

Glossar zum Studium und Leben in Deutschland

Glossary for studying and living in Germany

A

Akademisches Auslandsamt, das - International Office

Allgemeinmediziner, der - general practitioner

Apotheken-Notdienst, der - pharmacy emergency service

Ärztlicher Bereitschaftsdienst, (der) - doctor on call

Arztpraxis, die - doctor's office

Audimax, das - the largest lecture hall on campus

Aufenthaltstitel, der - residence permit

Ausländerbehörde, die - Foreigners' Registration Office

Ausleihe, die - issue desk in a university library where you pick up books you have ordered

B

Bankeinzug, der - automatic withdrawal from one's bank account for regular costs, such as health insurance; also generally referred to as "Lastschrift", or as "SEPA-Lastschriftverfahren" for automatic withdrawals within Europe

Bankkonto, das - bank account

Bayern-Ticket, das - type of regional ticket of "Deutsche Bahn"; it allows you to travel through Bavaria on local trains at specific times

Bib, die - short form for Bibliothek

Biomüll, der - organic waste

Blockwoche, die - during this week, case studies, business games, excursions etc. take place

Botschaft, die - embassy

Bundesagentur für Arbeit, die - Federal Employment Agency

Bürgeramt / Bürgerbüro, das - Residents' Registration Office

D

Drücken - push; often written on doors

E

EC-Karte, die - debit card; EC stands for "electronic cash"

Einschreibung, die - university enrolment; another term used for the same concept is "Immatrikulation"

Einwegpfand, das - deposit for bottles with a specific recycling symbol; when you return bottles with this type of deposit, you receive 25 cents back

Einwohnermeldeamt, das - Residents' Registration Office; also known as "Bürgerbüro" / "Bürgeramt"; there you have to register your flat / room within two weeks after your arrival in a town

Exmatrikulation, die - university deregistration when you have not paid the semester fees or when you have completed your studies

Exposé, das - paper proposal, research proposal; type of scholarly text

F

Fachschaft, die - student representatives who speak on your behalf, advise fellow students on academic matters, and organise student events

Fernleihe, die - inter-library loans; if your university does not own a specific source, you can usually order it from another German library via inter-library loans

Feststellungsprüfung, die (Studienkolleg) - examination to determine the suitability of international applicants for studying at universities in Germany

Feuerwehr, die - fire department

Flohmarkt, der - flea market

Forschung, die - research

G

Gelber Sack, (der) - yellow bag, which includes plastics and other packaging

Girokonto, das - bank account

Glascontainer, der (Grünglas, Braunglas, Weißglas) - different bins for glass disposal

H

Hauptfach, das - major

Hausarbeit, die - seminar paper; type of scholarly text; also referred to as "Seminararbeit" in German

Hausarzt, der - doctor you would go to first when you are feeling sick; general practitioner

Hochschulzugangsberechtigung, die - university entrance qualification

Hörsaal, der - lecture hall

I

Immatrikulationsbescheinigung, die - certificate proving that a student is enrolled at university; each semester, students receive a new enrolment certificate once they have transferred the semester fee

K

Kaltmiete, die - rent without utilities (e.g. heating costs)

Kaution, die - security deposit; has to be paid when renting an apartment or room in Germany; usually 2-3 times the monthly basic rent

Krankenversicherung, die - health insurance

Krankenwagen, der - ambulance; also referred to as "Rettungsdienst"

L

Leistungspunkte, die - credit points; ECTS, 1 ECTS = 30 hours of work; recommendation: 30 ECTS a semester

Lesesaal, der - reading room in a university library

Literaturverzeichnis, das - bibliography

M

Matrikelnummer, die - student number; you receive this number, once you are enrolled at a German university

Mehrwegpfand, das - deposit for bottles with a specific recycling symbol; when you return bottles with this type of deposit, you receive 15 or 8 cents back, depending on the bottle

Meldebestätigung, die - certificate of registration; one receives this certificate after having successfully registered with the "Bürgerbüro" / "Einwohnermeldeamt"; this is not a residence permit

Mensa, die - main dining hall on campus

N

Nationales Visum, (das) - visa for longer study visits

Nebenkosten, die - price you pay every month for utilities (hot water, central heating, trash collection, etc.)

P

Plagiat, das - plagiarism

Praktikum, das - type of class in a natural sciences programme, which takes place in a laboratory; students have to do lab work in such a class and apply their theoretical knowledge; another meaning: an internship at a company or organisation

Praktikumsbericht, der - internship report; type of scholarly text

Primärquelle, die - primary source

Protokoll, das - summary or the minutes of a course session OR a longer seminar paper when doing research in a lab; type of scholarly text

Prüfungsamt, das - office that issues transcripts and handles examination results

Prüfungsordnung, die - legal framework of your study programme

Putzplan, der - cleaning schedule (WG, Wohnheim)

R

Rechenzentrum, das - computer centre; responsible for hardware, software, and computer labs on campus

Recyclinghof, der - recycling centre; some cities have such a centre where you can dispose of almost any kind of waste; also referred to as "Wertstoffhof"

Referat, das - class presentation; another German term for the same concept is "Vortrag"

Regelstudienzeit, die - standard period of study

Reisezentrum, das - literally translates to "travel centre"; an office at the train station where you can buy train tickets of "Deutsche Bahn"

Restmüll, der - regular trash, which includes inorganic and non-recyclable material

Rückmeldung, die - mandatory process of transferring student fees within a given time period each semester in order to continue one's studies

Rundfunkbeitrag, der - License Fee or Broadcasting Fee; every household in Germany has to pay this fee; the fee finances German public broadcasting services

S

S-Bahn, die - suburban train; part of the regional train system; short for "Stadtbahn" or "Schnellbahn"

Schein, der - document that confirms the successful completion of a course, including the final grade; not a transcript or certificate; may also mean bank note (= Geldschein)

Schengen-Visum, das - applies to short stays of up to three months, vacations, language courses and business trips: it cannot be extended

Schließfach, das - locker

Schreibberatung, die - writing consultation

Schreibzentrum, das - writing centre

Schwarzes Brett, (das) - mostly a pin board to announce information to all students / employees

Schwarzfahren, das - evasion of the fare when using public transport, which is illegal and requires a fine when caught

Sekundärquelle, die - secondary source; source that deals with your topic or provides definitions, theory, historical background, or other useful and relevant information for your research

Selbstständigkeit, die - self-reliance, independence, autonomy

Signatur, die - call number of a book to find it in the library; may also mean signature (= Unterschrift)

Sommersemester, das - summer term; often abbreviated as SoSe or SS

Sperrkonto, das - blocked bank account

Sperrmüll, der - oversized waste, such as old furniture; in many cities, there is a pickup schedule for these items

Sprechstunde, die - office hours; specific times when faculty and staff welcome students to come to their offices and ask questions

Staatsexamen, das - type of degree; e.g. future teachers, lawyers, or physicians have to complete their studies with this degree in order to work in those professions

Studentenwerk, das - may also be called "Studierendenwerk"; an organisation that manages dormitories, campus cafeterias, and places for extracurricular activities

Studentenwohnheim, das - residence hall; student dormitory

Studienberatung, die - often also called "Allgemeine Studienberatung" = Student Advisory Service, which provides counselling on academic, professional, and personal concerns

Studienbewerbervisum, das - student applicant visa (before university admission)

Studienfach, das - subject of study, e.g. biology, physics, history

Studienfachberatung, die - faculty who advise students on organising their studies in a specific program and subject of study

Studiengang, der - degree programme

Studienkolleg, das - foundation course; preparatory course for university studies in Germany, which may count as a university entrance qualification; not open to every international student

Studierendenausweis, der - student ID card

Studierendervisum, das - visa for study purposes (after university admission)

T

Tutorium, das - addition to a lecture or seminar

U

U-Bahn, die - subway; short form for "Untergrundbahn"

uni-assist e.V. - association supported by approx. 170 German universities; it provides processing and evaluation for international student applications

Ü

Überweisung, die - referral (when a doctor refers you to a specialist); in the context of banks: money transfer

Überweisungsschein, der - referral slip; when you need to see a specialist, a doctor will give you an "Überweisung" by handing you a signed piece of paper, which is the referral slip

Übung, die - type of class that usually focuses on the application of knowledge; it can be offered in addition to a lecture or it can be an independent class

V

Verwaltung, die - administration

VHS, die - abbreviation for "Volkshochschule"; institution for further education that offers classes on different topics and in various subjects

VPD, die - abbreviation for "Vorprüfungsdokumentation"; preliminary review documentation by uni-assist

Vorlesung, die - lecture

Vorlesungsverzeichnis, das - course catalogue

Vorlesungszeit, die - lecture period; time period of the semester when classes take place

W

Warmmiete, die - rent with utilities

Warteliste, die - waiting list; when too many students register for a course, you may not get a place in the class right away, but your name will be put on a waiting list

Wartezimmer, das - waiting room, for example at a doctor's office

Werkstudent, der / Werkstudentin, die - working student; during your studies, you can apply for a working student position; a “Werkstudent” works for a company and completes tasks that are usually related to his or her studies

WG, die - abbreviation of “Wohngemeinschaft”; flat share, a rented apartment where several students live together, each student usually has his or her own room

Wintersemester, das - winter term; often abbreviated as WiSe or WS

Wissenschaftliches Arbeiten, (das) - academic work

Wohnungsbörse, die - an online platform where you can find advertisements for rooms and apartments

Z

Zebrastrifen, der - crosswalk where cars and cyclist have to stop for pedestrians who want to cross

Ziehen - pull; often written on doors

Zulassungsbescheid, der - letter of acceptance, letter of admission

Zweck-WG, die - shared flat that has the sole purpose of saving costs; flat mates in such a WG only live in the same apartment to share the costs; they do not spend time together

Zwischenmiete, die - "interim let"; students sublet their apartments while they are away, e. g. for a semester abroad