

Studying at the University of Bayreuth from A to Z

Short Explanations for International Students¹

A	<p>Accreditation (of credits) <i>Anerkennung (von Leistungen)</i></p> <p>Adult Education Centre <i>Volkshochschule (VHS)</i></p> <p>Audimax</p>	<p>The recognition of academic achievements obtained at domestic and foreign universities is specified in the respective <i>study</i> and <i>examination regulations</i>. More information and the individual procedure should be discussed with the <i>EduCare</i> coordinator.</p> <p>Municipal training centre for adults of all ages, regardless of origin, level of education and ideology. The <u>vhs Bayreuth</u> offers a wide range of courses, lectures and seminars in the areas of languages, health, culture and creativity, vocational training, society and politics.</p> <p>Biggest lecture hall on <i>campus</i>. You find it by the lake across the street from <i>Frischraum</i>.</p>
B	<p>BAföG</p> <p>BayernWLAN</p> <p>Blocked Course <i>Blockveranstaltungen</i></p> <p>Botanical Garden <i>Botanischer Garten</i></p> <p>Buddy-Programme</p>	<p>= Bundesausbildungsförderungsgesetz (Federal Training Assistance Act)</p> <p>It regulates state support for the education of pupils and students in Germany. Normally, the amount of the monthly subsidy is based on the parents' income. Half of the money must be paid back in instalments after completion of the studies.</p> <p>Free, public Wi-Fi in Bavaria. It can be accessed without a registration or data limit.</p> <p><i>Course</i> held in a continuous manner during a briefer period of time (e.g. a weekend, a couple of days) instead of during the whole semester.</p> <p>The <u>Botanical Garden</u> (ÖBG) of the University mainly serves research aspects and the preservation of rare species. The garden can be visited by students and the public all year long.</p> <p>Support programme in which students of the University of Bayreuth support new students from abroad. The aim is to promote the integration of international students into German society and everyday life at the University of Bayreuth and to facilitate international and intercultural exchange on both sides.</p>
C	<p>c.t.</p>	<p>= Cum tempore</p> <p>Denotes the „academic quarter“. E.g. 10 AM c.t. means that a <i>lecture</i> starts at 10.15 AM instead of 10 AM sharp.</p>

¹ The German translations (if applicable) can be found in *italics* directly below the term.

Cafeteria	Offers breakfast, snacks such as sandwiches or cake, as well as coffee and drinks from 7:45 AM to 6 PM. They also offer lunch and pizza from 11 AM. Located at the main entrance of the <i>Mensa</i> .
Calendar Week <i>Kalenderwoche</i>	Denotes the number of the week in each year.
Campus	Majority of university life takes place on <u>campus</u> . In addition, many <u>events</u> such as festivals take place there, especially in the <u>summer months</u> .
CampusOnline	<u>Platform</u> for choosing courses, registering and deregistering for exams as well as for downloading documents.
Chancellor <i>Kanzler/in</i>	The term provost is used at the university for the position of head of administration. The responsibilities include budgetary, legal and administrative matters. The office of the provost and that of the president complement each other.
City Library <i>Stadtbibliothek</i>	The <u>Public Library Bayreuth</u> offers a wide range of diverse media for lending.
cmLife	<u>Platform</u> similar to <i>CampusOnline</i> where students can search and select courses, register and deregister for exams as well as downloading documents. This platform is more intuitive and we recommend using cmlife as your student life planner.
Colloquium <i>Kolloquium</i>	In most cases, the colloquium is also called the defence of the thesis. Essentially, students have a scientific discussion with their supervisor. A distinction is made between two types of colloquium: either a colloquium is taken before the thesis is started or the colloquium takes place after the thesis has been submitted and thus serves as an oral examination (also called defence).
Compulsory attendance <i>Anwesenheitspflicht</i>	For some events (language courses, laboratory courses, seminars), students are obliged to be present for a certain number of sessions in order to be able to complete a module successfully.
Compulsory elective module <i>Wahlpflichtmodul</i>	A compulsory elective module is a compulsory module, but you can choose between several lectures/seminars.
Computer Lab (CIP-Pool)	You can find computer rooms in almost all buildings of the university. They are called CIP-Pools. On each computer you may find software you need for courses. You can register with your <i>student identification number</i> and your personal password. You may find a list of all the CIP-pools <u>here</u> .
Course <i>Lehrveranstaltung</i>	Term for the different kinds of courses. The most common ones are <i>lectures, exercise courses, tutorials</i> and <i>seminars</i> .
Credit Points (CP)	see <i>ECTS</i>

D	DAAD	<p>= Deutscher Akademischer Austauschdienst' (German Academic Exchange Service)</p> <p>An organisation that promotes the international exchange of students and researchers in Germany.</p>
	Dean <i>Dekan/in</i>	<p>A dean is elected by the departmental council or faculty council to lead a department or faculty for a specific period of time.</p>
	Double Degree	<p>The coordinated subject allocation and mutual crediting of two universities in <u>double degree programmes</u> offers students the opportunity to study at a foreign partner university and additionally acquire a second degree without having to complete a separate degree programme. Students receive either a joint certificate signed by both universities or two individual certificates that clearly indicate the joint structure of the programme.</p>
E	E-Learning	<p><u>Platform</u> where you can find course material as well as general information on courses. The registration takes place with the <i>student identification number</i> and the personal password.</p>
	ECTS	<p>= <i>European Credit Transfer and Accumulation System</i></p> <p>Makes academic performance comparable, transferable and valid everywhere. You receive ECTS-points for achievements in courses and <i>exams</i>.</p>
	EduCare	<p>Consultation offer for students from all faculties. EduCare-Coordinators are the people to contact in case of questions, problems and conflicts regarding your study situation. You may find the person in charge of your <i>faculty</i> <u>here</u>.</p>
	Eduroam	<p>Offers free WiFi to students and university staff at all university sites. You may find a tutorial for the registration <u>here</u>.</p>
	ESN	<p>= Erasmus Student Network</p> <p>ESN is a large interdisciplinary student organisation in Europe. Its aim is to promote the integration of international students, to bring them closer to life and local culture, and to make their stay an unforgettable experience.</p>
	Events	<p>A variety of events is taking place on <i>campus</i> – cinema on campus and different sports activities are just two of them. An overview of all events can be found in the <u>calendar</u> of the university.</p>
	Exercise Course <i>Übung</i>	<p>Similar to the <i>Tutorial</i>. Contents from the <i>lectures</i> is repeated and applied.</p>
	Exam <i>Klausur</i>	<p>A written module exam at the end of the semester, which is written with other participants of the course in a fixed period of time.</p>

Exam Review <i>Klausureinsicht</i>	After the <i>exam</i> has been graded, students have the opportunity to view their graded exams.
Examination Board <i>Prüfungsausschuss</i>	Consisting of a number of professors, it is responsible for the recognition of examination results, interpretation of the <i>examination regulations</i> and can decide on deviations from the examination regulations in justified individual cases.
Examination Office <i>Prüfungsamt</i>	Responsible for the management of exam performances and exam registrations. The office also issues certificates for Degree Students.
Examination Phase <i>Prüfungsphase</i>	An <i>exam</i> takes place in most courses at the end of the semester. As these exams typically take place in the three to four weeks after the <i>lecture period</i> this time period is called examination phase.
Examination Regulations <i>Prüfungsordnung</i>	The <u>examination regulations</u> define the examination requirements and examination procedures of a study programme and are considered the basis for the study regulations, which define the structure of the study programme.
Exmatriculation <i>Exmatrikulation</i>	Deregistration from the university.
F Faculty <i>Fakultät</i>	The University of Bayreuth consists of <u>seven faculties</u> , one of which is located at the Kulmbach campus. The faculties combine related fields of science into one teaching and administrative unit of the university.
Fellow Student <i>Kommiliton/innen</i>	Fellow students who are studying in the same degree programme.
Final Thesis <i>Abschlussarbeit</i>	A scholarly thesis that concludes the educational programme. A distinction is made here between Bachelor's and Master's theses.
Frischraum	Part of the <i>Mensa</i> . Here you can find balanced, high-quality meals and one vegetarian/vegan meal each day. The <i>Frischraum</i> is slightly more expensive than the main <i>Mensa</i> and is opened also in the evening on weekdays and on Saturdays for lunch.
G Glashaus	Cultural Centre on campus. During the day you can have a cheap coffee there and in the evening several events such as Salsa-parties or documentary-evenings take place there.
Group Meeting Room <i>Gruppenraum</i>	Group working rooms can be found in the second floor of the <i>RW library</i> . You can book them at https://rr.uni-bayreuth.de/rr/
I International Office	Centre of the international network of the University. Coordinates incoming and outgoing students and university staff.
Internship <i>Praktikum</i>	Many students do an internship either as part of their studies (Pflichtpraktikum) or voluntarily. Usually it is possible to take a semester off during an internship.

IT Consultation Hour
Laptopsprechstunde

Service offered by the IT-Servicezentrum. Here you may find support regarding setting up a VPN-connection, *Eduroam* and installation of course software. You may find further information at <https://www.its.uni-bayreuth.de/de/hilfe-und-support/index.html>

K KarriereService

The KarriereService (Career service) is a central interface between studies and the professional world, acting as a contact for students and companies. A bridge between theory and practice is built through a comprehensive range of advisory services and a wide variety of career events.

L Language Centre
Sprachenzentrum

Offers many foreign language courses for students during the semester and the semester break. Registration for the courses takes place in *Campus Online*. You may find additional information at <http://www.sz.uni-bayreuth.de/index.php?id=76>.

Language Tandem Programme
Sprachtandem-Programm

The Language Tandem of the Language Centre of the University of Bayreuth offers the opportunity to talk to someone in his or her native language in order to improve one's own knowledge of this language. Since the whole process is reciprocal, both tandem partners benefit from it.

Leave of Absence
Beurlaubung

It is possible for enrolled students to be exempted (granted leave of absence) from the obligation to study properly for important causes. Further information on reasons for leave of absence and how to apply can be found [here](#).

Lecture
Vorlesung

Usually held by a professor. It often serves as basis of a course. The theoretical foundations of the course are conveyed here.

Lecture-Free Period
Vorlesungsfreie Zeit

Often referred to as the semester break, as no regular *lectures* take place during this time. Typically, this period is in March and April as well as in August, September and October - this always depends on the start and end of lectures.

Lecture Hall
Hörsaal

Room where *lectures* and larger *exercise courses* take place. You may find an overview on all rooms on campus at https://www.uni-bayreuth.de/de/universitaet/kontakt_campusplan/campusplan/gebaeude/index.html

Lecture Period
Vorlesungszeit

Period within the semester in which regular courses are held. The dates for the respective semester can be found in the university [calendar](#).

Lecturer
Dozent/in

Lecturer is a general term for all those who teach at universities. Courses at higher education institutions are taught by research assistants, lecturers, professors, etc.

Legal Counselling
Rechtsberatung

At the University of Bayreuth, free legal counselling for students is offered both by the student legal advice service [Law & Legal](#) and the [Studentenwerk Oberfranken](#).

<p>Library <i>Bibliothek</i></p>	<p>The Bayreuth University Library is a central institution of the University of Bayreuth and the most important academic general library in the region. Its main aim is to provide literature and information for academic research, teaching and study. In addition, there are computer workstations, group study rooms and quiet work areas. Various <u>workshops and courses</u> are also offered throughout the semester.</p>
<p>M Matriculation <i>Immatrikulation</i></p>	<p>Official enrolment at a university.</p>
<p>Matriculation Certificate <i>Immatrikulationsbescheinigung</i></p>	<p>Certificate that can be downloaded from <i>cmlife</i> to prove that you are enrolled as a student at a certain point in time.</p>
<p>Matriculation Number <i>Matrikelnummer</i></p>	<p>Identification number that every student receives upon enrolment. This number is usually required for the <i>transcript of records</i>.</p>
<p>Medical Certificate <i>Ärztliches Attest</i></p>	<p>If a student does not appear for an examination for health reasons or breaks off the examination, he/she must prove the illness to the chairperson of the examination board in accordance with the examination regulations. For this purpose, the student needs a <u>medical certificate</u> which allows the chairperson of the examination board to answer the legal question as to whether the student is unable to take the examination on the basis of the doctor's statements.</p>
<p>Mensa</p>	<p>Provides three to five different lunch meals on weekdays from 11AM to 2 PM. You can only pay with your Campus Card.</p>
<p>Module <i>Modul</i></p>	<p>Teaching unit consisting of several courses on a sub-area of the degree programme. Information on the respective modules can be found in the <i>module handbook</i>.</p>
<p>Module Handbook <i>Modulhandbuch</i></p>	<p>Overview of the various <i>modules</i> that must be taken in a study programme and thus serves as orientation for the organisation of studies. It contains information on the type of the course, objectives and content, grading, in which semester the course is offered and the workload. Each study programme has its own module handbook.</p>
<p>O Office of the Dean <i>Dekanat</i></p>	<p>Each <u>faculty</u> is headed by a dean. The dean's office also includes various other administrative areas.</p>
<p>Orientation Week <i>Orientierungswoche</i></p>	<p>Helps to facilitate the semester start for new students at the University of Bayreuth. It usually takes place one week before the start of the semester.</p>
<p>P PhD Candidate <i>Doktorand/in</i></p>	<p>The term PhD student refers to all students who are in doctoral studies and thus in the dissertation process.</p>

Placement test <i>Einstufungstest</i>	When taking a language course with previous knowledge not acquired at the University of Bayreuth, a <u>placement test conducted by the Language Centre</u> must be taken.
Plagiarism <i>Plagiat</i>	Adopting someone else's text into your own work without citing the source. If one is caught plagiarising, he must reckon with the fact that his work will be graded as failed and he may be liable to pay compensations due to copyright infringement.
Practical <i>Praktikum</i>	Not to be confused with the internship, this is a course in which theoretical knowledge can be applied in practice.
President <i>Präsident/in</i>	The president is the head of the university and its academic leader.
Proof of Performance <i>Leistungsnachweis</i>	As a rule, the successful attendance of a course must be proven by a performance record. This can take the form of a written examination, but also a term paper or seminar paper or an internship report.
Printer <i>Drucker</i>	The printers in the university and in the libraries can be used with the Campus Card.
R Repeat Exams	In many disciplines, examinations on courses from the previous semester are held again at the beginning of the following semester to give students the opportunity to improve or to split up the examination period. It is not necessary to have taken part in the main examination to be able to register for the follow-up examination.
Repetitorium	Compact knowledge transfer or repetition of study material.
Re-Registration <i>Rückmeldung</i>	Everyone who already studies in Bayreuth and wishes to continue ones studies, has to reregister for the following semester until a certain date. I.e. one has to transfer the semester contribution, indicating the correct reference. You can find more detailed information on the procedure at https://www.studierendenkanzlei.uni-bayreuth.de/de/studierende/rueckmeldung/index.html
Research Group <i>Lehrstuhl</i>	Work and research group of a professor with a specific agenda in research in teaching. In addition to the professor, a secretary as well as academic staff and student assistants.
S s.t.	= sine tempore E.g. 10 AM s.t. means that a lecture starts at 10 AM sharp.

Scholarship <i>Stipendium</i>	Financial support for students which, in contrast to BAföG, does not have to be paid back. These are awarded, for example, by foundations, universities, political parties, corporations and religious organisations. The BMBF scholarship database provides an overview.
Scientific Assistant <i>Wissenschaftliche/r Mitarbeiter/in</i>	Scientific Assistant is a term for employees of the university who carry out scientific activities. They may, for example, be employed by a chair or work on a research project. In addition to research activities, their duties usually include teaching courses and often also various administrative tasks.
Semester	An academic semester, which lasts six months and includes the lecture period and the lecture-free period.
Semester Contribution	The semester fee must be paid by every student every semester. It consists of the semester ticket and the Studentenwerk fee.
Semester on Leave <i>Urlaubssemester</i>	Leave of absence is applied for and issued for one semester at a time and should generally not exceed two semesters. Periods of maternity leave and parental leave as well as periods of caring for a close relative are not counted towards the maximum duration.
Semester of Study <i>Fachsemester</i>	Semesters studied in a specific degree programme. For example, <i>semesters on leave</i> are not counted as subject semesters.
Semester Periods per Week <i>Semesterwochenstunden</i>	Denotes the number of workhours necessary for a certain course per week. Usually includes lectures, tutorials, preparation and revision.
Seminar	Type of lecture where a smaller group of students works on a certain topic under the guidance of a professor or lecturer.
Seminar Paper <i>Seminararbeit</i>	At the end of a <i>seminar</i> , a seminar paper is often required as <i>proof of performance</i> .
Seminar Room <i>Seminarraum</i>	<i>Seminars</i> and <i>tutorials</i> usually take place in seminar rooms. These rooms usually have a lower capacity than <i>lecture halls</i> .
Standard Period of Study <i>Regelstudienzeit</i>	Intended period of time in which all examinations of a degree programme are to be completed. At German universities, Bachelor's degree programmes usually last six or eight semesters, Master's degree programmes two to four semesters.
State Exam <i>Staatsexamen</i>	Special degree for special courses of study such as medicine, law, teacher training course.
Student Administration Office <i>Studierendenkanzlei</i>	Located in the Central University administration (ZUV) and is responsible for admission, enrolment and applications of students.

Student Assistant <i>Studentische Hilfskraft (SHK)</i>	Student Assistants are employees at the university who often do not yet have a professional degree. Current advertisements for SHK positions can be found on the pages of various chairs and faculties, as well as the organisational units.
Student Body in the Faculty <i>Fachschaften</i>	Offers support at questions or problems regarding your studies. Represents the interests of the students of the respective faculty.
Student ID Card <i>Studierendenausweis</i>	Student ID card/Campus card to prove your status as a student. It also serves as public transportation ticket in Bayreuth and as means of payment in the Cafeteria (Mensa) and for the printers and copiers.
Student Identification Number <i>Benutzerkennung</i>	Often also referred to as the "bt identifier". Every registered student receives this personal identifier at the beginning of their studies, which is also used as a user name for many of the university's platforms.
Student Parliament (StuPa) <i>Studierendenparlament</i>	Is elected by students and represents the interests of students towards the university administration. You may contact information at https://www.studierendenparlament.uni-bayreuth.de/de/index.html .
Studentenwerk Oberfranken (SWO)	The SWO supports students in many different ways. Its services range from offering lunch in the <i>Mensa</i> to providing dormitories.
Study regulations <i>Studienordnung</i>	Regulation on the content and structure of a degree programme based on the examination regulations.
Summer Semester <i>Sommersemester</i>	The summer semester lasts from April 1 to September 30 of each year.
Supervisor <i>Betreuer/in</i>	Supervisors are academic staff or lecturers at the college/university. Their task is to accompany students during their academic work (seminar paper, thesis) and to be available as a contact person for subject-related questions.
T Term Paper <i>Hausarbeit</i>	The term paper is a form of examination in which students are required to independently write a scientific paper on a given topic. This is mainly the examination for <i>seminars</i> .
Transcript of Records (ToR)	Official document showing the achievements made during the course of studies. This document can be downloaded in <i>cmLife</i> and is valid without stamp and signature.
Tutor	Tutors are mostly students in higher semesters who work as research assistants at the university and lead courses in which the content of a <i>lecture</i> is deepened and often applied in practice.
Tutorial <i>Tutorium</i>	Type of course where <i>lecture</i> topics are repeated and sometimes applied practically.

U	UBT	Abbreviation for <i>University of Bayreuth</i> , which is often used.
	University Semester <i>Hochschulsemester</i>	Semesters spent enrolled at a University (including a change of degree program or semesters on leave).
	University Sport <i>Hochschulsport</i>	Offer of sport activities for students. You may find an overview on the activities offered at https://www.hochschulsport.uni-bayreuth.de/de/sportprogramm/index.html
V	Validation <i>Validierung</i>	The Campus card (student ID card) must always be revalidated at the beginning of the semester. There are machines for this purpose in the Central Library and the University Administration.
W	Welcome Services	Central contact point for international students and researchers in case of questions regarding their stay and life in Germany/Bayreuth.
	Winter Semester <i>Wintersemester</i>	The winter semester lasts from October 1 st to March 31 st of each year.
	Working Student <i>Werkstudent/in</i>	Working students work in a company alongside their studies. The tasks do not necessarily have to have something to do with the course content.