provides detailed information on its facilities, regulations, and how to obtain a library card.

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

You do not need a library card to enter the UB but we suggest that you follow these general rules:

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

- Books and periodical records can be found in the catalogues. The OPAC (Online Public Access Catalogue) contains the complete collection from 1986 onwards, as well as from 1500 to 1850. Those books not yet to be found in the system are gradually being added starting with those from 1985 and working backwards. In the meantime their records can be found in the card catalogues in the library.

- At the Information Desk you can apply for a (guest) library card which enables you to borrow books from the stacks. Don’t forget to bring your student id card or your passport.

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

- Those who plan an extended stay in Tübingen (several weeks or more) may be able to get a guest library card to borrow books for home use (see above). Please ask for details at the issue desk.

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

Contact addresses:

Info center
e-mail: info-zentrum@ub.uni-tuebingen.de

Chief librarian
e-mail: sekretariat@ub.uni-tuebingen.de
Study Information

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

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

Organisation of Studies

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

This two-cycle study programme comprises Bachelor and Master Courses. Predominantly, the duration of the Bachelor programmes is 3 years, the duration of the Master programmes differs between one and two years with a clear tendency to 2 years programmes. The new structure is not implemented in certain areas such as Medicine, Law and Teaching. In these cases, the first degree will be a master’s degree.

Semester and Semesterbreak

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

Course Instruction

In general, the language of instruction at the University of Tübingen is German. However, a select range of courses are taught in English. These courses can be found on the homepages of the respective departments and institutes.

a) Lectures

A lecturer will speak on a specific topic, while students are expected to complement their knowledge gained in the lecture by engaging in their own reading. A lecture's vitality comes from its topic and from the lecturer's rhetorical skills. Normally, there will be no exchange or discussion between the lecturer and those attending the lecture.

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

b) Seminars and Exercises

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

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

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

c) Tutorials

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

Revision courses and working and learning groups bond students together on account of the common (examination) objective and the mutual assistance provided. Tutorials and revision courses are announced in the course catalogue, whilst working and learning groups are in most cases spontaneously organized by the students themselves. The best place to ask about these is the student society for your subject, the Fachschaft.

d) Field Trips and Excursions

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

e) University Courses and 'c.t./s.t.'

German universities have a tradition of beginning courses fifteen minutes after the hour. This quarter-hour is known as Akademisches Viertel. Courses which begin fifteen minutes after the hour are designated 'c.t.' (cum tempore) and would be listed as beginning at 9.00 c.t., 10.00 c.t., etc. Courses which begin precisely on the hour are designated 's.t.' (sine tempore), and would be listed as beginning at 9.00 s.t., 10.00 s.t., etc.
Attestations, Grades and Transfer of Credits

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

Studies are organised in semesters and course units that are worth a certain amount of ECTS credits (European Credit Transfer System). One semester of full-time study is equal to 30 ECTS credits. Thus, one week of full-time study corresponds to 1.5 points.

This system allows students to obtain credits during their studies at our University and to have them recognised at home. In order to obtain a transcript of records please ask the coordinator of the respective department or institute. It can be helpful to use our form ‘Courses Attended’ which can be found on the web site under the following address:

[ www.uni-tuebingen.de/intrel/formulare/transcript.doc ],

If the coordinator is unable to issue the transcript, you are welcome to come to the Academic Exchange Office.

Tuition and Fees

The University of Tübingen does not charge exchange students for tuition fees. There is, however, a non-waiveable fee (Semesterbeitrag) of currently € 62 per semester, to be paid to the Studentenwerk. All students, including exchange students, must pay this fee. There are no exemptions or exceptions. Payment of this fee entitles all students to purchase a semester bus ticket at a reduced rate of € 41,50. The bus ticket is valid for public transportation in and the area around Tübingen during the whole semester (winter semester October – March / summer semester April – September.)
Academic Calendar

Winter Semester:

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application deadline</td>
<td>May 31</td>
</tr>
<tr>
<td>Matriculation</td>
<td>September - October</td>
</tr>
<tr>
<td>Begin of classes</td>
<td>mid-October</td>
</tr>
<tr>
<td>End of classes</td>
<td>mid-February</td>
</tr>
<tr>
<td>No courses</td>
<td>December 24 - January 6</td>
</tr>
</tbody>
</table>

Summer Semester:

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application deadline</td>
<td>December 31</td>
</tr>
<tr>
<td>Matriculation</td>
<td>March - April</td>
</tr>
<tr>
<td>Begin of classes</td>
<td>mid-April</td>
</tr>
<tr>
<td>End of classes</td>
<td>mid-July</td>
</tr>
<tr>
<td>No courses</td>
<td>May 1, Easter, Whit Monday, Ascension, Corpus Christi</td>
</tr>
</tbody>
</table>

Language & Orientation Programme

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Fall</td>
<td>beginning of September – beginning of October</td>
</tr>
<tr>
<td>Spring</td>
<td>beginning of March – beginning of April</td>
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</table>

ERASMUS Courses

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Fall</td>
<td>mid-September – end of September</td>
</tr>
<tr>
<td>Spring</td>
<td>end of March – beginning of April</td>
</tr>
<tr>
<td></td>
<td>No application deadline, but application required. (Only limited places available)</td>
</tr>
</tbody>
</table>

Start: Preparation Course for Exchange Students

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td>mid-October</td>
</tr>
<tr>
<td>Spring</td>
<td>end of March – beginning of April</td>
</tr>
<tr>
<td></td>
<td>No application deadline, but application required. (Only limited places available)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td>mid-October</td>
</tr>
<tr>
<td>Spring</td>
<td>beginning of April</td>
</tr>
<tr>
<td></td>
<td>No application deadline. Registration on the first day of the course.</td>
</tr>
</tbody>
</table>
Admission and Registration

Admission Procedure (for Non-Degree Students)

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

Dezernat für Internationale Beziehungen
Abteilung Akademischer Austausch
(Office of Academic Exchange)
Wilhelmstraße 9 (Entrance: Nauklerstr. 2), D-72074 Tübingen
Tel.: +49·7071·29·77734; Fax: +49·7071·29·5404
e-mail: simone.hahne@verwaltung.uni-tuebingen.de
[ www.uni-tuebingen.de/international ]
Office hours: Mon, Tue, Thu, Fri: 9.00-12.00 am, Wed closed.

Application deadlines are December 31 for the Sommersemester and May 31 for the Wintersemester. Application forms generally are available in the International Office (or in the respective department) of the sending institution or on the homepage of the University of Tübingen: [ www.uni-tuebingen.de/intrel/linkdat/applica-e.html ]

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

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

The admission procedure is simple. International applicants must complete our 'Application for Admission as Non-Degree-Student' which asks for:

- basic personal information
- field of study at the University of Tübingen, and
- a nomination by the exchange program coordinator of the home institution, or by the person responsible for the exchange program at your home institution.

Since admission is based upon the nomination of the sending institution, it is not necessary to provide your academic records or letters of recommendation.

A notification of admission (Zulassung) is needed when applying for a resident permit visa (Aufenthaltsgenehmigung) for educational purposes required for nationals of all countries but the EC and some countries with differing regulations (see under 'Student Life, Entry and Residence Regulations').

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

Together with the letter of admission, the exchange student will receive information on all documents required for registration and on the various orientation and language programmes.
Guide to the Process of Matriculation (steps 1 to 5)

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

1. Admission (Zulassung)
2. Matriculation (Einschreibung), and
3. Registration (Belegung) for courses. (Check the bulletin boards of the departments and institutes or go to the faculty offices to find out, if your courses require registration).

Before you are allowed to matriculate at the University, you must be admitted to either
- a specific degree-course of study, or
- for a limited, non-degree period of studies (Zeitstudium).

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

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

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

a) Where do Students Matriculate?

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

Wilhelmstraße 11, D-72074 Tübingen
Office hours: Mon 1.00-3.30 pm; Tue-Fri: 8.30-11.30 am
Email: studentensekretariat@verwaltung.uni-tuebingen.de
[ www.uni-tuebingen.de/studentensekretariat/index.html ]

b) What are the Steps required in the Process of Matriculation?

Step 1

- Go to the Student Office
- Get the matriculation documents (Einschreibeunterlagen) at the counter of the Student Office. These documents contain:
  - an application form (Einschreibeantrag) with the matriculation number,
  - an English instruction sheet for the application form,
  - a payment transfer form (Überweisungsformular) for paying the semester contribution (Semesterbeitrag, € 62) at a bank of your choice.
- Complete the matriculation documents and the student information form.
- Two passport photos are required for the matriculation documents. (An automatic photo service is located on the ground floor of the student dining hall (Mensa) Wilhelmstraße 15, next door to the travel agency, or at the main train station. Four photos cost about € 5.)
Step 2
- Go to the Registration Office for Foreigners (Ausländerabteilung) of the town in which you live. The office for Tübingen (Bürgeramt) is located at:
  Schmiedtorstraße 4, D-72070 Tübingen
  Office hours: Mon-Fri 7.30am-2.00 pm, Tue 7.30 am-6.00 pm
  e-mail: buergerdienste@tuebingen.de
  [ www.tuebingen.de/25_795.html ]
- Take your notification of admission (Zulassungsbescheid) and your passport to the registration office.
- Apply there for a temporary residence permit (vorläufige Aufenthaltsgenehmigung). You must have this document in order to be able to matriculate. (€ 20 charge for Aufenthaltsgenehmigung)
- Register with the Residents' Registration Office (Einwohnermeldeamt). This process is called polizeiliche Anmeldung.

Step 3
- Go to a bank
- Use the payment transfer form (Überweisungsformular) which is included in the matriculation documents to pay the semester contribution (Semesterbeitrag) to the student services organization (Studentenwerk).
  Please note: The semester contribution is a non-waiveable fee which all students must pay to the Studentenwerk each semester in order to be able to matriculate. Be sure to get a receipt of payment (Einzahlungsbeleg) from the bank. It will be needed for the matriculation.

Step 4
- Take your notification of admission (Zulassungsbescheid) to a health insurance company (Krankenkasse) of your choice.
- Apply for an insurance verification card (Versicherungsbescheinigung).
  If you already have health insurance from your home country, take the insurance confirmation document to the health insurance company. They will decide whether your health insurance meets the requirements for an insurance verification card. European citizens should bring their ‘EHIC – card’.

Step 5
- Take the completed matriculation documents to the Student Office
  - matriculation form
  - your letter of admission,
  - A certified copy of your passport with a valid temporary permit,
  - a copy of your registration form (polizeiliche Anmeldung) from the residents' registration office,
  - the receipt (Einzahlungsbeleg) from the bank payment of the semester contribution to the student services organization, and two additional photos for the student ID card, and
  - a health insurance validation card.
- If your documents are properly completed, you will receive a student record book (Studienbuch).

- A computer-printed data form (Datenkontrollblatt) will be sent to you by mail, as well as your student ID card (Studentenausweis).

  The data form contains:
  - the data of your matriculation,
  - a matriculation document, often required for official transactions
  - semester ticket validation
  - the payment transfer form, necessary for the re-matriculation (Rückmeldung) for the following semester

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

The bus ticket for the semesters can be bought at the Tourist and Information Office (Verkehrsverein), An der Neckarbrücke, D-72072 Tübingen, as well as at the train station (You need your student ID card and the bus ticket form included in your data form).

The student ID card also serves for payment at the Mensa and for copying, as well as access card (Zugangsberechtigung) for the computer center (Zentrum für Datenverarbeitung (ZDV)).

If you want to use the computer facilities and services you can apply for a login-ID at one of the terminals located in the entrance lobby of the ZDV building. There, you will receive the password required to obtain a login-ID at the users office:

**Zentrum für Datenverarbeitung**  
Wächterstraße 76, D-72074 Tübingen  
Tel.: +49-7071·29·70222  
e-mail: antrag@zdv.uni-tuebingen.de  
[ www.uni-tuebingen.de/zdv ]

*Office hours (users office):*
Mon-Fri 8.00-12.00 am; Wed 1.30-4.00 pm
c) What is needed for Re-Matriculation (\textit{Rückmeldung})?

Your matriculation is valid for one semester. It must be renewed prior to the beginning of the following semester. This process is called \textit{Rückmeldung} and usually takes place at the end of each preceding semester. The forms required for the \textit{Rückmeldung} will be posted to you by the student office. At the time of your \textit{Rückmeldung} you must

- be accepted for admission
- pay the semester contribution to the student services organization (currently € 62).

You can also pay the semester contribution at one of the automatic rematriculation machines (\textit{Rückmeldeautomaten}). For this you will need your student ID card and your EC card (EC cash card of your bank). The automatic rematriculation machines will automatically update your student ID card and print out study certificates (\textit{Studienbescheinigungen}).

Automatic rematriculation machines are located at the Student Office (entrance 8am to 4pm), the \textit{Universitätsbibliothek} and at the \textit{Hörsaalzentrum Morgenstelle}.

If you prefer to pay the semester contribution using the payment transfer form from the data form, you ought to have your student ID card updated at one of the automatic rematriculation machines about one week after payment.

d) Exmatriculation

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

[ www.uni-tuebingen.de/studentensekretariat/download/Exmatrikulationsantrag.pdf ]

The Library has to certify (\textit{Entlastungsvermerk}) that you have returned all books. After you have filled out the form you can either bring it personally or send it by post to the \textit{Studentensekretariat}. You will receive an \textit{Exmatrikulationsbescheid}. You will need this document if you want to matriculate at any other German institution.

Registration for Courses and Scheduling Suggestions

a) Sign up

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

Registration for individual academic courses takes place in the departmental administrative offices. Its process may vary among the institutes. Some types of courses require registration and some types of courses do not. No registration is required for \textit{Vorlesungen}.

Dropping and adding of courses also takes place in the departmental administrative office of the departments.
**b) Course Selection (University List of Subjects and Courses)**

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

German universities publish a *Vorlesungsverzeichnis* at the end of each semester for the following semester. The *Vorlesungsverzeichnis* contains both the administrative and academic information about the university and the list of courses which will be offered in the coming semester. It also lists the times when each course will be taught, but not the location. *Vorlesungsverzeichnisse* can be purchased in any book shop.

Most departments in the University also publish course descriptions. This *kommentierte Vorlesungsverzeichnis* lists all the courses which will be taught in the department, including their content, location and time, as well as any last-minute changes to the timetable.

Course descriptions can be very helpful in determining which courses would be best for you. They are only available at the *Fakultäten*, in mid-February for the summer semester and in mid-July for the winter semester.

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

[ www.uni-tuebingen.de/qvr/menues/m03-02.html ]

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

**c) Course Load**

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

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

*ERASMUS students have to achieve 30 ECTS per semester!*

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

**Entry and Residence Regulations**

**a) General Regulations**

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

Citizens from a number of other countries can also enter Germany without a visa if they only want to stay in Germany for a maximum of three months. However, once this three-month period is over, they will require a visa for educational purposes for which they can only apply in their home country. This means that such students would first have to leave the country, which would turn out to be expensive in terms of money and time.

You are strongly warned against entering the country as a tourist. A tourist visa cannot be retrospectively converted into a visa or residence permit for educational purposes.

**b) Hints for Students**

As soon as you have a place to live in Tübingen, you must apply for a residence permit (*Aufenthaltsgenehmigung*).

- Take your passport to the Registration Office for Foreigners (*Ausländerabteilung*)
  Schmiedtorstraße 4, 72070 Tübingen
  *Office hours:* Mon-Fri 7.30am to 2.00 pm, Tue 7.30 am to 6.00 pm
  e-mail: buergerdienste@tuebingen.de

- There you will fill out a registration form (*Anmeldung*), and then a temporary residence permit (*vorläufige Aufenthaltsgenehmigung*) valid for two months will be issued. **You will need this temporary residence permit in order to matriculate at the University.**

- Make sure to register your address with this office within a week of the time you move into your accommodation. If you do not register in time it could result in a fine (similar in severity to a fine for a traffic violation).

- After you have officially matriculated at the University, you must return to the *Ausländerabteilung* for a student resident permit. Take your passport, *Studentenausweis* or *Immatrifikationsbescheinigung*, a small photo, documentation of your fellowship (if you have one), and € 20 in cash (no cheques are accepted). They will tell you when to return and pick up your residence permit, and they will keep your passport for a few days while your residence permit application is processed.

**Please note:** You do not have to pay the € 20 fee if you receive a public-scholarship.

If you move or change your address while in Tübingen you must notify the *Ausländerabteilung* and the *Studentensekretariat* of your new address.
c) Abmeldung (Going-Away Notification)

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

Send it to:

Ordnungsamt Tübingen
-Ausländerabteilung-
Schmiedtorstraße 4, D-72074 Tübingen

e-mail: buergerdienste@tuebingen.de
[ www.tuebingen.de/25_830.html

Accommodation in Tübingen

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

The Student Services Organisation (Studentenwerk) in Tübingen has a Housing Office which helps international exchange students find rooms. It is imperative that exchange students promptly turn in their housing application to the Studentenwerk’s Housing Office in order to receive a room. The address is as follows:

Studentenwerk Tübingen
-Wohnheimverwaltung-
Fichtenweg 5, D-72076 Tübingen
Tel.: +49·7071·969715; Fax: +49·7071·969720
e-mail: brigitte.stuhlmueller@studentenwerk.uni-tuebingen.de
[ www.stw-tue-nt.swt.uni-tuebingen.de/wohnen ]

Office hours: Mon & Wed: 9.30-11.30 am; Thu 2.00-4.00 pm

An application form for international student housing in Tübingen can be found here:
[ www.stw-tue-nt.swt.uni-tuebingen.de/wohnen/wohnheime/6_1_3b.pdf ]

However, there can be no guarantee and it is vital that the application is received prior to the deadlines. Applications are processed in order of receipt. The student services (Studentenwerk) will notify the applicant directly once a room is available (approx. 6-8 weeks prior to arrival). They need to be able to reach you by e-mail to offer a room!
Useful Hints Concerning Accommodation:

- All inquiries concerning housing should be directed to the Studentenwerk. The Office of Academic Exchange (Akademischer Austausch) does not process housing applications.

- The Studentenwerk processes housing applications in the order received. Housing applications from international exchange students are given priority when received promptly. The sooner you return the application form, the better your chances of getting accommodation in a hall of residence.

- The Housing Office cannot guarantee accommodation for students on the exact date for which they apply. So, students should be flexible and be prepared to rent accommodation earlier or later, depending on availability.

- Room rents in student accommodations are from €150 - 300 per person, per month. Private rooms are from €175 – 350 (or even more). Couples and families who apply to the Studentenwerk for an apartment must sometimes wait for long periods.

- In the halls of residence students must pay a Kaution (deposit) of €400. This deposit is paid when they move into their room. The deposit will be returned when leaving the room, if the student owes no debts to the Studentenwerk.

- Once a room is available, the student will receive notification and a housing contract with a deadline for confirmation of acceptance. In exceptional cases this notification and contract may arrive as little as two weeks before the proposed arrival date.

- If you have not received notice from the Housing Office 4 weeks prior to your planned arrival, you urgently need to check your application status! Please contact Brigitte Stuhlmüller. E-mail: brigitte.stuhlmueller@studentenwerk.uni-tuebingen.de

When you arrive in Tübingen, call the Studentenwerk at 96·9715. They will tell you where to get your room key and where to pay the €400 deposit.

- Additionally, the Studentenwerk offers a ServicePaket for foreign students. It includes:
  - the first important steps necessary to prepare for your stay in Tübingen
  - a furnished room in a student residence hall
  - Intensive support from student tutors
  - The ServicePaket is limited to one Semester, and to be eligible you must be accepted for study at the Tübingen University
  - Prices range from 1.703 € (Room Category A) to 1.483 € (Room Category B)

For further information please check the Studentenwerk homepage at: [ www.studentenwerk.uni-tuebingen.de/ServicePaket ]
If you want to find private accommodation you can also check the following websites:

WG-gesucht:
[ www.wg-gesucht.de ]

Vierwaen.de
[ www.vierwaen.de ]

Zwischenmiete.de
[ www.zwischenmiete.de ]

Living Expenses

Cost of living in university towns is usually a bit more expensive than in non-university towns. The Studentenwerk Tübingen estimates minimum student expenses to be about 600€ per month, as detailed below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>€ 225</td>
</tr>
<tr>
<td>Food</td>
<td>€ 135</td>
</tr>
<tr>
<td>Health insurance</td>
<td>€ 60</td>
</tr>
<tr>
<td>Clothing</td>
<td>€ 40</td>
</tr>
<tr>
<td>Books</td>
<td>€ 35</td>
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<tr>
<td>Transportation</td>
<td>€ 25</td>
</tr>
<tr>
<td>Personal hygiene</td>
<td>€ 15</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>€ 65</td>
</tr>
</tbody>
</table>

Estimated expenses per month € 600
**Student Health Insurance**

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

Cost per month is approximately €59.11.

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

The *Krankenkasse* will issue a *Versicherungsbescheinigung* which you must present at the *Studentensekretariat* in order to be able to matriculate at the University. You will also need this card at the end of the semester for your *Rückmeldung* (re-matriculation).

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

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

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

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

You can apply for the exemption at the following address after your arrival in Tübingen:

Allgemeine Ortskrankenkasse (AOK)
Europastraße 4, D-72072 Tübingen
Tel.: +49·7071·914·0

You can also go to the AOK branch at the *Mensa Wilhelmstraße*. 
Practical Hints

Once you have arrived in Germany you will need an estimated amount of € 500 to get to Tübingen and to move into your room (train ticket, deposit for your room etc.). If you do not change money abroad you will need to do so as soon as you arrive in Germany. All major airports have currency exchange counters (Geldwechsel). The Information Desk at the airport can direct you to it.

Arrival in Tübingen

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

It is a good idea to arrive in Tübingen on a weekday and during working hours (8.00 am – 4.00 pm). If you have someone in town to contact, you can call from the phone booths in front of the Hauptbahnhof. You can also phone us at the International Relations Office at 29-76448, or come directly to the Office. We are open Monday, Tuesday, Thursday and Friday from 9.00 am till noon.

You may want to store your luggage for the first few hours while you get your bearings around town. If so, you can rent a storage locker (Schließfach) inside the Hauptbahnhof. Depending on the size of your luggage it costs € 1 or € 2 for 24 hours.

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

If you happen to arrive at night or on a weekend and cannot contact friends or the International Relations Office, you can spend your first few nights at the Jugendherberge (Youth Hostel). It is located at Gartenstraße 22/2 and is within walking distance of the Hauptbahnhof (10 minutes). It costs about € 21.30 (€ 18.00) if you are older than 27 years: € 24.30 (€ 21.00) per night with a valid IYHF youth hostel card. Without the IYHF card there is an additional charge of € 3.10 for the first 6 nights. Their telephone number is +49·7071·23002; [www.tuebingen-info.de/hotels/juhe.htm].

An early 'must-stop' is the Tourist Information Office (Verkehrsverein). It is located next to the Neckarbrücke, the bridge over the Neckar River near the centre of town. The Verkehrsverein has many items a new arrival needs, from city maps to bus passes. They have plenty of free pamphlets and programmes, and they will also help you find a temporary hotel room. They are open weekdays from 8.00 am to 12.30 pm, afternoons from 1.30 to 6.30 pm; Saturdays from 8.30 am to 12.30 pm. Their telephone number is +49·7071·91360. [www.tuebingen-info.de]
Meals, Banking and other Practical Matters

a) Meals and food

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

You can eat most inexpensively in the University dining halls (Mensen) which serve subsidized meals twice daily. Prices range from € 1.95 for a stew to € 2.55 for regular Mensa dishes (Stammmessen and the vegetarian Alternativessen). Additionally, the Mensa offers a daily, standard-fare meal of meat, vegetables, salad and soup starting from € 2.20 (Wahlessen). You can also create your own main salad course from a large buffet. Prices go according to weight: 0.75 € per 100g.

There are four Mensen located in Tübingen.

1) The Neue Mensa (Mensa Wilhelmstraße, Wilhelmstraße 13) serves lunch Monday to Thursday from 11.30 am to 2.00 pm (Friday from 11.30 am to 1.45 pm) and supper from 6.00 pm to 8.15 pm.
   A snack-bar and a smaller cafeteria are located in the Neue Mensa downstairs and are open Monday through Thursday from 7.30 am to 8.00 pm, Fridays to 6.30 pm.

2) The Fergenhans is in the same building as the Neue Mensa, and offers a Wahlessen.

3) The Alte Mensa (or Mensa Prinz Karl) is at Hafengasse 6 in the Altstadt (Old Town), serving Wahlessen and cafeteria selections. The cafeteria is open from 9.00 am to 5.00 pm.. On Saturday the cafeteria is open from 9.00 am to 2.00 pm and Wahlessen is served for Lunch.

4) The Mensa Morgenstelle has a regular Stammmessen and a Wahlessen. Lunch is served Monday to Thursday from 11.30 am to 2.00 pm, Friday from 11.30 am to 1.45 pm. It is closed in the evenings and on Saturday but it is open during the semester break.

There are plenty of fine restaurants and bistras in Tübingen. You will find a number of typically German Gaststätten serving the local Swabian specialties, and many ethnic restaurants, including Greek, Italian, Turkish, Yugoslavian, French, Spanish, or Asian.

b) Banking

It is advisable to open a bank account (Bankkonten) during your stay in Tübingen. You will probably want to open a regular checking account (Girokonten) rather than a savings account (Sparkonten).

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

All banks are closed on the weekends. If you need cash on Saturday you can cash Travellers Checks at the main post office (Hauptpostamt) which is open on Saturday from 8.00 am to 12.30 pm, or use an ATM at one of the banks.
c) Postal Services

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

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

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

Handy words in the post office are:

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

d) Telephone

- Local calls (Ortsgespräche) from phone booths cost 10 cents.
- Long distance calls (Ferngespräche) to places inside Germany can be made from all phone boxes. Ferngespräche to places outside Germany can be made from phone booths marked by a green sign, and from metered phones in the post office.
- Reversed charges calls (R-Gespräche) cannot be made from phone boxes.

Some useful telephone numbers are:

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

e) Shopping

Some stores in Germany close each weekday from about noon to 2.30 pm, then reopen till about 6.30 pm or 8.00 pm. On Saturdays most stores close at about 4.00 pm or 6 pm and remain closed until Monday morning. Larger supermarkets remain open until 8.00 pm on Saturdays.

f) Passport photos

It is a good idea to bring a few passport photos with you. They will be attached to the various administrative forms relevant to matriculation and the residence permit application. Photo machines are located in the Tübingen Hauptbahnhof and in the Mensa Wilhelmstraße (€ 5 for 4 photos)
g) Electrical appliances

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

h) Laundry facilities and washing machines

All halls of residence are equipped with coin-operated washing machines. There are coin-operated laundries in Tübingen, one on Pfrondorferstraße, one on Mühlstraße, and one on Herrenbergerstraße.

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

i) Sports at the University

Students of the University can participate in the various sports activity programs offered by the Institute of Sport Science. There are charge free courses and courses for which you have to pay a little amount and register at the beginning of the semester. You can also use the gym and the swimming pool.

Hochschulsport
Wilhelmstraße 124, 72074 Tübingen
[ medien2.ifs.sozialwissenschaften.uni-tuebingen.de ]
Appendix

What to Bring (Check List)

1. Have a visa with you, if necessary. (Please contact the German embassy in your country). If you need to get a visa, you must have proof of funds for the minimum amount of € 550.

2. Be sure that your passport is valid for the anticipated period of your stay in Germany. It is useful to bring extra passport pictures along with you.

3. The Notification of admission (Zulassungsbescheid) which is needed in order to be able to matriculate at the University of Tübingen.

4. The housing contract of the Student Services Organization (Studentenwerk) Tübingen.

5. The Health insurance verification card (Krankenversicherungsbescheinigung), if available, otherwise you have to apply for health insurance at an insurance company (Krankenkasse) in Germany.

6. Make copies of all official documents (passport, flight tickets, Eurail pass, driver’s license, inoculations or other medical information, and anything else that might be essential). Leave one set of copies at home, take the other with you to Tübingen as a backup.

7. Be sure to have enough money with you to get through during the first weeks until you get yourself settled in Tübingen. Also, bring enough German cash to manage the first few days, especially if you are arriving on a weekend.

8. An international student ID card might be useful as you might not receive your Tübingen ID immediately after arriving.
What to do Upon Arrival (First Steps)

1. Go to the Housing Office (Wohnheimverwaltung), Fichtenweg 5 (Office hours: Mon, Wed: 9:30-11:30 am; Thu: 2:00-4:00 pm; Tel: +49-7071-969715), where you can sign the lease. You will have to pay a deposit of € 400. In case you will arrive on a weekend you should stay at the Youth Hostel (JH Tübingen, Gartenstraße 22/2, D-72074 Tübingen, Tel: +49-7071-23002, Fax: +49-7071-25061) until Monday.

2. Go to the Student Office (Studentensekretariat), Wilhelmstraße 11, in order to get the matriculation documents. Office Hours: Mo-Thu 9-18, Fr 9-17, Sa 10-13. You will need the documents for the following steps:

3. Go to the Registration Office for Foreigners (Ausländerabteilung des Ordnungsamtes), Schmiedtorstraße 4 to ask for a student residence permit (Aufenthaltsgenehmigung). Take your notification of admission (Zulassungsbescheid) and your passport with you.

4. Health insurance: EU citizens should bring the ‘EHIC – card’. If you are insured abroad, you can be exempt from buying a German health insurance. You can apply for this exemption at the: Allgemeine Ortskrankenkasse (AOK), Europastrasse 4, D-72072 Tübingen or AOK branch at the Mensa Wilhelmstraße. In case you do not have a valid health insurance, you should go to a health insurance company (Krankenkasse) in Germany.

5. Go to a bank and open an account. This should not cost anything for a student, and you should be able to receive a cashcard (EC-Karte).

6. Go back to the student office in order to matriculate and apply for a student ID card.

7. In order to apply for an e-mail account, you will have to go to the Center for Data Processing (Zentrum für Datenverarbeitung, ZDV), Wächterstraße 76, D-72074 Tübingen, bring your student ID card and a € 10 deposit.
3. Useful Addresses and Links

Eberhard Karls Universität Tübingen
Wilhelmstraße 7, D-72074 Tübingen
Tel.: +49-7071·29-0; Fax: +49-7071·29·5990
[ www.uni-tuebingen.de ]

General information about the University
[ www.uni-tuebingen.de/qvr/menues/m02-01.html ]

Academic calendar: winter semester
[ www.uni-tuebingen.de/intrel/textdat/cal-ws.html ]

Academic calendar: summer semester
[ www.uni-tuebingen.de/intrel/textdat/cal-ss.html ]

Schools, Departments & Institutes (Fakultäten und Institute)
[ www.uni-tuebingen.de/uni/qvr/menues/m03-02.html ]

Links to the courses offered (Vorlesungsverzeichnis)
[ www.uni-tuebingen.de/qvr/menues/m05-01.html ]

International Relations Office (Dezernat für Internationale Beziehungen)
Wilhelmstraße 9, D-72074 Tübingen

- Office of Academic Exchange (Akademischer Austausch)
  Tel.: +49-7071·29·77734; Fax: +49-7071·29·5404
  e-mail: intrel@uni-tuebingen.de
  [ www.uni-tuebingen.de/international ]

- International Language Programmes (Internationale Sprachprogramme)
  Tel.: +49-7071·29·74392; Fax: +49-7071·23251
  e-mail: lektorat@uni-tuebingen.de
  [ www.uni-tuebingen.de/isp/index.html ]

Student Office (Studentensekretariat)
Wilhelmstraße 11, D-72074 Tübingen
Tel.: +49-7071·29·77724
[ www.uni-tuebingen.de/studentensekretariat/index.html ]

Centre for Data Processing (Zentrum für Datenverarbeitung)
Wächterstraße 76, D-72074 Tübingen
Tel.: +49-7071·29·70201; Fax: +49-7071·29·5912
  e-mail: sekretariat@zdv.uni-tuebingen.de
  [ www.uni-tuebingen.de/zdv/ ]

University Library (Universitätsbibliothek)
Wilhelmstraße 32
Postfach 2620, D-72016 Tübingen
  Tel.: +49·7071·29·72577 / 72505; Fax: +49·7071·29·3123
  e-mail: sekretariat@ub.uni-tuebingen.de
  [ www.uni-tuebingen.de/ub/index.html ]
Tourist & Information Office (Bürger- und Verkehrsverein)
An der Neckarbrücke, D-72072 Tübingen
Tel.: +49·7071·9136·0; Fax: +49·7071·35·070
e-mail: mail@tuebingen-info.de
[ www.tuebingen-info.de ]

Student Services Organisation (Studentenwerk Tübingen AdöR)
Wilhelmstraße 15, D-72074 Tübingen
Tel.: +49·7071·29·73837; Fax: +49·7071·29·3836
[ www.stw-tue-nt.swt.uni-tuebingen.de ]

- Wohnheimverwaltung (Housing Office)
  Fichtenweg 5, D-72076 Tübingen
  Tel.: +49·7071·969715; Fax: +49·7071·969720
e-mail: brigitte.stuhlmueller@studentenwerk.uni-tuebingen.de

Sprachinstitut Tübingen (SIT)
Eugenstraße 71, D-72072 Tübingen
Tel.: +49·7071·9354·0; Fax: +49·7071·935427
e-mail: sit@internationaler-bund.de
[ www.ib-bz.de/sit/home.htm ]

StudIT (Studierendeninitiative Internationales Tübingen)
Nauklerstraße 2 (room no. 3), D-72074 Tübingen
e-mail: studit@uni-tuebingen.de
[ www.studit.uni-tuebingen.de/english/home-eng.php ]

WHO Tutorium
Fichtenweg 5, D-72076 Tübingen
e-mail: tutorium@who-dorfrat.de
[ http://who-dorfrat.de/4-das_dorf/10-tutorium.who ]

AIGEE (Association des États Généraux des Étudiants de l’Europe)
Wilhelmstr.7, D-72074 Tübingen
e-mail: Annette.Maier@aegee.org
[ http://homepage.uni-tuebingen.de/AEGEE ]

AIESEC Tübingen
Nauklerstr.47, D-72074 Tübingen
Tel. +49 7071-241 91
[ http://www.aiesec.de/de/aiesec_tuebingen/aiesec.in.tuebingen/index.html ]

Notes:
Stuttgart – Tübingen
Tübingen Altstadt / Tübingen old town
Dezernat für Internationale Beziehungen / International Relations Office
- Akademischer Austausch / Academic exchange
- Internationale Sprachprogramme / International Language Courses