

HOCHSCHULE ANSBACH



ANSBACH UNIVERSITY OF APPLIED SCIENCES



Study Guide

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Contact information

Postal address

Hochschule Ansbach
Postfach 1963
91510 Ansbach
Germany

Visiting address

Hochschule Ansbach
Residenzstr. 8
91522 Ansbach
Germany

Phone: +49 981 – 4877-0
Fax: +49 981 – 4877-188
Email: info@hs-ansbach.de
Web: www.hs-ansbach.de/en/home

International Office

Bettina Huhn M.A.
Head International Office
Phone: +49 981 – 4877-145
Fax: +49 981 – 4877-228
Email: Bettina.huhn@hs-ansbach.de

Sandra Sauter
Erasmus Coordinator
International Office
Phone: +49 981 – 4877-545
Fax: +49 981 – 4877-228
Email: sandra.sauter@hs-ansbach.de

Academic calendar

At most German universities including Ansbach, the academic year is divided into a winter and summer term.

Winter Term (Wintersemester)

Start of term: October 1st
Christmas break: December 23rd - January 6th
Holidays: October 3rd (National holiday)
November 1st (All Saints' Day)
End of term: Middle of January
Examination period: End of January to middle of February
Semester break: February 15th – March 14th

Summer Term (Sommersemester)

Start of term: March 15th
Easter holidays: Holy Thursday to Tuesday after Easter
Pentecost holidays: Friday before Pentecost to Tuesday after Pentecost
Other holidays: Ascension Day (2nd Thursday before Pentecost)
Corpus Christi (2nd Thursday after Pentecost)

End of term: Beginning of July
 Examination period: Beginning of July to end of July
 Semester break: August 1st - September 30th

Application and admission

Exchange students (ERASMUS or partner universities) may apply for either winter or summer term, whereas degree-seeking students applying for their first year will only be admitted for the **winter term**. Applications for some of the Master degree programs are possible each term.

Application deadlines

ERASMUS and other exchange students

Winter term: May 31st
 Summer term: November 30th

Degree-seeking students

Winter term: July 15th
 Summer term: January 15th (Transfer and master degree students only!)

Admission requirements

ERASMUS and other exchange students

- Enrollment at one of our partner universities
- Exchange students are exempt from providing any proof of German language proficiency. However, it is essential to have a good command of German as most classes are taught in German. Level B2 or higher is recommended.

Degree-seeking students

- University entrance qualification (school leaving certificate) equivalent to a German 'Abitur'. If you are unsure if your certificate is sufficient get a VPD (preliminary review documentation) from www.uni-assist.de.
- Proof of German language proficiency to be given by one of the following certificates:
 - o TestDaF (Test Deutsch als Fremdsprache), Level 3 (TDN3) in all 4 parts of the test - see testdaf.de (in German), or this document (in English) for more info
 - o DSH (Deutsche Sprachprüfung für den Hochschulzugang), Level 1 (DSH1 or B2)
 - o Certificate of the Assessment Test ("Zeugnis der Feststellungsprüfung")
 - o German Language Test („Deutsche Sprachprüfung II“) issued by SDI Munich (Sprachen- und Dolmetscherinstitut München)
 - o Goethe-Zertifikat B2 issued by Goethe Institut, Level B2
 - o DSD (German Language Diploma) issued by Kultusministerkonferenz or HRK (Hochschulrektorenkonferenz), Level 2 (DSD II)
 - o Tele C1 Hochschule

Applicants from the People's Republic of China and Vietnam will also have to provide the original certificate issued by the Academic Validation Agency (Akademische Prüfstelle, APS) at the German embassy.

How to apply

ERASMUS and other exchange students

Exchange students need to apply for exchange student status at their home university. After you have been officially nominated by your exchange student coordinator, you will have to apply at Ansbach University of Applied Sciences using the regular application procedure (see below).

Degree-seeking students

All applicants are required to complete our online application process (in German) and submit all required documents online by the application deadline.

Please note that the date on which you **submit** your online application is decisive – applications after the deadline have expired cannot be made!

ERASMUS and other exchange students

Documents to be submitted during the online application process

- Signed application form
- Transcript of records
- Copy of passport
- Signed 'Learning Agreement' (mandatory for ERASMUS students, optional for other exchange students). This is an official form containing all the courses you plan to attend in Ansbach. It needs to be signed by the departmental or institutional ERASMUS coordinator at your home university.

Degree-seeking students

- All information regarding the required documents as well as the application procedure can be found in the online application tool. Please make sure to respect the deadlines for application and the upload of documents as well as subsequent acceptance of placement, if applicable.
- Information on admission requirements can be found on the website (see admission requirements).

Enrollment (Immatrikulation)

ERASMUS and other exchange students will be granted admission for up to two semesters (i.e. a single term or one full academic year). Enrollment will take place in mid-September for the winter term and during the first week of March for the summer term. The exact time and location will be included in your letter of admission.

Enrollment usually must be done online in PRIMUSS. You will receive your log in data after the online application process. Enrollment can only be completed if all required documents have been submitted!

Re-enrolling (Rückmeldung)

At German universities, enrollment is usually valid for only one semester. If you are a degree-seeking student or exchange student staying for a full academic year, you will have to re-enroll for each semester. Re-enrollment for the next semester is completed automatically once administrative fees for that semester have been paid in full. Please note that payment of your fees and thus re-enrollment is open only during a set period at the end of each semester.

Tuition fees

Ansbach University of Applied Sciences does not raise tuition fees for all Bachelor and Master programs.

All students (both degree-seeking and exchange students) are required to pay a Student Services Fee ('Studentenwerksbeitrag') of 42€ per semester. ERASMUS students are exempt from paying this fee.

Total fees per semester

ERASMUS and other exchange students

All programs: **0 €**

Degree-seeking students

Undergraduate (Bachelor) programs: **42€**

Graduate (Master) programs: **42€**

Requirements entering Germany

This chapter contains legal requirements regarding entering Germany, visa and residence permit as well as health insurance in Germany. Different regulations may apply depending on your country of origin.

Entry requirements

Depending on your country of origin, a visa may or may not be required to enter Germany. If you need a visa, make sure to obtain it for study purposes - **do not enter Germany on a tourist visa**, as you will not be able to convert it into any other type of visa or obtain a residence permit.

EU/EFTA countries

EU/EFTA nationals do not require a visa to enter Germany. A valid passport or national ID card is enough to enter Germany. They only must register at the local German registration office (Einwohnermeldeamt).

Australia, Canada, Israel, Japan, Republic of Korea, New Zealand, USA

No visa required to enter Germany, a valid passport is enough. A residence permit is required to stay in Germany and can be obtained once you take residence.

All other countries

Visa is required to enter Germany. Once you arrive, your visa must be converted into a residence permit before it expires.

Residence permit (Aufenthaltserlaubnis)

All non-EU/EFTA nationals must obtain a residence permit from the Immigration Office (Ausländerbehörde) at their place of residence to stay in Germany. You will need to submit the following documents:

- Valid passport, including visa
- 2 passport photos (photos must comply to regulations for biometric documents - 'Biometrisches Passbild' in German)
- Letter of admission from your (German) university
- Resident registration certificate (see 'Resident registration' below)
- Proof of financial support (Finanzierungsnachweis), see 'Financial support' for details

- Proof of health insurance (see 'Health insurance' for details)

In Ansbach, the Immigration Office is in the same building as the Resident Registration Office (see below).

Resident registration

Just like any German citizen, all foreign nationals are required to register with the Resident Registration Office (Einwohnermeldeamt) at their place of residence within one week of their arrival. You will receive additional information on this during **orientation week**. Students need to provide a proof of residence from their landlord (Wohnungsgeberbestätigung).

Immigration Office & Resident Registration Office

| | |
|----------------------|--------------------------------------|
| Nürnberger Straße 32 | <u>Office hours:</u> |
| 91522 Ansbach | Mon, Tue 8:00-16:00 Wed 8:00-12:00 |
| Ph: +49 981 51 434 | Thu 8:00-18:00 Fri 8:00-15:00 |

Health insurance

All students are required to have adequate health insurance in Germany. EU nationals are usually covered by their national health insurance, whereas regulations vary for students from non-EU countries. Regardless of your country of origin, please do make sure to obtain adequate proof of your national insurance status before leaving for Germany.

EU/EFTA countries

EU nationals can obtain a European Health Insurance Card (EHIC) from the relevant health authorities in their home country.

Iceland, Switzerland, Turkey and former Yugoslavian states

These countries have signed a social security treaty with Germany and therefore, their citizens are usually covered by their respective national health insurance in Germany.

All other countries

Make sure to obtain proof of your national health insurance and present it to a German public health insurance provider (Gesetzliche Krankenkasse) upon arrival in Germany. If your insurance coverage is not enough, you will receive a certificate ('Bescheinigung') confirming your insurance status. Otherwise, i.e. if your national insurance is inadequate or if you don't have any health insurance in your home country, you will require a German health insurance contract (approx. 80€/month).

Students over 30

Students older than 30 years are exempt from mandatory health insurance. However, it is strongly recommended that you take out a German health insurance with a public or private insurance provider, as costs can accumulate very quickly in case of any serious medical issues.

Financial support

In order to obtain a residence permit, foreign nationals must provide proof that they have access to enough funds to sustain themselves for the duration of their stay in Germany. Sufficient funds are defined by the maximum rate of government subsidies granted to German students which is currently **853€ per month**.

There are several ways for international students to prove that they have sufficient funds:

- **Restricted bank account (Sperrkonto):** Students can open a restricted or blocked account at a German bank (e.g. Deutsche Bank) containing enough money to support themselves for the entire duration of their stay, i.e. **10.236 € for a full year**. After their arrival in Germany they open a German bank account and transfer the money from the blocked account to this account in order to have access.
- **Formal obligation according to §68 Residence Act:** This means a third party (e.g. relatives living in Germany) will formally agree to take responsibility for all your financial needs for the duration of your stay in Germany.
- **Declaration of parents' income and financial situation**

Please note that depending on your country of origin a specific form of proof may be requested, and other forms may be excluded (e.g. only a restricted account might be accepted as proof of financial support).

Accommodation

Student dormitories in Germany have only limited capacities. Therefore, it is quite common for students to look for housing in privately owned flats or shared flats (Wohngemeinschaft).

Student dormitories

Erlangen-Nuremberg Student Services (Studentenwerk Erlangen-Nürnberg) operates a student hall of residence in Ansbach which is located at Schöneckerstraße 11.

ERASMUS and other exchange students

Studentenwerk Erlangen retains a special pool of dorm rooms for exchange students (Sonderkontingent, SOK). Furthermore, rooms in this special pool are subject to several terms and conditions:

- Students must be nominated by the International Office Ansbach University of Applied Sciences
- An online application must be completed and confirmed via email link within the respective deadlines
- Rent for the first two month as well as a deposit must be paid in advance
- Rooms may be rented for up to two semesters - extensions are not possible. Rent must be paid for the whole semester which means in fact 6 months. If you move out before the end of your rental period, rent for the remainder must be paid in advance.

All application documents have to be submitted by those dates and the transfer of the first rent and deposit money has to be completed.

Deadlines

| | |
|--------------|---------------------------|
| Winter term: | June 15 th |
| Summer term: | December 15 th |

Degree-seeking students

International students enrolled for a full program may apply for a dorm room using the same application procedure as German students. Please click on the following link and apply online.

www.werkswelt.de/index.php?id=online-bewerbung

Private accommodation

Ansbach University of Applied Sciences cannot provide contact information for private housing. However, the International Office will guide you on regarding where to find offers for student apartments or rooms in shared apartments. Up-to date room offers can be found on the university's website.



Student housing



Student apartment in Schönecker dormitory



International students at Hochschule Ansbach

Ansbach University of Applied Sciences

Ansbach University of Applied Sciences is one of 19 universities of applied sciences in Bavaria and was founded in 1996. In 2019 the university has a student population of approximately 3300 with about 60 professors and 220 teaching and non-teaching staff. Almost 10 % of our students are foreign nationals.

Universities of applied sciences ('Fachhochschulen' in German) have a strong focus on applied teaching and employability as opposed to the more theoretical approach of traditional universities. Cooperation with companies and lots of practical training enhance the career prospects of our graduates.

Study programs

There are three faculties (referred to as 'Fakultät' in German) within Ansbach University of Applied Sciences:

- Faculty of Business (Fakultät Betriebswirtschaft)
- Faculty of Engineering (Fakultät Ingenieurwissenschaften)
- Faculty of Media (Fakultät Media)

Each of these faculties offers a number of full-time undergraduate (Bachelor) and graduate (Master) degree programs. Each of these programs is listed with the corresponding German abbreviation in brackets, followed by the academic title awarded upon successful completion.

Faculty of Business (Fakultät BW)

Undergraduate programs (Bachelor)

- Business Administration (BW), Bachelor of Arts
- Intercultural Management (IKM), Bachelor of Arts
- International Management (only for German top athletes)
- Business Informatics (WIF), Bachelor of Arts
- Data Protection and IT Security (DIS), Bachelor of Science
- Strategic Management (SMA), Bachelor of Arts
- Value Creation Management (WSM), Bachelor of Arts

Graduate programs (Master)

- International Product and Service Management (IPM), Master of Arts – interdisciplinary, in English
- Applied Research and Development (AFE), Master of Sciences

Faculty of Engineering (Fakultät IW)

Undergraduate programs (Bachelor)

- Applied Engineering Sciences (AIW) with partial courses of study in: Energy Systems and Energy Management (ESW), Plastics Engineering (KT), Sustainable Building Engineering (NGT), Physical Engineering (PT) and Production Engineering and Automation Engineering (PAT), Bachelor of Engineering
- Biomedical Engineering (BMT), Bachelor of Engineering
- Industrial Biotechnology (IBT), Bachelor of Science
- Industrial Engineering and Management (WIG), Bachelor of Engineering
- Applied Plastics Technology (AKT), Bachelor of Engineering

Graduate programs (Master)

- International Product and Service Management (IPM), Master of Arts – interdisciplinary, in English
- Energy Management and Energy Technology (EMT), Master of Engineering
- Applied Research in Engineering Sciences (APR), Master of Science

Faculty of Media (Fakultät Medien)

Undergraduate programs (Bachelor)

- Multimedia and Communication (MuK), Bachelor of Arts
- Departmental Journalism (RJO), Bachelor of Arts
- Visualization and Interaction in Digital Media (VIS), Bachelor of Arts

Graduate programs (Master)

- Multimedia Information and Communication (MIK), Master of Arts
- Multimedia Didactic Design (MDD), Master of Arts
- Public Relations and Corporate Communications (PUK), Master of Arts

Orientation week

Before the beginning of each term, the International Office organizes an 'Orientation week' to welcome international students to Ansbach University of Applied Sciences and help them to get acquainted with facilities at the university as well as with the city of Ansbach. We also assist with any formalities new arrivals might have to face, both within and outside the university, and answer any general questions you might have. There are also guided tours of the city as well as day-trips to the surrounding areas of Ansbach.

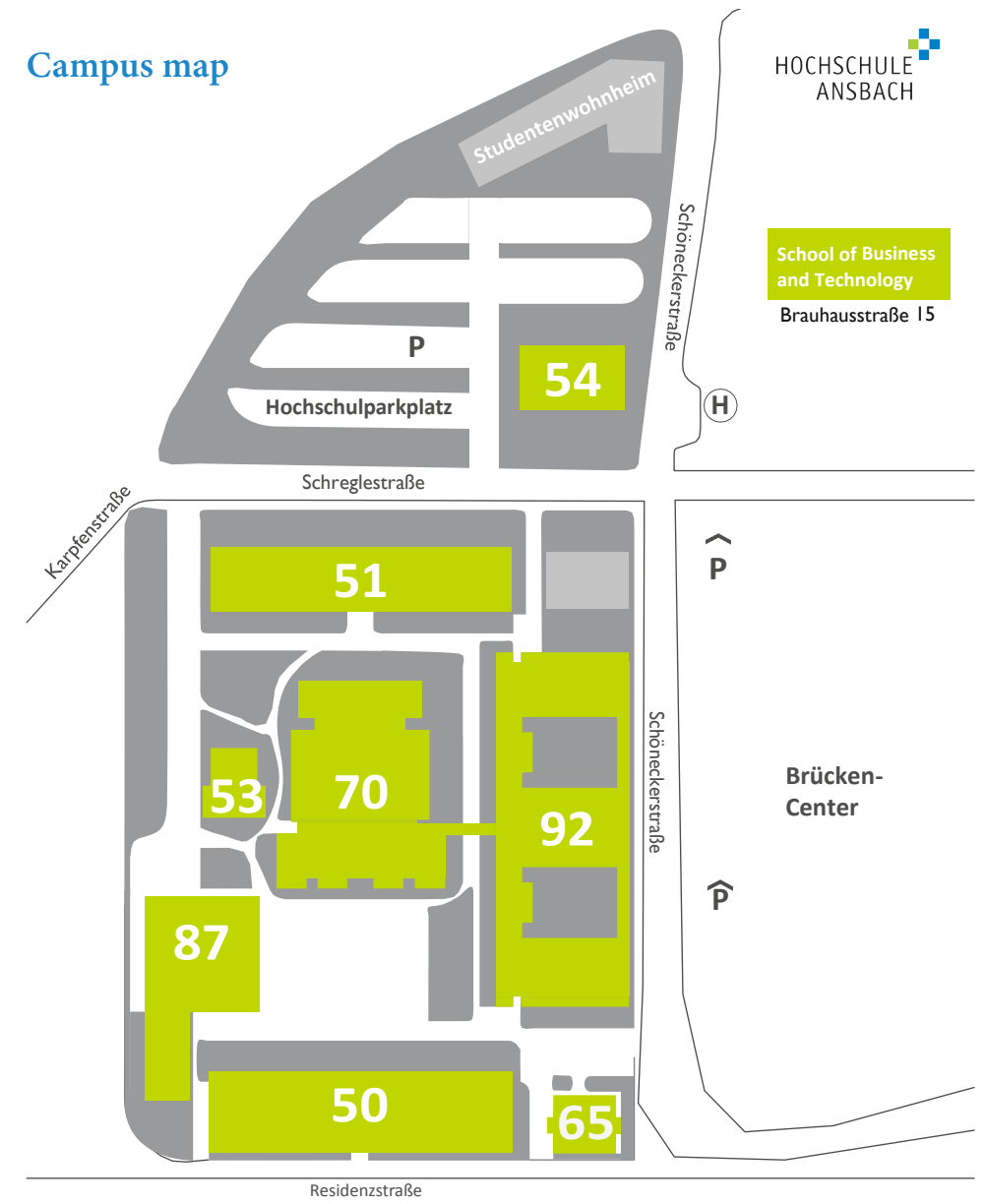
University facilities and services

As a student at Ansbach University of Applied Sciences, you will have access to various facilities and services on our campus.

Student ID Card (Campuscard)

Student ID cards, also called 'CampusCard', can be collected at the University Computing Center's helpdesk (building 50, first floor) at the start of the term. Your CampusCard will grant access to various services within the university and also serve as proof of your student status in order to enjoy student discounts in Germany.

Campus map



- Bibliothek (Geb. 70, EG) CampusCenter (Geb. 54, EG) Dekanat WA (Geb. 50, 2. OG, Raum 50.2.17)
- Dekanat IW (Geb. 92, 2. OG, Raum 92.2.43) Gerhard-Mammen-Hörsaal (Geb. 54, EG, Raum 54.0.1)
- Hans-Maurer-Auditorium (Geb. 50, 2. OG, Raum 50.2.1) Hochschulleitung (Geb. 65, 1. OG) Mensa (Geb. 87)
- Senatssaal (Geb. 92, 2. OG, Raum 92.2.25)



Student's Office (Studierendenservice)

The Student's Office is reachable by phone or email and has opening hours during the term. You can find the contact details on the Homepage of the University of Ansbach.

The Student's Office will handle most formalities within the university and help with general study-related issues, such as:

- Enrollment / re-enrollment
- Any questions regarding study programs or academic curricula
- Registration and admission to exams as well as confirmation of grades and credits earned
- Examination issues, changes of study programs, transfer to/from other universities as well as termination of your student status
- Student ID cards, letters of confirmation, transcripts of records

Campus Center

Building 54 | Campus Center | Ground floor

Opening hours:

| | |
|---------------|---------------------------|
| Mon, Tue, Thu | 9:00 - 12:00, 13:00-15:00 |
| Wed | 13:00 - 15:00 |
| Fri | 9:00 - 12:00 |

University IT Center (Hochschulrechenzentrum, HRZ)

The University IT Center provides general IT services and support around campus.

University Computing Center

Building 50 | Rooms 50.1.17 – 50.1.21 & 50.1.21-1 bis 50.1.21-3

Opening hours:

| | |
|------------|---------------------------|
| Mon – Thu: | 9:30 - 11:30, 13:30-15:00 |
| Fri: | 9:30 – 11:00 |

Harald Rabenstein M.A.

Head of University IT Center

Ph: +49 981 4877 414

Fax: +49 981 4877 188

Email: hrabenstein@hs-ansbach.de

University computing resources and software can be used from any computer terminal on campus and may also be accessed remotely via the computing center's online portal. Computer labs are available at the computing center as well as in the departments.

Computer Labs

| | | |
|-------------------------|--|------------------------------------|
| <u>Computing center</u> | | <u>Departmental computer labs</u> |
| Room 50.1.24 (Bldg. 50) | | Room 50.3.24 (Bldg. 50) |
| Mon - Fri 8:00 - 21:00 | | Room 51.0.3 (Bldg.51) |
| Sat 9:00 - 13:00 | | Rooms 92.1.11 & 92.1.15 (Bldg. 92) |
| | | Opening hours may vary. |

Library

The university library provides both printed and electronic media as well as copy machines, printers and computer terminals. Students can use their CampusCard (Student ID card) to lend books and other media.

University Library

Building 70
Ph: +49 981 – 4877-431
Email: bibliothek@hs-ansbach.de

| | | |
|-------------------------------|--|--------------------------------|
| <u>Regular opening hours:</u> | | <u>Extended opening hours:</u> |
| Mon, Tue, Thu 9:00 – 17:00 | | Mon – Fri 8:00 – 24:00 |
| Wed 9:00 – 19:00 | | No staff available during |
| Fri 10:00 – 16:00 | | extended opening hours |

International Office

The International Office will assist international applicants and students with most formalities in and around university. We will also do our best to provide assistance with any personal or social issues that might arise during your stay in Ansbach.

International Office

Building 54 | Rooms 50.0.9 – 50.0.10

Opening hours:

We 10:00-12.00 und 13:00-18:00

| | | |
|-------------------------------------------------------------------------------------|--|------------------------|
| Bettina Huhn | | Sandra Sauter |
| Ph: +49 981 – 4877-145 | | Ph: +49 981 – 4877-545 |
| Fax: +49 981 – 4877-228 | | |
| Email: international@hs-ansbach.de | | |

Student dining hall (Mensa)

Erlangen-Nuremberg student services operates a student dining hall at Ansbach University of Applied Sciences. Food and beverages can be purchased individually using your Campuscard. There are no set meal plans.

Student dining hall

Building 87

| | | |
|-------------------------|--|------------------------|
| <u>Lunch</u> | | <u>Cafeteria</u> |
| Mon - Thu 11:15 - 14:00 | | Mon - Thu 8:00 - 17:00 |
| Fri 11:15 - 13:30 | | Fri 8:00 - 14:00 |

<https://www.werkswelt.de/index.php?id=ansb>



Outside of Mensa

Fachschaft

The Fachschaft is the student union of Ansbach University of Applied Sciences and consists of students from all faculties. They represent the interests of the students towards the professors, the management and various committees at the university. Furthermore, they are involved in the areas of higher education policy, instructional improvement and student fees. However, the main focus is on the support and guidance of the students.

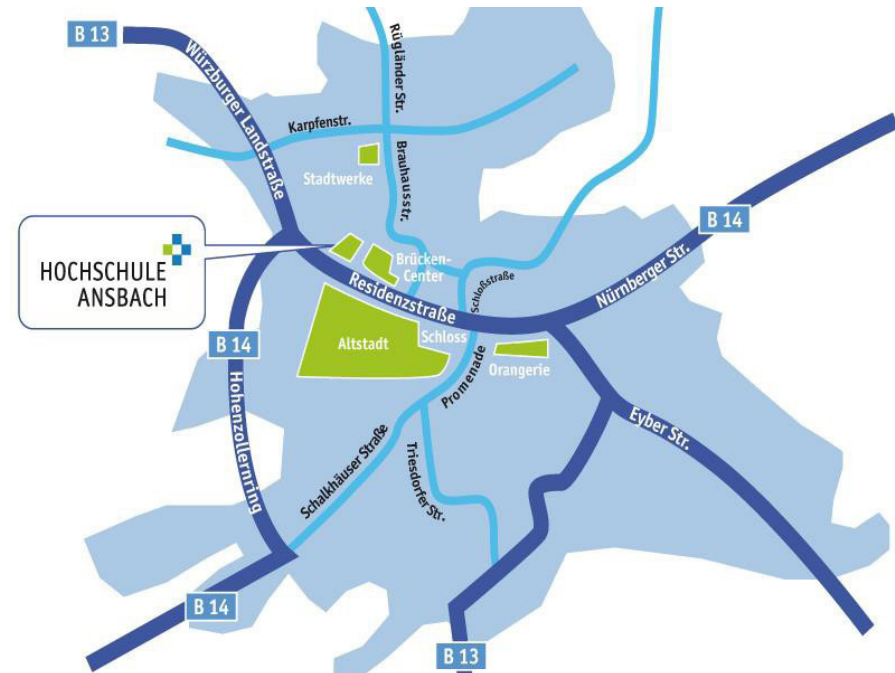
The Fachschaft meets every monday at 7 pm in the room 92.2.25. Any student is welcome to join the Fachschaft.

How to get to the university

Our campus is located near the city center, right across the street from a shopping mall called 'Brückencenter'. It's about a 15 minute walk from the Ansbach train station.

By car

Students travelling to Ansbach by car should use highway A6, use the Ansbach exit and then follow road signs to the university ('Hochschule Ansbach') once you arrive in the city. If you're using assisted navigation, please enter 'Residenzstraße 8' and simply follow your device's directions.



By train

Train tickets and schedules can be obtained from vending machines or at the counter in any train station. If you arrive in Ansbach by train, you should take a taxi from the train station (about 7 - 8€) to the university.

Tickets and information can also be obtained online at www.bahn.de (credit card required to buy tickets)

By air

Ansbach is served by Nuremberg Airport, although you may also arrive at Munich or Frankfurt airports, depending on your flight. You should take a train from the airport in order to get to Ansbach (see above).



Additional information

Working in Germany

Full-time students in Germany can work for up to 20 hours per week during the lecture period and may work full time during semester breaks. Depending on their visa status, different limits may apply to international students. Non-EU nationals may work for up to 120 full days (i.e. 8 - 10 hours per day) or 240 half-days (i.e. 4 - 5 hours per day) within any given (calendar) year, i.e. 2017, 2018, etc. Jobs at your university (e.g. as a student tutor) are exempt from this limit.

In Germany, jobs with a monthly salary of up to 450€ are exempt from both taxation and mandatory social security fees - this usually includes most part-time student jobs (i.e. you won't earn more than 450€/month).

If you earn more than 450€/month, e.g. if you get a full-time job during semester break, you are subject to taxation and mandatory social security which means you will have to register with the Bavarian Department of Finance and obtain a social security number.

The Department of Finance will issue a taxation certificate ('Elektronische Steuerabzugsmerkmale', ElStAm) while a social security number can be obtained from any German state health insurance provider (Gesetzliche Krankenkasse). Your employer will expect you to submit both numbers once you're hired.

Living expenses

During your stay in Germany, monthly living expenses of around 750€ including rent are to be expected. In Germany, VAT is usually included in all goods and services you purchase - there are two different VAT tariffs, the regular 19% VAT as well as a reduced tariff of 7% which applies to most food and perishable items. This reduced VAT means that food is somewhat more affordable in Germany compared to many other western European countries (e.g. France, Great Britain, etc.).

Bank account

Opening a German bank account is strongly recommended as this will facilitate any monetary transactions within Germany (mandatory if you have a room in the student dormitory). Credit cards are not widely used in Germany and consequently, this method of payment will not always be accepted, especially in smaller shops. Also, fees for withdrawing cash from ATMs are usually higher when using a credit card.

Debit cards are used frequently and accepted as a means of payment in many places. Additionally, bank transfers ('Überweisung') as well as direct debit schemes ('Lastschrift') are widely used for recurring transactions such as rent, insurance fees, etc.

Checking accounts for students is usually free of charge as are ATM withdrawals (when using ATMs from your bank, otherwise fees will be charged).

Documents required to open a bank account

- Valid passport or ID card
- Letter of admission or Student ID
- Proof of residence ('Meldebescheinigung') - you will receive this from the Resident Registration Office

Public transportation

Public transportation networks in urban areas and especially between cities are fairly dense and well maintained. Railways are the preferred mode of transportation between cities while trams and subways (in large cities) usually serve urban areas along with buses. Taxis are fairly expensive in Germany and usually only available at train stations or airports and upon request (i.e. you will need to call them), although they are more widely available in some of the larger cities.

Tickets for trains, trams and subways must be purchased before boarding and are usually available from vending machines. Bus tickets may be purchased from a vending machine (if available) or from the driver.

Public transportation within the city of Ansbach is limited to buses but outbound railway connections from the train station are pretty good.

Postal services

Ansbach has a main post office located right next to the train station. Additionally, there are several branches around the city, most of them integrated with small shops, e.g. the newspaper and magazine shop inside the 'Real' supermarket at the 'Brückencenter' shopping mall.

Shopping

Apart from the 'Brückencenter' shopping mall across the street from the university, Ansbach offers a variety of small and medium-sized shops and supermarkets which are clustered mostly in and around the city center. If the selection of food in regular supermarkets does not suit your needs, you will also find some small specialty food stores (e.g. Asian, Turkish, etc.).

Movie theaters

There are two movie theaters in Ansbach, the larger 'Cineplex' which offers mostly mainstream movies and another, fairly small one offering a selection of independent (usually European) as well as some mainstream movies. The city of Nuremberg (20 - 45 minutes by train) offers a more extensive selection of movie theaters.

Note that virtually all movies screened in German theaters are dubbed in German. Movies in English are occasionally available and often advertised as 'OV' (Original version) or 'OmU' ('Original mit Untertiteln', i.e. original version with subtitles).