

**Your**  
**Giessen Guide**  
**for**  
**2013 / 2014**

Welcome to Giessen!

This guide was compiled for all exchange students coming to Giessen through programmes coordinated by the English Department.

As your study-abroad-coordinators at JLU we want to make sure that for you studying in Giessen does not only mean improving your German skills but also making new friends, experiencing the German way of life, and having a good time. With this guide we would like to help you to find your way through the red tape and all the initial formalities.

We hope you will enjoy your stay in Giessen – if you have any further questions please do not hesitate to contact us:

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## I-Before Going Abroad

Any study stay abroad involves quite an amount of paperwork – and some of it even begins before you actually leave! This first section of the guide will see you through the main points to think of:

### 1. How to apply

When participating in an **exchange programme (Overseas and ISEP)** with Giessen, the academic staff of your home university will have advised you to prepare the following documents in order to pre-register as an international student at JLU:

- “Antrag auf Zulassung“ (Application Form)
- Print-out of your current academic standing (transcript) at your home university
- curriculum vitae
- Application form for Giessen university accommodation / halls of residence

<http://www.uni-giessen.de/cms/international-pages/study/application/ex>

If you are participating in an **ERASMUS** exchange programme, you will also have to complete a

- MoveOnline-Application Form (this makes the “Antrag auf Zulassung” obsolete, you will have to apply online at <http://www.uni-giessen.de/cms/internationales/erasmus/in/bewerbung/online>, then send the form online, print it out, sign it and send it again by post)
- Learning Agreement (once the courses catalogue is updated for the respective semester)
- Application for a Mobility Grant (which will be allocated by your home university)
- ECTS-transcript of current academic standing.

All application details should be completed in black ink and returned to your exchange coordinator as soon as possible. He or she will collect all the forms and send them to us.

The **deadlines for applications** are as follows:

ERASMUS: Winter Semester: **15.6.** same year;  
Summer Semester: **15.12.** same year

OVERSEAS: Winter Semester: **15.7.** same year  
Summer Semester: **15.1.** same year

Please also make sure that we always have your current address. If you are spending a semester abroad in another country before coming to Giessen, it might be a good idea to let us know your address there, too. We may also need to contact you via e-mail so please always specify a valid e-mail address.

## 2. Where to Live: Accommodation

Think about where you actually want to stay: accommodation in the halls of residence is guaranteed for incoming exchange students. Prices for rent range from 180 euros to 220 euros per month. However, there is also always the possibility of finding a flat or a flat-share.

### A) Halls of Residence

There are several halls of residence in different areas of the city but they are all within easy walking/biking distance or a short bus ride from the university. Usually between eight and fifteen people form a 'Wohngemeinschaft' or 'Flur'. They share the kitchen and bathroom(s); often there is also a common room with a TV on each 'Flur'.

The students on each floor are responsible for cleaning themselves and taking the garbage out. Normally this works quite well on a rotation system.

All rooms are now fitted with phone and internet sockets, so you can apply for your own number at the Telecom office in town. Please note that American modems may not be compatible with the signals sent to German modems. Internet access via the university system is free of charge, apart from a € 5 fee when you register.

Blankets, pillows and one set of sheets are usually provided for international students for a fee which is included in the *Betriebskostenpauschale* (see below).

If you have completed the application form for a room in a hall of residence, you will be notified **3-4 weeks** before leaving home and get full details of where you will be living during your time here in Giessen.

It is of utmost importance that you confirm your room offer promptly. Make sure that someone at your home address forwards your mail to you if you are away during the month before leaving home. Please also note that in case of cancellation of your semester abroad you will have to notify the Giessen housing office ("Studentenwerk") at the latest 4 weeks before the requested date. Otherwise the rent for the first month will be charged.

## B) Private Accomodation

It is also possible to find private accommodation. There are offers on the Giessen University homepages (such as from the Housing Office - <http://hrza1.hrz.uni-giessen.de/studentenwerk/wohnen/wohnboerse>. Go to Wohnbörse or <http://www.uni-giessen.de/cms/international-pages/erasmus/in/application/accommodation>), as well as in Giessen's city magazine (<http://www.marbuch-verlag.de/>: Kleinanzeigen), the Giessen press (Giessener Anzeiger, Giessener Express), at the announcement boards around the university or under <http://www.wg-gesucht.de/en/>. If you are planning to find your own room, the Giessen youth hostel might serve as a first base upon arrival in Giessen:

<http://www.djh-hessen.de/jh/jugendherberge-giessen/index.php>

## 3. Cost of Living in Giessen

Students in the federal state of Hesse do not have to pay any tuition fees except a *Sozialbeitrag* of approx. 200 euros, payable each semester before enrolment. This ancillary fee covers administrative costs but also public transportation. After enrolment you receive your Giessen student card which also functions as a *Semesterticket*, which allows you to use all public transport in and around Giessen during the entire semester for free. Also, several places offer reduced entrance fees upon showing your student card (movie theatres, public pools, museums, etc.).

The amount of money you will spend every month obviously depends very much on your lifestyle, but we want to give you a rough idea how much you need, so you can plan ahead.

Rent (Halls of Residence): approx. 230 euros

Rent (private room): approx. 230 euros plus bills

Health insurance: 80 euros

Food: approx. 200-300 euros

Furthermore, you will need some money for going out, books, and maybe clothes etc. All in all, we think you will need about 650 euros a month to live comfortably in Giessen as a student.

#### 4. Checklist of Important Documents to Bring to Giessen

Please use this list as a checklist when packing your luggage and take all the documents that you have received from Giessen university with you to Giessen (i.e. receipts, letter of acceptance, room offer, this booklet, other information etc.):

- passport
- Financial Statement (scholarship/grant or customs letter which shows that you have at least 500 euros available per month of your stay)
- letter stating your participation in the ERASMUS (or another) exchange programme
- student card from your home university
- 4 passport-size photographs – for all sorts of things.....
- I(nternational).S(tudent).I(dentification).C(ard) - not absolutely necessary but very useful.

#### 5. Study Buddy Programme & Arrival

Our office operates a Study Buddy Programme:

A Study Buddy is the person to ask all the little questions which will invariably come up. Your Study Buddy will also come and pick you up at the train station and support you in your first moves. This has worked very well in the past and will make your first couple of days a lot easier. Perhaps you can do the same for one of our students when you are back home. If you want to participate, please send an email to [studybuddy@anglistik.uni-giessen.de](mailto:studybuddy@anglistik.uni-giessen.de) **at least three weeks prior to your arrival.** Include your flight number, airport you are leaving from, airline, and arrival time, so that we can arrange for you to be picked up at the train station by one of our students. He or she will then also have your keys so that you do not have to pick them up at the *Studentenwerk* but you can directly go to your dormitory.

Please remember that your Study Buddy can only come and find you if you give us sufficient information about your arrival times. We will notify you by e-mail by whom you will be met and what their phone number/email address is. If your flight is several hours late please try and call that person to inform him or her of your delay.

If you have not registered for the Study Buddy Programme, please avoid arriving on weekends and try to be in Giessen at 1 pm at the very latest. So please book a flight that arrives in Frankfurt early and allows 2 hours for transfer from Frankfurt Airport to your hall of residence.

## II-How To Get To Giessen

Frankfurt Airport is the nearest airport and has a good train connection to Giessen. The *S-Bahn* line S8 takes you from Frankfurt Airport (Terminal 1) to Frankfurt main station. Take the *S-Bahn* from the *Regionalbahnhof* - not from the new airport station. It runs very early in the morning until shortly before midnight, approximately every 20 minutes.

From Frankfurt airport you take an S-Bahn to Frankfurt train station and then take a train to Giessen (length of journey: approx. 1 hour). A train runs every hour and the ticket costs about 15 Euro. You simply buy a ticket from an RMV (*Rhein-Main-Verkehrsverbund*) counter or machine. Find the code number for "Giessen" on the machine, type it in and pay the stated amount. This ticket covers your entire journey from the airport to your residence, including subway, train and bus.

Depending on which arrival arrangements you have made you will have to go first to the housing office or our office to pick up your keys. From the train station in Giessen you will have to take a bus to *Marktplatz* and then switch to bus # 801/802 (the relevant bus stop will be *Rathenaustrasse*). We will try to have one of our students help you on this initial odyssey... If you are going directly to your hall from the train station you can take bus # 2 to *Eichendorffring*, # 10A or 10B to *Unterhof*, # 1 to *Grünberger Str.* or # 3 to *Otto-Eger-Heim* and *Landgraf-Ludwig-Haus*. If you want to catch # 1 you have to take bus # 2 and change at *Liebigstrasse* (the next stop after getting on at the train station); for the bus # 3 you have to change from # 2 to # 3 at *Marktplatz*.

There is also a tourist information point at the train station in Giessen and another one at *Berliner Platz*, where you can obtain a better map for free.

A single trip on the bus costs € 2.10 and it allows you to make two transfers. You can obtain the ticket from the driver and do not need exact change, but the driver may refuse to accept larger bills.

## III-Once You Are In Giessen

### How to Move Into Your Room:

For moving into your room you should bring the letter from the *Studentenwerk* that you received. You need it in order to obtain keys from the Housing Office.

It is only possible to obtain keys Monday to Thursday between 9.00 and 15.00; Friday 9.00-14.30. We recommend that you do not arrive in Giessen on a weekend or a public holiday as you will not be able to get into your room!

However, your study buddy might be able to help: they will either already have your key or help you to obtain it and take you to your hall of residence.

## IV-Important Things to Do

Once you have arrived and settled in, you should remember to take care of the following:

### 1. Banking

We advise you to begin by **opening a bank account** at one of the banks near your residence or in the city centre. For students this is free of charge at most branches. The bank will ask you to send them one of the *Studienbescheinigungen* which you receive upon your registration at the *Akademische Auslandsamt*; this way you are not charged any banking fees.

There are three main banks in Giessen:

1. **Bezirkssparkasse** Giessen (main branch)  
Johannesstrasse 3, 35390 Giessen
2. **Volksbank** Giessen (main branch)  
Goethestrasse 7, 35390 Giessen
3. **Deutsche Bank** (main branch)  
Marktplatz 4, 35390 Giessen

To open a bank account, please bring your **passport**, your **address in Giessen**, and some cash which you can pay in directly (not necessary, but recommended). Order a **Kundenkarte** right away, which will allow you to take money out of cash machines at all times. Ask your bank for a card that allows you to pay by '**EC-Cash**' – which means it functions as a debit in most shops in combination with your PIN number. It will take approx. 2 weeks after opening your account until you receive your *Kundenkarte*, which you will also need for deposits into and withdrawals from your account.

With this *Kundenkarte* you will also be able to withdraw money and receive your bank statement at an ATM of your bank. Before using your card anywhere else than in

Giessen, ask at your local bank regarding extra fees and make sure that this is possible.

During the first three or four weeks, when you have not yet received your *Kundenkarte*, you can withdraw money by filling in a form which says *Barauszahlung* at the top. To do this, you have to go to the branch where you opened your account and present your passport as proof of identity.

Many money transactions are done through an *Überweisung*, which transfers money directly from one bank account to someone else's. Always make money transfers at the branch that holds your account in order to avoid extra banking fees.

Once you have opened a bank account in Giessen, you should **pay the Sozialbeitrag** (enrolment fee). You will receive the respective form together with your official acceptance letter. **You should do this as soon as possible.** You will receive your chip card when you enrol. Please keep the receipt for this *Überweisung*. You will **need it when registering** at the *Akademische Auslandsamt*.

If you didn't bring enough cash with you or if you are still waiting for money from home to be transferred into your account, don't panic! Normally you can withdraw money from local bank machines with all major credit cards such as Visa, EuroCard, MasterCard, American Express, or Cirrus. International cash machines will display a sticker showing the credit cards that can be used. The banks will, however, charge additional fees for this service.

## 2. Health and Insurance

All students must have adequate health insurance coverage. When you enrol at JLU, you must produce proof that you hold a policy with a certified German health insurance company. Health insurance cover for students costs about € 80 per month (including private nursing cover).

Please note: Students older than 30 years should come and see us as there apply different terms and conditions.

We strongly advise you to get a German statutory health insurance for students after your arrival (an *EU Health Insurance Card* is equivalent). Our student mentors at the info-table will help you. A travel health insurance is recommended for your journey.

Deutsche Insurance (<http://www.deutscheinsurance.com/>) is a service agency offering online information and the possibility of applying online for German health insurance (this service is free).

Please be advised that taking out an insurance covering the time span between entering Germany and enrolment would be your responsibility. When you go to the

AOK (local health insurance company) you should bring your passport, know your address in Giessen and give your bank account number.

Here is the address of the AOK office in Giessen:

AOK Giessen	Opening hours:
Gartenstrasse 10	Mon-Wed, Fri: 8.00-16.30
35390 Giessen	Thu: 8.00-18.00
	Sat: 9.00-13.00

### 3. Registration/Enrolment: Das Akademische Auslandsamt (International Office)

The *Akademisches Auslandsamt* is the university's International Office. It offers pre-sessional courses in German as a Foreign Language (Deutsch als Fremdsprache – DaF) in September (and March) and during the semester, it deals with your university registration, administers the government stipend money, and, when funding permits, arranges various cultural events and excursions for a reasonable price.

You will need to go to this office in order to officially register with the university – please do so two weeks before the beginning of the semester. There is a special information desk and JLU student assistants will help you to fill in the forms for registration.

For your registration please bring:

- a passport-size photo
- your 'Zulassungsbescheid' (letter of acceptance from the University of Giessen)
- passport
- insurance certificate from the AOK, see above
- receipt for payment of the 'Sozialbeitrag' (social fees), see above
- letter or certification stating your participation in the ERASMUS - or another exchange programme (where applicable).

You will then receive your *Studienausweis* (student card) and several *Studienbescheinigungen* (coupons showing proof of your full-time student status). The *Studienausweis* in combination with your passport serves as your *Semesterticket* for free public transport and is also good for discounts at various places.

If you stay for more than one semester in Giessen you have to re-register for each semester ('rückmelden'). This is important and you may have to pay extra fees if you forget! For your Rückmeldung you need the *Rückmeldeformular* which you received at your initial registration, an insurance certificate from the AOK covering the relevant period of the next semester, and everything else you needed to bring with you for your initial registration.

Where to find the *Akademisches Auslandsamt*:

Akademisches Auslandsamt der Universität Giessen  
Goethestraße 58  
35390 Giessen

#### 4. Picking up your Stipend

Those students who are entitled to a stipend can pick up a cash cheque for the first instalment at the *Universitätskasse* (if you participate in the Study Buddy programme your Study Buddy will do this for you). You will then have to cash the cheque at the *Volksbank*. The *Universitätskasse* will ask for your bank details. After that the money will be transferred directly to your account in the months to come.

For students on the **ISEP exchange**:

The stipend is yours to administer – you have to pay your social fees, housing as well as your living costs out of this sum. The first instalment of the stipend will be 750 Euro,\* the subsequent instalments will be 530 Euro. The higher amount of the first instalment is due to the higher expenses at the beginning of your stay. If you are here for the semester break (FY students only), you will receive a reduced amount for the length of the semester break (March) in accordance with ISEP regulations (230 Euro). When picking up your first instalment you will have to present your passport, as well as the Letter of Acceptance and your *Zulassungsbescheid*, both of which you have received from Giessen.

The *Universitätskasse* is located at  
Goethestraße 58  
2nd floor, room 209  
Tues, Thurs: 9.00-12.00  
Tel.: 99-12442

## 5. Housing Office / Studentenwerk

Within the first week of arriving in Giessen, you should go to the *Studentenwerk* in order to sign your room contract and pay both your rent and deposit.

Note: They will ask you to pay your first month's rent, a deposit of 150 Euro (you will get it back in cash before you leave) and a non-refundable *Betriebskostenpauschale* of about € 75. All in all, you have to have around € 350 to 500 in cash available for this first payment. The following rent payments will be deducted from your account. So make sure you have got sufficient funds on your bank account to cover payments.

- passport
- your bank details (name of the bank with international bank code or BLZ if possible, number of account etc.)
- a passport-size photo
- Studienbescheinigung / student card or *Zulassungsbescheid*.

You will find the *Studentenwerk* next to the 'Mensa' (the main cafeteria) at the Philosophikum I.

The address is:

Studentenwerk Giessen  
Otto-Behaghel-Strasse 23-27  
35394 Giessen  
Tel.: 0641/ 40008-30

Office hours for housing concerns:

Mon-Thu: 9.00-15.00  
Fri: 9.00-14.30

## 6. Stadtbüro Giessen & Ausländerbehörde

### (Residents' Registration Office/Visa Office)

Now you are almost done. These are the last bureaucratic steps to take before you can fully enjoy student life in Giessen.

#### A) Registering with the police in the *Stadtbüro Giessen*

Everyone living in Germany must register with the police. You register in the *Stadtbüro Giessen* within the first week of your stay in Giessen. To make sure you don't have to go twice, please take with you: **passport & room contract**

Actually, it is not very complicated. You just step into the “friendly atmosphere“ of the Stadtbüro and ask at the information desk what to do. You might have to draw a number from a little machine and wait till it’s announced (or appears on a screen) and it’s your turn to be served.

You have to fill in a form entitled *Anmeldung*. When leaving Giessen, you have to fill in your last form to tell the police that you are leaving. It is called *Abmeldung*. Both are available at the *Stadtbüro*.

The address is:	Opening hours:
Stadtbüro Giessen	Mon-Thu: 8.00 –18.00
Berliner Platz 1	Fri: 8.00 –12.00
35390 Giessen	Sat: 10.00 –13.00
Tel.: 0641/306-1234	

## B) Ausländerbehörde (Visa Office)

All US and Canadian citizens have to register at the Visa Office within the first three weeks of their arrival. UK citizens have to register if their stay exceeds three months. The form you have to fill in is in English and not very complicated.

On the form they will ask you how you are financing your stay in Germany and you will have to provide official proof of sufficient funds for the duration of your stay in Giessen. Sufficient funds are considered at least 500 Euro per month of study. If you are receiving a grant or stipend, write *Stipendium* in the relevant space and you will be exempt from the visa fee.

Students from the USA should see Dr Andrea Rummel in order to get a letter from her concerning the financing of their stay. Milwaukee students may need to proof funds.

To register, you need to take with you:

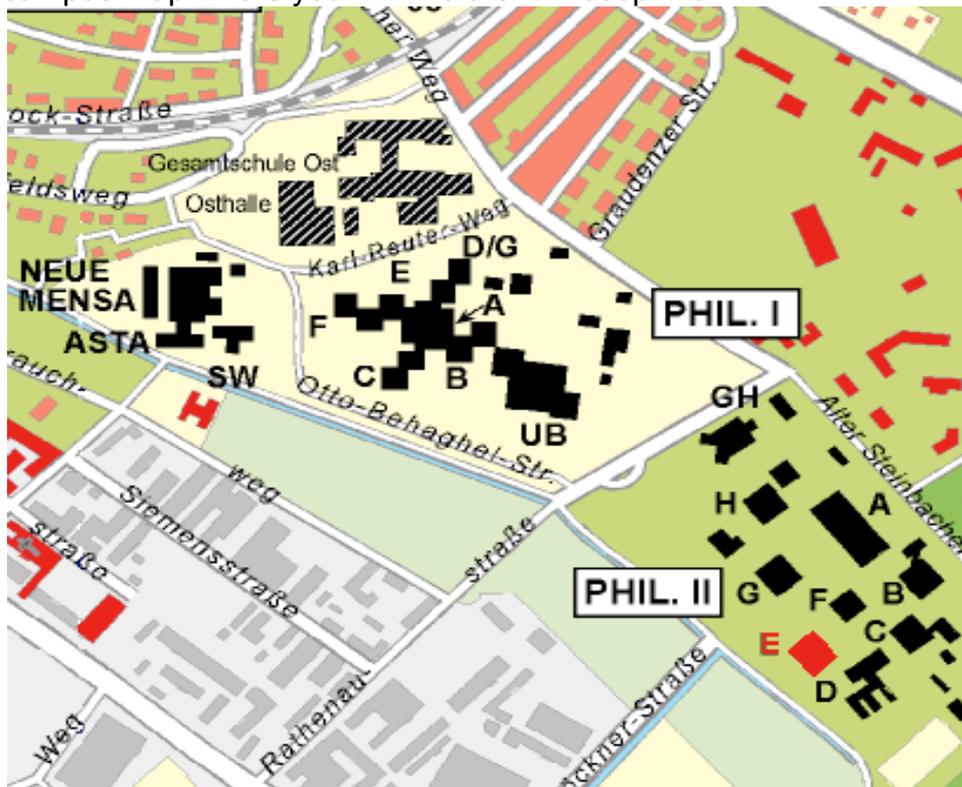
- passport
- two passport-size photo
- completed 'Antrag auf Erteilung einer Aufenthaltsgenehmigung' (grey forms; available at the visa office)
- the contract for your room ('Mietvertrag') in the halls of residence/private room
- the document from the AOK stating your health insurance coverage
- letter of acceptance from Giessen ('Zulassungsbescheinigung')
- one of the 'Studienbescheinigungen' you received when registering for the university at the 'Akademischen Auslandsamt'
- financial statement (scholarship/grant or customs letter)

Believe it or not, this is the lot as far as paperwork is concerned! Don't despair – the worst is behind you. And the good news is – in recent semesters the *Auslandsamt* has offered a so-called *Sammeltermin* which means that the registration is organised for all students collectively – infos on this are available at the information desk at the *Auslandsamt* when you register.

## V-Justus Liebig University of Giessen

### 1. The University

The Justus Liebig University Giessen (JLU) has several buildings throughout the city, depending on the area of study *Fachbereich*. For you, the most important or relevant parts of the university are probably the 'Philosophikum I and II', where Humanities and Social Sciences classes are taught. Dr Andrea Rummel, your Giessen exchange coordinator, and her assistant also have their office in the 'Philosophikum I' (Otto-Behagel-Strasse 10, House B, 3rd floor, Room 328b). Please have a look at the campus map where you will find the 'Philosophikum I'.



In Germany the academic year is divided into two semesters. The Winter Semester lasts from mid-October until mid-February and the Summer Semester from mid-April until mid-July. During the vacation there are no courses, but the libraries are open in

case you have to work on a project or write a paper. Most German students write their seminar papers during the semester break, so it's not really a vacation for them, just a time without lectures. Please try and get all your coursework done during the semester, because you will need the credit in order to continue your studies at home. Unless you are staying the whole academic year, it is not recommended that you write your essays during the semester break.

When you have settled in, we advise you to look at the 'elektronisches Vorlesungsverzeichnis': <http://evv.uni-giessen.de/> (calendar/course listing). It contains vital information about the classes offered in the upcoming semester as well as the different faculties of the university. It will also give you all the names of the university staff.

## 2. Studying in Giessen

Academic orientation and enrolment usually take place one week before commencement of classes (orientation week). The programme will be announced in due course.

Dr. Rummel and Stefanie Rübberth will also be able to help you with your timetable and they provide you with a list of classes offered especially for exchange students, the so-called "ERASMUS Tutorials" or "Exchange Tutorials". They comprise classes such as *Landeskunde*, as well as tutorials in *Germanistik* and *Geschichte*. You will be notified of a timetable meeting relevant to your course of studies when you register. Usually, this is held by the Foreign Study Advisor and you will be informed about the exact date before you arrive in Giessen.

The JLU offers courses with a variety of classes depending on the subject matter and the level of difficulty. You will be able to take courses specifically designed for exchange students and those which all German students attend. In the following we want to give you a general overview of the different types of courses offered at the JLU:

**'Vorlesungen'** – large-group lectures normally given by a professor.

**'Grundkurse'/'Einführungen'/'Propedeutika'** – general introduction of a topic/area of studies in smaller groups, with no previous knowledge required.

**'Proseminare'** (BA) – based on the *Grundkurse*, classes for first- and second-year students. Third- and fourth-year students can also attend.

**Hauptseminare'** (MA)– advanced level classes for third- and fourth-year students given by a professor. Previous knowledge about the topic/area of studies is expected.

**'Tutorien'/'Übungen'/'Sprachpraktische Veranstaltungen'** – tutorials are complementary to a *Vorlesung*. You will have the opportunity to discuss the material covered in a *Vorlesung*. There are also *Übungen* (e.g. cultural studies) and so-called *sprachpraktische Übungen* covering courses like Grammar, Translation, Essay Writing and Conversation.

You can get a grade in any of these courses. The assessment methods can vary from course to course. Basically there are four different types of assessment which can be combined in order to receive a grade:

**Referat** – oral class report/presentation which is often presented by a group of two to four students

**Protokoll** – written report or summary of what was discussed in class

**Seminararbeit / Hausarbeit** – research paper/project/term paper

**Klausur** – written exam

When you first attend your classes, especially those which are not specifically designed for exchange students, make sure you introduce yourself to the lecturer or professor as an *Austauschstudent(in)* and negotiate the type of work you will need to get a graded credit. Also mention that you need your credit by the end of the semester in order to avoid any problems. Some professors take a long time to return work, so it is better to make the necessary arrangements in advance.

### 3. Studying in Giessen as an International Student

Apart from the tutorials mentioned above, courses like 'German as a Foreign Language' (Deutsch als Fremdsprache – DaF) are also offered each semester by the *Akademischen Auslandsamt*. Within the first week of the new semester there will be a German exam in order to assess your German skills. Don't panic! This test is simply intended as a placement test to ensure that you can attend a German course with an adequate level according to your previous knowledge. If you have any questions concerning the German classes, please contact Mr. Berthold Peter at the *Akademischen Auslandsamt*, Phone: 0641/99-12145, eMail: [auslandsamt-kurse@admin.uni-giessen.de](mailto:auslandsamt-kurse@admin.uni-giessen.de).

The best strategy for choosing your classes is as follows: At the beginning of the semester you simply visit all the classes you are interested in; after two weeks you should have decided on the courses you really want to attend throughout the semester.

You will be informed more precisely regarding course registration prior to your arrival. When selecting your courses, do not forget the rules your home university has imposed on you in order to transfer your credit from JLU to your home university. It is best to find out about this from your home university before leaving for Giessen. A workload of about 12 hours per week is the absolute minimum that you should take. This may seem an awful lot by your home university's standards but it is very little in the German system, where students generally take between 14 and 18 hours per week.

After your first two weeks of university you have to hand in a list of all the courses you are going to attend to Dr Andrea Rummel. It is important that you do so, because otherwise we cannot issue you an official certificate when you leave. If you decide to drop classes later on in the semester, please hand in a brief note to Dr Rummel, so the class will not appear on your transcript as a 'fail'.

#### 4. Exchange-Tutorials

These tutorials are designed only for exchange students. Changes may occur:

- (A) Deutschland: Landeskunde aktuell (2 hours/week; 4 ECTS points)
- (B) Der Kalte Krieg und Deutschland (2 hours/week; 4 ECTS points)
- (C) Deutschland zwischen den Kriegen: Nationalsozialismus (2 hours/week; 4 ECTS points)
- (D) Kernkompetenzen Germanistik
- (F) Deutsche Popkultur und die Wiedervereinigung

As these tutorials form a bridging adjunct to the normal range of courses offered for local German and international students, there are restrictions on the extent to which visiting students may timetable the tutorials in order to gather ECTS credits. These restrictions conform both to the expectations of many of our partner institutions in Europe, the requirements of Brussels and the Giessen ERASMUS Office. Students from the USA do not necessarily have to conform to these regulations but are strongly encouraged to do so as it will ensure the actual cultural experience of the German classroom environment.

#### Note:

If students want to earn credits for classes offered by the German Department they **MUST** attend and pass this tutorial and vice versa. It is not possible to earn credits from this tutorial without attending classes offered by the German Department!

Credit: Simple attendance certificates (*Teilnahmenachweis*) can be issued for all or any of the above tutorials, but ECTS credits (*Leistungsnachweis*) are awarded only if oral or written course requirements are fulfilled, along with proof of attendance at 'mainline' university courses where this is a requirement.

## 5. Filling in the Learning Agreement

Brussels/ERASMUS stipulates that 30 ECTS credits be selected to represent the workload of one semester abroad. Sometimes this number cannot be reached exactly, but try to get as close to it as you can. Different university departments have assigned differing quantities of ECTS points per class, depending on the nature of the Giessen degree course. ECTS credits should not be confused with credits granted by the American university system which are usually based on class contact hours. While usually 12 to 16 American credits are needed to obtain full time status, 20 to 30 ECTS credits should be taken to obtain full time status in Germany.

JLU Giessen has a module system – In the English Department one module consists of three courses. The single courses change from semester to semester but the modules stay the same. Every module in the English Department is allocated with 10 ECTS credits.

Apart from general designations given to the tutorials, you do not need to enter precise course-names, as, at the time you will be filling in the Learning Agreement, you will probably not yet know these names. So for the time being please complete your Learning Agreement by using the module titles and credits.

The course catalogue will be updated about six weeks before the semester starts.

## 6. How to Get a Certificate/Course registration

In order to receive a certificate at the end of your studies in Giessen, you have to hand in a course list/timetable to Dr. Andrea Rummel and Stefanie Rübberdt during the first 2 weeks of the semester.

We will issue your personal certificate according to the courses you have attended and the type of exchange program you are on. Further instructions will be provided at the timetable meeting.

## 7. University Libraries

The main university library is located in the 'Philosophikum I' and is called the *Universitätsbibliothek* (UB). The address is:

Universitätsbibliothek  
Otto-Behaghel-Strasse 8  
35394 Giessen  
e-mail: [auskunft@ub.uni-giessen.de](mailto:auskunft@ub.uni-giessen.de)

Opening hours:  
daily: 8.30-23.00  
(except holidays)

Generally, there are two ways of finding a book in the *Universitätsbibliothek* (which, being the main library, lists all books available throughout the various libraries of the university). There will always be someone around to help you. During the first couple of weeks the university library offers guided tours of the library (in German only). They start in the entrance hall and take about 45-60 minutes. You'd have to contact the information desk (ground floor) if you want to know when the next guided tour will be offered or have a look around for a relevant announcement.

Each department at JLU also has its own, specialised library (*Fachbereichsbibliothek*). The *Germanistik* library is located in the 'Philosophikum I' on the second floor of House B and the *Anglistik* library on the third floor. They are smaller and more specialised than the main university library and it is therefore probably easier to find one's way around. In most of the *Fachbereichsbibliotheken* you can either borrow books overnight or over the weekend. Opening hours vary from department to department.

## 8. Computing Facilities and E-Mail

There are various possibilities for using a computer – writing your essays, surfing the internet, or sending e-mail. In many *Fachbereichsbibliotheken* you will find a couple of computers for students to use. There are two bigger computer workrooms in the main university library: the CLUB room on the ground floor, and the CIP-Cluster on the second floor (left, behind the Periodicals). Sometimes you will need a bit of patience to wait for a computer. Unfortunately, German universities are not as well equipped as British or North American universities. There will be someone around to help you if you have any questions. The opening hours for these computer rooms are:

CLUB (ground floor):  
Mon-Sun: 8.30-23.00

CIP-Cluster (first floor):

Mon-Fri: 8.30-18.30; Sat: 11.00-17.00; Sun: 12.00-17.00  
(during lectures)

Mon-Fri: 8.30-17.00; Sat: 11.00-17.00; Sun: 12.00-17.00  
(during semester break)

The main computing centre (*Hochschulrechenzentrum* or HRZ) is located near the Faculty of Natural Sciences.

You will also find further, larger computer rooms for students' use. The address is:

Heinrich-Buff-Ring 44

35392 Giessen

Tel.: 0641/99-13013

Opening hours:

Service-Desk:

Mon-Fri: 7.00-21.30

Computer Support:

Mon-Fri: 9.00-15.00

## 9. Cafeterias and Other Eateries

The University of Giessen has several cafeterias or refectories (*Mensa*) and places where you can get drinks and snacks (*Cafeteria* or, as students say, *Cafete*). A meal in the *Mensa* is between 1,50 Euro and 6,40 Euro. You should not forget to show your student card. Otherwise you might have to pay the full price for your lunch (students' meals are subsidized).

Here is a list of some of the *Mensen* and *Cafeten* of the University of Giessen:

Mensa Otto-Behagel-Strasse (Philosophikum I):

- Grosse Mensa: Mon-Fri: 11.30-14.30
- Kleine Mensa: Mon-Fri: 11.30-14.00; Sat: 11.45-14.00
- Pastaria: Mon-Thur: 11.15-14.30; Fri: 11.15-14.00
- Snack Point: Mon-Fri: 8.30-20.00 (warm food: 11.30-19.30)

cUBar (next to the main library):

Mon-Sun: 8.30-23.00

Mensa Otto-Eger-Heim (Leihgesterner Weg 16):

Mon-Thur: 11.30-14.30; Fri: 11.30-14.00;

Cafépoint: 8.30-15.00

Cafeteria Philosophikum I (Otto-Behaghel-Strasse)  
Mon-Thu: 7.45-18.30; Fri: 7.45-14.00

Cafeteria Philosophikum II (Karl-Glöckner-Strasse)  
Mon-Thur: 7.45-16.00; Fri: 7.45-14.00 (warm food daily 11.30-14.00)

Cafeteria in the Computing Centre (Heinrich-Buff-Ring 44)  
Mon-Thu: 7.45-15.45; Fri: 7.45-14.15 (warm food daily 11.30-14.00)

Cafeteria in the Business and Economics Department (Licher Strasse 68)  
Mon-Thu: 7.45-18.00; Fri: 7.45-14.00 (warm food daily 11.30-14.00)

Lokal International (International Meeting Place and Cafeteria/Pub at 111,  
Eichendorffring):  
Tue-Sat: 18.00-23.30

What used to be a student restaurant is now an intercultural meeting place, the perfect spot to meet fellow students from JLU Giessen and other incoming students from abroad, to get together, hang out, have fun and exchange experiences about living and studying in Giessen.

They offer a varied program with regular theme nights during the week and special events on weekends.

## 10. Sports and Leisure

Sport activities organised by JLU are found under *Allgemeiner Hochschulsport*. It is fun to do sports with other students and it is at the same time a good opportunity to get to know people. Most of the activities take place in the sports centre of the university, Kugelberg 62, 35394 Giessen. The programme varies from semester to

semester. Normally on offer are American football, Aikido, badminton, boxing, fencing, body conditioning, circuits, football, aerobics, weight lifting, handball, volleyball, basketball, judo, horse riding, rowing, sauna, swimming, squash, dancing, triathlon, diving, tennis, trampolining, hiking, windsurfing. At the beginning of each semester you can pick up a detailed brochure about the sport activities offered – either at the sports centre (Kugelberg 58), the Studentenwerk (Asta), or the *Mensa*. During the semester breaks, the sports program is reduced. Participation in any sports programme costs only € 6 per semester. There are, however, certain activities such as horse riding, tennis lessons and windsurfing that you have to pay extra. Depending on the sports activity, it is sometimes necessary to sign on in advance because of the limited number of participants.

The free Giessen city magazine is also a great source to find out what's going on: there are listings of concerts, exhibitions, films, etc. The magazine is distributed

around the city (in stores, cafés and pubs) on Thursday and also available online at [www.marbuch-verlag.de](http://www.marbuch-verlag.de).

## 11. Services for Disabled Students

JLU offers several special services for disabled students. Here we will give you a brief overview and useful addresses to contact if you need any help.

The *Büro für Studienberatung* (academic counselling office) is located in Goethestraße 58, 35390 Giessen, tel.: 0641/99-16227. Please phone before going there and ask for Mrs Wittmann. She will be able to help you with any organisational problems you might encounter. At JLU you will find study- and computer rooms for people with seeing or hearing problems. In the 'Mensa Otto-Behaghel-Strasse' is a 'diabetics' room if you need to inject insulin. There is a special transport bus for students using a wheelchair, and there are special rooms available in the halls of residence. If you need more detailed information, please contact Magdalena Kaim ([studium-barrierefrei@uni-giessen.de](mailto:studium-barrierefrei@uni-giessen.de)). She will be able to answer your personal questions and send you further brochures or information.

## 12. Semester Dates 2013/2014

Justus Liebig University divides the academic year into two semesters. Students use the time in between semesters to complete written assignments (which usually have to be submitted a couple of months after the end of the semester), to work or to go away on holiday.

Winter Semester: October 1<sup>st</sup>, 2013 - March 31<sup>st</sup>, 2014.

Lecture Dates: October 14<sup>th</sup>, 2013 - February 14<sup>th</sup>, 2014.

Summer Semester: April 1<sup>st</sup>, 2014 - September 30<sup>th</sup>, 2014

Lecture Dates: April 14<sup>th</sup>, 2014 - July 18<sup>th</sup>, 2014

Recommended Arrival Dates: Preferably 2 weeks before the semester begins.