

## ABC for studies at the Faculty of Arts and Humanities

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

### **Academic advice**

One or more members of an institute usually offer subject-specific academic advice. You can ask questions or request assistance on all matters relevant/necessary to your studies. You can find the contact persons for the corresponding academic advisory service [here](#) (German only).

### **Academic leave**

A student can apply for academic leave e.g. if they wish to complete an internship or in the event of important personal reasons. This does not count as a subject-related semester and therefore is not included in the calculation of your study duration.

### **Admission**

On the one hand, the notification of admission can be meant here; on the other hand, it can also refer to admission to examinations. In the case of a (final) examination, admission is the confirmation that all of the admission conditions have been met.

### **Admission conditions**

The requirements that applicants must fulfil in order to gain admission to a study programme. As a rule, you'll require a qualification such as a technical college entrance qualification, subject-specific entrance qualification or general university entrance qualification. Depending on the study programme and university, further admission conditions may apply. For artistic study programmes, for example, you may need to submit a portfolio of your work. Further examples of admission conditions include intermediate examinations, proof of foreign language proficiency and samples of work.

### **Admission procedure**

→ [Selection procedure](#)

## Admission restrictions

There are local and national admission restrictions. “Local” means that a specific university has introduced admission restrictions for a specific study programme. In the case of study programmes with national admission restrictions (medicine, veterinary medicine, dentistry and pharmacy), the [University Admissions Foundation \(Stiftung für Hochschulzulassung\)](#) is responsible for awarding study places. The most common admission restriction is the numerus clausus. The waiting period also plays a role. Study programmes with local admission restrictions may also be subject to other selection criteria. For example, universities may conduct selection interviews or demand that students have already completed internships. You can find an overview of the subjects with restricted admission at the Faculty of Arts and Humanities [here](#).

## Alumni

The graduates and former students of a higher education institution.

## Alumniportal Deutschland

Free social network aimed at bringing former students together. The portal is financed by the German Federal Government.

## Assistant professorship

Created in 2002, the assistant professorship position enables young academics to research and teach at higher education institutions without a habilitation.

## ATool

At the Faculty of Arts and Humanities, the academic achievement recognition process is realised digitally via the ATool. With just a few clicks, students can apply for the recognition of academic achievements at higher education institutions outside or within Germany or internally at HHU. More information on the [ATool](#).

## Audimax

The Audimax is the largest lecture hall at a university. At HHU, the Audimax is lecture theatre 3A in building 23.01.

## Bachelor's degree

The first academic degree. To gain this degree, you must complete a bachelor's thesis at the end of your studies. The study period is usually six semesters. In the study programmes offered by the Faculty of Arts and Humanities, you will receive a Bachelor of Arts degree. A bachelor's degree entitles you to pursue a master's study programme.

## BAföG

Financial support for students completing an initial degree offered by the state under the

German Federal Training Assistance Act (*Bundesausbildungsförderungsgesetz* – BAföG).

You must fulfil various prerequisites to obtain this support. You can find more information [here](#) (German only).

### **Blended learning**

Integrated learning. Face-to-face classes are combined with e-learning events (i.e. virtual learning).

### **Block seminar/lecture**

Some seminars don't involve several sessions spread out over a week, but rather take place in one block – usually spread over a weekend or several days during the semester holidays. You can also search specifically for block seminars via the class search function in the electronic course catalogue → [HIS-LSF](#).

### **Career Service**

Student Services offer a Career Service to support students during their transition to a professional career. The services offered range from advice and information events to networking with companies and assistance with job applications.

### **Central institutions**

Service facilities at universities that operate independently of the administration. These include e.g. libraries, sports facilities or the student advisory service.

### **Chair**

The position held by someone appointed a full professorship. A professor holding a chair not only has access to corresponding material resources, but often also has staff such as a secretarial office or research associates.

### **Chancellor**

At universities, the chancellor runs the administration. They are also a member of the Rectorate and the steering committee. They are responsible for all non-academic and non-artistic employees at the university. They are also responsible for the budget, real estate, legal matters and administrative tasks.

### **Childcare**

Many of the “*Studierendenwerke*” (organisations that provide economic, health-related, cultural and social support services for students) offer childcare services at the universities they are responsible for. You can find more information [here](#) (German only).

### **Childcare supplement**

Students are able to apply for this financial support if they live in the same household as their children aged under ten. It can supplement the BAföG financial support.

## Clearing/lottery procedure

For many prospective students, the clearing procedure is the last chance to obtain a place on a study programme with restricted admission. If study places still haven't been allocated after the selection procedure has ended, higher education institutions are able to conduct a clearing procedure. A lottery then determines who will be offered the remaining places.

Waiting periods play a role. Higher education institutions set their own application deadlines for the clearing procedure. You can find more information on the clearing procedure that applies for our study programmes with restricted admission [here](#).

## Colloquium

A colloquium is a scientific discussion involving experts or an exchange between doctoral researchers about their work. At universities, the word is often used to refer to an oral exam.

## Committees

At a higher education institution, committees are groups of people who provide advice or pass resolutions. These include the Faculty Council, the Studies Commission, the Structural Commission, etc. You can find an overview of the committees at the Faculty of Arts and Humanities [here](#) (German only).

## Compensation for disadvantages (*Nachteilsausgleich*)

Students at a disadvantage in an assessment due to an impairment are able to apply to the responsible examination office for compensation for disadvantages. If their application is approved, they may be granted an extension to the time allowed to complete a written assessment or term paper, for example. The compensation depends on the disadvantage. You must submit a medical certificate with your application for compensation for disadvantages. You can obtain more detailed information on [the homepage of the Faculty of Arts and Humanities](#) (German only) or from the [Counselling Centre offered by the Commissioner for Students with Disabilities or Chronic Illnesses](#).

## Course evaluation

Courses offered by the Faculty of Arts and Humanities are usually evaluated every three semesters. The classes of four institutes are evaluated in each semester. In the final third of the semester, all admitted students receive a mail containing a personal evaluation link for each of these classes and can provide feedback within the stated period. Insofar as at least five students from a class complete the evaluation, the lecturer will receive a report and should discuss the results with their students. [More information](#) (German only).

## Courses

All teaching formats offered at a higher education institution (seminars, lectures, etc.).

## Credit points (CP)

Credit points (CP), also known as ECTS (European Credit Transfer System) points, serve to

enable a (Europe-wide) comparison of bachelor's and master's study programmes. A total of 180 CP are usually awarded for a bachelor's degree lasting six semesters, whereby approx. 30 CP are awarded per semester. The 180 CP are distributed across all of the modules that you must complete for the study programme. The greater the workload for a module, the more CP you will be awarded for it. When you complete a module (e.g. by passing a written assessment), the full points are awarded, regardless of the mark you achieved.

## Curriculum

The content of a study programme and organisation of the components. See also → [module handbook](#).

## Dean

The internal and external representative of a → [Faculty](#). They are elected by the Faculty Council for a period of four years. The Dean is represented by a Vice Dean. The Dean of Studies is also part of the faculty management and is responsible for all duties relating to studying and teaching. You can meet the members of our Dean's Office [here](#).

## Departmental student committee

The departmental student committee comprises elected members of the student body for a subject and represents the interests of that student body. You can find an overview of the departmental student committees at the Faculty of Arts and Humanities [here](#) (German only).

## Diploma Supplement (DS)

Document in German and English included with the bachelor's/master's certificate. The Diploma Supplement provides information on the content and course of a study programme, as well as the academic and professional qualifications obtained.

## Dissertation

Also known as a doctoral thesis, a dissertation is the piece of academic work that you must complete in order to obtain your doctorate.

## Doctoral studies

You must complete your doctoral studies to be awarded a doctorate. This involves proving that you are able to perform advanced scientific work. The doctorate comprises a written academic/scientific paper – [dissertation](#) – and an oral examination. You usually need to have completed a degree with a good grade to be admitted to a doctoral study programme.

## Doctorate (Dr)

The highest academic degree, acquired by writing a dissertation and completing an oral examination (doctoral viva).

## Dual study programme

A university study programme with a very strong practical focus where the student usually works for a company during their studies. There are no dual study programmes at HHU.

## **E-learning**

Also: virtual learning or digital learning. Using electronic media, online tools, etc. to learn. The Faculty of Arts and Humanities uses the → [ILIAS](#) and → [Moodle](#) e-learning platforms.

## **ECTS – European Credit Transfer and Accumulation System**

European system for the transfer and accumulation of academic credits aimed at enabling a (Europe-wide) comparison of study programmes.

## **Educational loan**

Educational loans serve to finance living costs during your studies and possibly also pay tuition fees. By contrast with the financial support provided under the Federal Training Assistance Act (BAföG), your own income and that of your parents are not taken into account. The KfW development bank is one of the most well-known providers.

## **ERASMUS – European Action Scheme for the Mobility of University Students**

An exchange programme established by the European Union to enable students to study and work in other European countries. It also supports university lecturers who wish to teach abroad and university employees who wish to gain further qualifications. You can find further information [here](#).

## **Exam regulations**

The exam regulations set out the type and procedures of examinations. They detail all the prerequisites, examination subjects/components and course certificates that you must obtain.

## **Examining board**

The examining board is the body responsible for all aspects of examinations and academic achievements. The examining board comprises professors, research associates and students.

It decides on admissions to examinations and the recognition of course certificates, and is responsible for ensuring compliance with exam regulations. The examinations office is responsible for implementing resolutions.

## **Exercise**

In exercises, study content is covered in greater depth and applied to practical situations (as far as possible).

## Faculty

An academic department at a higher education institution – here: the Faculty of Arts and Humanities. Each faculty comprises the students, teachers and technical/administrative staff working there. Each faculty is responsible for organising its own teaching, studies and research.

## Foreign language assistant

At a higher education institution, a foreign language assistant is someone who teaches students about the language and culture of their home country.

## Funding for stays abroad under the German Federal Training Assistance Act (BAföG)

If students wish to complete part of their studies – or in some cases their entire study programme – outside Germany, they can apply for funding for stays abroad under the Federal Training Assistance Act (*Bundesausbildungsförderungsgesetz* – BAföG). Anyone who already receives support under the [Federal Training Assistance Act](#) within Germany is usually also eligible for support for stays abroad. In the case of stays abroad in the EU and Switzerland, entire study programmes can be supported. In other countries, support can be provided for a maximum of one year. In addition to stays at higher education institutions, this funding can also be used to finance internships.

## General admission restrictions

Many higher education institutions receive more applications than they offer study places. When this is the case, a selection procedure must take place. The type of selection procedure depends on the study programme. Where the number of applicants exceeds the places available for a study programme, the [N.C.](#) is used. Various study programmes offered by the Faculty of Arts and Humanities are subject to the N.C. You can find up-to-date information [here](#) (German only) and [here](#).

## General Student's Committee (AStA)

The members of the General Student's Committee represent student interests vis-à-vis the university, the public and the political sphere, and therefore play a decisive role in ensuring students' goals are achieved and their concerns are heard.

## German Academic Exchange Service (DAAD)

The DAAD (*Deutscher Akademischer Austauschdienst*) is the point of contact for students interested in completing a period of study abroad. You can find further information [here](#).

## German National Scholarship

National Scholarship Programme. This scholarship is awarded to students at German higher

education institutions who demonstrate outstanding achievements. The [Deutschlandstipendium](#) is funded in equal parts by the German Federal Government and private sponsors.

## Grading scale

The grading scale is used to evaluate performance and the different grades can be presented as school grades from “very good” to “unsatisfactory”, as points or as percentages.

The grading system used at the Faculty of Arts and Humanities at HHU is as follows:

Very good | 1.0 and 1.3  
Good | 1.7 and 2.0 and 2.3  
Satisfactory | 2.7 and 3.0 and 3.3 (and 3.7)  
Adequate | (3.7 and) 4.0  
Unsatisfactory/fail | 5.0

## Habilitation

By completing a habilitation, an individual earns the right to teach an academic subject at a university. It is the highest examination that can be taken at a German university and is often a prerequisite for a professorship. It can only be gained after completing a doctorate.

## Hardship application

If an exam (which cannot be retaken under normal circumstances) cannot be taken due to psychological or other serious issues, a hardship application may be submitted for this exceptional case so that the exam can be retaken at a later date. The hardship application must be submitted to the President via the → [Registrar’s Office](#). A hardship application may also relate to the award of study places. In exceptional cases, study places are awarded to applicants who would suffer particular hardship if they are not admitted to the study programme. A case of hardship is justified if the applicant has specific health, social or family reasons. Hardship cases account for up to 2% of study places.

## Health insurance

You’ll need to provide proof of (individual or family) health insurance during enrolment. Contact your health insurance provider to request a certificate.

## Hebraicum

Proof of language proficiency in Hebrew. This qualification is obtained during the “Jewish Studies” bachelor’s degree programme. It is a prerequisite for admission to the “Jewish Studies” master’s degree programme.

## HHU card

The HHU card combines your → [student ID](#), library card, canteen card and “NRW-Ticket” travel pass in one single card. You will receive your [HHU card](#) by post together with your university identifier.



## **HIS-LSF**

The HIS-LSF is the HHU electronic course catalogue and contains all courses the university offers. Go to [www.lsf.hhu.de](http://www.lsf.hhu.de) to login, put together your own timetable and register for courses.

## **Ideas and complaint management**

The ideas and complaint management system offers students, lecturers and employees at the Faculty of Arts and Humanities the opportunity to discuss personal concerns relating to studies and teaching to a neutral person on a confidential basis and obtain assistance in solving conflicts. You can find the corresponding page [here](#) (German only).

## **IDM**

The Identity Management (IDM) system administered by the Centre for Information and Media Technology (ZIM) stores user access data and rights such as IDs and passwords for HHU. Students and employees can manage their personal IDM data such as their HHU card or inbox size by logging into the IDM system.

## **IELTS – International English Language Testing System**

After the → [TOEFL](#) test and the Cambridge certificate, one of the most commonly requested language tests for demonstrating proof of proficiency in English.

## **ILIAS**

ILIAS is an open-source (i.e. free) integrated learning, information and work cooperation system for e-learning. It has a similar structure to the course catalogue. Lecturers are able to upload lecture slides, presentations, e-papers, etc. here for students. It is also possible to send messages, create quizzes and ask lecturers questions anonymously in chat rooms via ILIAS. You will need your university identifier to register. [Click here](#) to access ILIAS.

## **Independent/private study**

Independent preparation and study of course content.

## **Institute**

Universities have faculties – and faculties have institutes. These organisational units bring together several different study programmes in the same discipline at a higher education institution. You can find an overview [here](#).

## **Interlibrary loan**

If a book (literature, medium) you require is not available in the library, you can order it from another library via the interlibrary loan system. The [University and State Library](#) is responsible for organising such loans. A small fee applies for this service.

## **International Office**

The International Office is responsible for diverse tasks relating to the internationalisation of teaching and international relations at Heinrich Heine University. These include awarding scholarships for stays abroad, maintaining contact with partner universities worldwide, bringing German and international students together on campus, supporting international students at the start of their studies and preparing them for the time after graduation, and helping Erasmus and exchange students to enrol and find accommodation. Social sciences students can contact the internal [Internationalisation Office](#) at the institute. To the [International Office](#) website.

### **International study programme**

A study programme is usually referred to as international if at least two semesters are to be completed at a university outside Germany. This is the case with MoJa Plus and the European Studies master's programme. The Faculty of Arts and Humanities also offers international study programmes (the "Italian and German: Language, Media, Translation" master's programme, the "Media culture analysis: Theatre and Media Cultures in Transnational Spaces" master's programme and the bi-national study programme "Transcultural Humanities: Media, Texts, Languages in a Globalised World").

### **Internship(s)**

At the faculty of Arts and Humanities it is possible to get an internship completed alongside your studies recognised and gain credit points for it. This allows you to gain preliminary professional experience and to apply your theoretical knowledge to practical situations. You can also establish important contacts for your future career. In the study programmes B.A. History (major subject), B.A. Art History, B.A. Media and Culture Studies (integrative), B.A. Social Sciences, M.A. Art History, M.A. Italian and German: Language, Media & Translation and M.A. Social Sciences, completing an internship is in fact mandatory.

### **Internship abroad**

Some study programmes include the option of completing an internship in another country, allowing you to gain experience abroad and improve/refresh your foreign language skills. You can obtain information from the [International Office](#) or the [advisory services for the specific subjects](#) (German only). Social Sciences students can also contact the [Internships Office](#) (German only) or the [Internationalisation Office](#).

### **Latinum**

Proof of proficiency in Latin that you'll need to provide for certain study programmes. If you learned Latin at school, that is often enough. The [information sheet provided by the Ministry of School and Education in North Rhine-Westphalia \(NRW\)](#) (German only) indicates what is needed to gain the Latinum at school.

### **Learning Agreement**

A Learning Agreement is concluded between a university in Germany and an international university. It permits students to attend various classes and other events during stays abroad and have them recognised when they return to their home university.

### **Leave of absence**

Students may take a leave of absence for important reasons such as pregnancy, illness or a stay abroad during their studies. If you take a leave of absence, you do not have to pay any tuition fees and may be exempted from paying for your travel pass.

### **Lecture**

A lecture is a class in which a professor or lecturer delivers a presentation on a specific topic.

### **Lecture series**

A sequence of lectures on an overarching topic given by different lecturers from in part different departments.

### **Lecture theatre**

A large room with capacity for many students to enable them to follow a lecture given by a lecturer.

### **Lecturer**

A member of the teaching staff at a higher education institution. These include e.g. professors, doctoral researchers, research associates and temporary lecturers.

## **Mandatory attendance**

At the majority of our classes, attendance is not mandatory. You can find more information in the individual course descriptions in the → [HIS-LSF](#) or at the latest in the first course class.

### **Master's degree**

A type of university degree. You can start a master's degree programme after successfully completing a bachelor's degree. The usual types of master's degrees are Master of Arts (MA), Master of Science (MSc), Master of Engineering (MEng), Master of Laws (LLM), Master of Fine Arts (MFA), Master of Music (MMus), Master of Education (MEd). A Master of Business Administration (MBA) degree is frequently completed as a non-consecutive study programme. In the [study programmes offered by the Faculty of Arts and Humanities](#) (German only) at HHU, you will obtain a Master of Arts.

### **Medienlabor**

The Medienlabor is a facility at the Faculty of Arts and Humanities which supports the development or improvement of expertise in the production, editing and analysis of audiovisual media. It offers students and lecturers an audio studio with a separate vocal booth, a video studio with a separate control room and two pools with editing suites in which material can be edited, presented and discussed. You can find the Medienlabor website [here](#) (German only).

### **Mensa**

This is the main canteen which offers affordable meals for students and other university members. At HHU you can obtain a [MensaCARD](#) (German only), which you can use to pay for food easily and quickly in the canteen and various cafeterias.

### **Mid-level staff**

Mid-level (academic) staff is a term used to describe the scientific and artistic employees at higher education institutions who are not professors. Mid-level academic staff are also represented on academic self-governance bodies.

### **Module**

A module is a teaching unit with defined content and time allocations. It can comprise one or multiple classes. To complete a module, you must take at least one exam component.

### **Module handbook**

[Module handbooks](#) (German only) provide detailed descriptions of the individual modules that you must take during a study programme. They outline all the key requirements and types of final examinations.

### **Moodle**

Moodle is another e-learning platform. In addition to the ability to upload various materials, it also offers e.g. forums for class participants and lecturers, a chat function, one-to-one dialogues, learning diaries to record progress, tasks and exercises, tests (multiple choice, fill in the gaps, question/answer tests), lesson units that build on each other, glossaries, FAQs and consultation session management. [Moodle for the Faculty of Arts and Humanities](#)

### **N.C. – numerus clausus**

Numerus clausus – “N.C.” (or “NC”) for short – is Latin for “limited number”. The N.C. is calculated from the prerequisites for the individual applicants and is used when the number of applicants exceeds the number of places available. It expresses the average grade or duration of the waiting period of the last applicant to be admitted. The N.C. changes every semester and is therefore difficult to predict. [To the N.C. overview for previous years \(German only\)](#).

### **N.N. – nomen nominandum**

If “N.N.” appears in the course catalogue after a course, it means that it has not yet been decided which lecturer will teach the course.

### **Notification of admission**

Prospective students who have applied for a study programme with restricted admission and been granted admission will be sent a notification of admission. This guarantees you a place until a certain date. If enrolment does not occur by this date, the study place is offered to another applicant during the succession procedure. If the prospective student is not admitted to the study programme, they will receive a rejection notice.

## Participation certificate

Participation certificates (also known as course certificates at many higher education institutions) are awarded to students following successful completion of courses. A presentation or written paper is usually required to receive a participation certificate. You can register online via the student portal to obtain participation certificates. Sometimes they are also still issued in paper form. Participation certificates are not the same thing as a final module exam.

## Period of study abroad

The most well-known funding programme for periods of study in Europe is → “[Erasmus](#)”. Alternatively, interested students may organise their own stay abroad. It is very important to start planning in good time as a number of obstacles may arise. A differentiation is made between periods spent abroad as part of your studies and entire study programmes completed abroad.

It is important to note that not all academic achievements gained abroad will be recognised in Germany. Interested students can obtain support either directly from the higher education institution or specialist organisations such as the [German Academic Exchange Service \(Deutscher Akademischer Austauschdienst – DAAD\)](#). A stay abroad is mandatory for some study programmes, including our → [international study programmes](#).

## Preparatory courses

Classes that serve to provide an introduction to specific topic areas and impart basic subject-related content or methods.

## President

The head of a university with a rectorate constitution. As a member of the university management, the President also represents the university externally. [To the Rectorate](#)

## Professor

A teacher at a university. As a rule, a habilitation is a prerequisite for becoming a professor at a university, although there are exceptions to this.

## Recognition of academic achievements

The recognition of academic achievements is important for students who intend to switch to a different university or who have already done so. Students need to find out whether academic achievements from a previous university will be recognised at the new university. To do this, they must submit an application to the examination committee/examinations office. It is also very important to find out if academic achievements during a period of study abroad are/will be recognised in Germany. At the Faculty of Arts and Humanities, the academic achievement recognition process is realised digitally via the → [ATool](#).

## Registrar's Office

At HHU, the Registrar's Office is the examinations office. It is responsible for the administration of exams. This involves e.g. registration, exam structure, the definition of deadlines, questions regarding withdrawal and the issue of grades. You can find out more [here](#).

### **Research assistant**

At HHU, research assistants have a master's degree. This differentiates them from student assistants, who do not. They frequently also perform other tasks.

### **Research associate**

A member of the mid-level academic staff working in the scientific/academic field at a university.

### **Selection procedure**

Many study programmes receive more applications than they offer study places. When this is the case, a selection procedure must take place. The majority of study places are awarded to applicants who have e.g. good *Abitur* (German school-leaving qualification permitting university admission) grades or have already completed a certain waiting period. The type of selection procedure depends on the higher education institution and the study programme.

### **Semester fee**

All students must pay the semester fee each semester. Should you fail to pay this fee, you'll be sent a reminder and may then be de-registered. The semester fee covers administrative costs as well as costs for the General Student's Committee (AStA) and the *Studierendenwerk* (organisation that provides economic, health-related, cultural and social support services for students). The *Studierendenwerk* uses the money it receives from the semester fee to finance the facilities it offers, including the canteen, halls of residence and advisory services. At HHU, the semester fee also includes a travel pass.

### **Semester holidays**

Strictly speaking, there aren't any holidays as such, however this term is often used to describe the lecture-free period. In other words, the time during which no classes take place. However, there is still plenty to do: Revising, working, writing term papers or completing internships are just a few examples. You can find the lecture period dates [here](#).

### **Semester hours per week**

The number of hours you'll need for the course each week during the semester. For courses offered by the Faculty of Arts and Humanities, this is usually 2 semester hours per week (2 x 45 minutes).

### **Seminar**

Courses for approximately ten to 35 people held in a more intimate setting than lectures, meaning they can be more interactive.

### **Senate**

The central executive body at a university responsible for making decisions on all matters concerning the university, i.e. research, teaching and studies.

### **Standard period of study**

The number of semesters in which a study programme can be completed. The standard period of study for bachelor's degree programmes at the Faculty of Arts and Humanities is six semesters and for master's degree programmes it is four semesters. Exceptions to this are the European Studies programme (Master of Arts, 2 semesters) and MoJa Plus (Bachelor of Arts, 8 semesters).

### **Student assistant**

A student assistant is a student employed by the university, usually by professors who hold a chair or in research projects where they assist with research or help with the preparation of classes, for example.

Student assistants have not obtained an academic degree yet. When they have, they are known as research assistants.

### **Student body**

All the students in a department. If you are enrolled in a study programme, you automatically belong to the student body for that subject.

### **Student ID card/HHU card**

All enrolled students receive a student ID card. At HHU, this is a chip card and is known as the HHU card. It contains your personal information, along with the name of the university and your student ID number. You can use this card to obtain discounts, for example at zoos, museums and cinemas, as well as for train tickets and magazine subscriptions. You'll need to apply for an international student ID card (ISIC) if you plan to spend time abroad.

### **Student ID number:**

Each student is assigned an ID number to facilitate their identification by the university administration. You'll need to provide your student ID number when you take examinations, for example.

### **Student portal**

The student portal serves numerous functions, including registering and de-registering for exams, activating your HHU card, viewing examination results and downloading certificates of enrolment and BAföG certificates. You'll need your university identifier to register. You can find the [student portal](#) (German only) here.

## Student Services

Student Services is usually the main port of call for current and prospective HHU students seeking general academic guidance, psychological counselling and information on the different study options, and performs administrative tasks. You can find [Student Services at HHU](#) here.

## Student Services Centre (SSC)

Located in building 21.02 on the HHU campus, the Student Services Centre (SSC) brings the Registrar's Office, Student Services and International Office together under one roof. It is therefore a central hub for you during your studies. The SSC also offers a space for learning or group work in its multifunctional area on the ground floor. [www.hhu.de/SSC](http://www.hhu.de/SSC)

## Studierendenwerk

The *Studierendenwerk* operates the facilities that provide social and support services for students. These include the canteen, halls of residence, BAföG financial support office and counselling centres. The organisation is financed via the semester fee, among other things.

## Study plan

A sample study plan shows students how to plan their studies to optimum effect, i.e. when to attend which classes and when which exams should be taken. It can be a guide for organising your study timetable. You can find the study plans for the programmes offered by the Faculty of Arts and Humanities in the module handbook. To the [module handbooks](#) (German only).

## Study programme

Courses of study regulated by study and exam regulations. There are undergraduate (bachelor's) study programmes and postgraduate (master's) study programmes. You can find the entire range of study programmes offered at HHU in the [study programme database](#).

## Study programme switch

In principle, you're able to switch study programmes during your studies. This can involve changing to a completely different study programme or simply changing your subject combination and continuing to work towards the university degree originally aimed at. If you want to switch to another study programme, you're either able to switch to a higher semester (if credits can be recognised) or begin studying the new subject from the first semester. In both cases, you must meet the required admission conditions. [Student Services](#) or the [academic advisors for the individual subjects](#) (German only) can provide further assistance here.

## Subject-related semester

The number of semesters completed in a subject. The number of subject-related semesters can (but does not have to) correspond to the number of university semesters. University semesters are different to subject-related semesters. So if you change subjects during your studies, the subject-related semesters start from "1" again, but the count for the university semesters continues. This means that you can be in your second semester of a master's degree and at the



same time in your eighth university semester (if it took you six semesters to complete the bachelor's degree).

### **Succession procedure**

Not all applicants accept the study place they are offered. As these study places are then free, a succession procedure is then launched. Prospective students who were not offered a place and were on the waiting list are given the chance to be admitted to a study programme.

### **Summer semester**

As a rule, the summer semester runs from 1 April to 30 September each year.

### **Support group for first-year students – induction week**

The support group for first-year students comprises members of the General Student's Committee and departmental student committees, and organises an induction week to support first-year students when they start university life. This week, which is held before lectures start, is all about welcoming new students. The departmental student committees at the Faculty of Arts and Humanities offer various events during this time, from joint timetable planning sessions and introductions to subjects to the campus rally and parties. All events are aimed at helping you get to know your fellow students, the University, the city and your study programme.

### **Temporary lecturer**

Temporary lecturers may be external lecturers not employed by the university or employees who teach in a different subject to their own.

### **Term paper**

An exam component (equivalent to a [written assessment](#)). A term paper is a written academic work for a module.

### **Thesis**

Another word for the dissertation you must complete to conclude your bachelor's or master's degree.

### **TOEFL – Test of English as a Foreign Language**

An internationally recognised test to demonstrate and rate your proficiency in English.

### **Transcript (of Records)**

A list of all the classes you attended during your study programme, including your performance and average grade. The Transcript of Records is essential for the recognition of courses completed outside Germany.

### **Travel pass**

At HHU, the travel pass is integrated into the HHU card and enables enrolled students to remain mobile around the clock and throughout North Rhine-Westphalia. It can be used in local buses and trains as well as for second-class travel in suburban trains, regional (RB) and regional express (RE) trains. Within the travel network (VRR), you're able to take one bicycle with you for free at any time. You're also able to take one companion with you for free after 7 p.m. on weekdays and at any time at weekends and on public holidays as well as on 24 and 31 December. [Further information](#)

## **Tutor**

Students, usually from a higher semester, who supervise and support their fellow students.

## **Tutorial**

At the Faculty of Arts and Humanities, a differentiation is made between study tutorials and orientation tutorials. A study tutorial is a study group in which course content is repeated, deepened and occasionally also applied. By contrast, an orientation tutorial teaches basic knowledge such as library research or how to conduct research work. A tutor (usually a student) leads the group.

## **University and State Library (ULB)**

The main library at HHU. The Faculty of Arts and Humanities also has a separate library, which can be found in buildings 23.21 and 24.21.

## **University ranking**

University rankings are aimed at comparing and rating universities or individual study programmes. The results are then published in a ranking list.

## **Vice Dean**

The Vice Dean is the deputy to the Dean.

## **Waiting period**

The number of semesters that have passed since you obtained your university entrance qualification. For example, if a person who wishes to start studying completes an apprenticeship first and then applies for a study place, the apprenticeship period will be counted as part of the waiting period. For study programmes with restricted admission, both the numerus clausus and the waiting period play a role. The longer the waiting period, the better the chance of admission.

## **Winter semester**

As a rule, the winter semester runs from 1 October to 31 March each year.

### **Workload**

The amount of work that you must complete for each course. This not only includes the teaching time, but also the independent/private study – so the preparation and follow-up work. Credit points serve to quantify the workload, whereby one credit corresponds to approximately 30 hours of work.

### **Written assessment**

An examination taken under supervision (similar to an in-class test). Be aware that you need to register for examinations!