

# Welcome. Living in Germany. Studying at FAU.



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# Vice President's welcome

## Welcome to FAU!

As the Vice President for International Affairs at Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU), I would like to welcome you to our University and into a community of over 35,500 students at one of the largest research universities in Germany. Each of the five faculties at FAU has a unique range of subjects and interdisciplinary networking options which are an ideal foundation for success in your studies. While FAU works intensively with external research institutions and industry to develop concepts and technology for the future, it also remains a university with a proud tradition and charm. Research and teaching infrastructure at FAU is state-of-the-art. In this inspiring environment, our students benefit from an outstanding academic education which offers international perspective and excellent career opportunities.

Over the following pages, I would like to invite you to discover the exciting opportunities you will find at FAU and in the cities of Erlangen and Nuremberg. This brochure is intended to guide you through and simplify the first steps you will need to take in Germany. I would like to wish you the best of success for your studies at FAU.

Sincerely,



Prof. Dr. Christoph Korbmacher  
Vice President for International Affairs



# 1. What you will find in this brochure

You are already or will shortly be a guest in a country which you do not know very well yet and which has some different rules and customs to your home country in terms of cultural and social behaviour – in daily life and at the University.

This brochure aims to introduce you to life in Germany and answer some of the most important questions you may have when you first arrive.

We'd also like to draw your attention to an important point: do not hesitate to speak to your fellow students or teaching staff at FAU if you are unsure of anything. Germany is proud of its hospitality and you can rely on our support.

Please contact the Central Office for International Affairs (RIA) for further information.

## Central Office for International Affairs (RIA) Incoming Students Team

Office hours: Mon–Fri 9 a.m.–12 p.m.  
or by appointment, closed on Wednesdays  
Helmstraße 1A, 2<sup>nd</sup> Floor  
91054 Erlangen  
[incoming-students@fau.de](mailto:incoming-students@fau.de)  
[www.fau.eu/international/ria/staff](http://www.fau.eu/international/ria/staff)

If you have any questions relating to degree programmes, application procedures, subject or university changes, please do not hesitate to contact the Student Advice and Career Service (IBZ):

## Student Advice and Career Service (IBZ)

Office hours: Mon–Fri 8 a.m.–6 p.m.  
Individual consultations by appointment  
Schlossplatz 3/Halbmondstraße 6, Room 0.021  
91054 Erlangen  
[ibz@fau.de](mailto:ibz@fau.de)  
[www.fau.eu/studying/ibz.shtml](http://www.fau.eu/studying/ibz.shtml)

# 2. Welcome to Germany

## General information

The following websites contain useful general information on Germany including politics and culture, tourist attractions and everything you need to know about staying in Germany and Bavaria:

[www.bundesregierung.de/Webs/Breg/EN](http://www.bundesregierung.de/Webs/Breg/EN)

[www.deutsche-kultur-international.de/en](http://www.deutsche-kultur-international.de/en)

[www.germany.travel/en/index.html](http://www.germany.travel/en/index.html)

[www.justlanded.com/english/Germany](http://www.justlanded.com/english/Germany)

[www.daad.de/en](http://www.daad.de/en)

[www.study-in-bavaria.de](http://www.study-in-bavaria.de)

[www.dw.de/top-stories/study-in-germany/s-8010](http://www.dw.de/top-stories/study-in-germany/s-8010)

[www.goethe.de/enindex.htm](http://www.goethe.de/enindex.htm)

[www.dw.de](http://www.dw.de)

## Brief practical guide

Have you just arrived in Germany? Here are a few useful hints which might help you on your way:

**Language:** The official language in the Federal Republic of Germany is German. There are many regional dialects of German including Bavarian and Franconian, however, Standard German is the official language for written and legal communication. Many Germans can understand and speak at least some English, but you cannot expect that English will be understood or spoken in all situations.

**Formal address:** The German language differentiates between two different forms of address: ‚Du‘ and ‚Sie‘. Always address people you do not know with ‚Sie‘ (with the exception of children) and use ‚Herr‘ (Mr) or ‚Frau‘ (Ms) with the person's surname. (Example: ‚Darf ich Sie etwas fragen, Frau Müller?‘). ‚Sie‘ is also used with surnames in the workplace.

**Communication:** In Germany, communication is relevant and direct. It is quite common to receive a direct answer of a short ‚Ja‘ or ‚Nein‘. If you turn down an offer with ‚Nein, danke‘, the offer will not generally be repeated. If you want to accept an offer, just say ‚Ja‘. Don't worry: ‚Nein‘ is interpreted as the refusal of what is being offered rather than a rejection of the person. Criticism is common and acceptable, as long as the criticism is relevant and expressed

in a neutral manner. If an agreement is reached, it is not renegotiated.

**Distance during conversations:** If you are speaking to other people in a shop, on the street or at work, you should not get closer than a metre. This does not apply to close friends and family. People speak at an average volume. It is not common for people to speak loudly and gesticulate in Germany.

**Studying in Germany:** Students address lecturers and professors with ‚Sie‘ and usually use their academic title (Doktor, Professor). The secretary’s office of your department can answer organisational questions. The lecturers have office hours for answering subject-specific questions. Students are expected to ask for help proactively from their fellow students or lecturers if they experience any difficulties. If you don’t ask, you won’t get any help.

**Hospitality:** Guests are welcome in Germany if a time and date has been arranged or an invitation has been made. Spontaneous visits are not commonplace.

**Punctuality:** Punctuality in Germany is essential. Routines are important in Germany (with fixed working hours and breaks, and appointments taking place after work) and it is important to be punctual to your appointments. Punctuality is a sign of respect and this also applies to meeting people outside of work or study.

**Authorities:** The authorities are required to uphold the law in an orderly manner. The same laws apply to everybody – they are clear and cannot be negotiated. When dealing with the authorities it is important to remain polite and respectful; it is also essential to observe opening hours, appointments and deadlines.

**Law:** German law treats all individuals as equal regardless of their gender, age, religion, social status or sexual orientation.

**Personal identification:** All individuals must possess an identity card or passport in Germany. We recommend that you always carry this with you, should you need to identify yourself to the police.

**Traffic:** Please observe the traffic regulations closely. All vehicles must be roadworthy. Bicycles must have a working light.

**Paying in restaurants and cafes:** Generally most people pay for the drinks and meals they have ordered themselves – even if a group are going out together. It is perfectly acceptable to request a separate bill. Service is usually at the table. If the service was good, a tip of between five to ten percent of the total bill is expected. Water and bread are not automatically served with the meal. These must be ordered separately and paid for.

**Smoking ban:** Smoking is banned in public buildings, restaurants and bars in most parts of Germany.

**Rubbish disposal:** In Germany, rubbish is separated by plastic (Grüner Punkt), glass, organic waste and residual waste and sorted in different bins. You should check with your landlord or fellow tenants how this is organised for your building. Never dump rubbish directly on the street.

**Public holidays:** The following public holidays are observed in Bavaria (these are not work days):

- 01 January – Neujahr (New Year)
- 06 January – Heilige Drei Könige (Epiphany)
- Karfreitag (Good Friday)
- Ostermontag (Easter Monday)
- 01 May – Tag der Arbeit (International Workers’ Day)
- Christi Himmelfahrt (Ascension Day)
- Pfingstmontag (Whit Monday)
- Fronleichman (Corpus Christi)
- 03 October – Tag der Deutschen Einheit (Day of German Unity)
- 01 November – Allerheiligen (All Saints’ Day)
- 25 December – 1. Weihnachtsfeiertag (Christmas Day)
- 26 December – 2. Weihnachtsfeiertag (Boxing Day)

15 August (Mariä Himmelfahrt) is mainly observed as a public holiday in Bavaria in Catholic communities.



# 3. Formalities

## Registering with the local authorities

You must register with the local authorities (Meldebehörde) at your place of residence within seven days after your arrival in Germany. You can find a list of addresses and opening hours on the website of your district or municipality (only in German):

[www.erlangen.de](http://www.erlangen.de) 🇩🇪

[www.nuernberg.de](http://www.nuernberg.de) 🇩🇪

[www.fuerth.de](http://www.fuerth.de) 🇩🇪

[www.erlangen-hoechstadt.de](http://www.erlangen-hoechstadt.de) 🇩🇪

You can only register once you have a permanent address. The address of a youth hostel or hotel is not sufficient.

International students in English-taught degree programmes can contact the degree programme co-ordinator with any questions regarding formalities.

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## Non-EU citizens

If you have arrived in Germany from outside the EU with a student visa, you will need to extend your visa to a residence permit for study purposes (Aufenthaltserlaubnis zu Studienzwecken). Please note that you must notify the immigration authorities (Ausländerbehörde) of any change in your circumstances, including changes to your subject or studying at another university. Your residence permit will need to be changed in these cases. It is important that you contact the immigration authorities as soon as possible and request an appointment to discuss your situation. If you leave contacting the authorities until too late, you may risk serious legal consequences, as you will be considered as an illegal resident.

You will need to bring the following documents with you when you register with the immigration authorities:

- form to apply for a residence permit
- passport/identity card (with visa)
- certificate of enrolment (Immatrikulationsbescheinigung) from FAU
- proof of/exemption from health insurance
- proof of financing: you will have already obtained this from the German Embassy or Consulate in your home country.

## Change of address

If you move during your studies you need to inform the registration office (Meldebehörde), immigration authorities and the Student Records Office (Studentenkanzlei) without delay. You can notify the Student Records Office of a change of address via Mein Campus under ‚Persönliche Optionen‘. You should also check whether your home address has been entered correctly in Mein Campus.

### *De-registration with the registration office and the immigration authorities*

You must de-register your German residence at least one week before leaving the country. You can de-register at the registration office in the area in which you live. If your residence permit has ended and you have not de-registered properly, the immigration authorities will believe that you still reside in Germany illegally. This is why it is of utmost importance to de-register properly with the immigration authorities.

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## Registration and enrolment at FAU

At the start of the semester you must enrol in person at the Student Records Office at FAU.

### **Student Records Office at FAU**

Office hours: Mon–Fri 8:30 a.m.–12 p.m.

Halbmondstr. 6, Room 0.034

91054 Erlangen

[studentenkanzlei@fau.de](mailto:studentenkanzlei@fau.de)

You must bring the following documents to enrolment:

- admissions letter
- identity card or passport with valid visa
- proof of residence (Meldebescheinigung)
- proof of health insurance or an exemption certificate for privately insured students or EU students (Befreiungsbescheinigung)
- passport photo
- original secondary education certificates and any degree certificates





# 3. Formalities

All students must pay a social contribution to Student Services (Studentenwerksbeitrag) of EUR 42 before enrolment (as of May 2013). Please make this payment as soon as possible, preferably as soon as you open a German bank account.

For more information, see the Student Records Office information sheet [www.fau.eu/international/from-abroad/full-degree-students/Hinweisblatt\\_WS13%2014\\_en.pdf](http://www.fau.eu/international/from-abroad/full-degree-students/Hinweisblatt_WS13%2014_en.pdf)

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## Re-registration

All students who are studying at FAU for more than a semester will need to re-register at the start of the next semester. To re-register, you will need to transfer the Student Services fee for the upcoming semester (See previous paragraph/point). If you do not transfer this fee to the University within the deadlines, you may face de-registration.

You can find the deadlines here:

[www.fau.eu/studying/how-to-apply.shtml](http://www.fau.eu/studying/how-to-apply.shtml)

To re-register, log into „Mein Campus“ ([www.campus.fau.de](http://www.campus.fau.de), partly in English). You can download and print the payment transfer form in PDF format under the menu item ‚Studentenkanzlei aktuell‘. Take the payment transfer form to your bank and transfer the fee to the University. After approximately one week, you can print your enrolment

certificate (Immatrikulationsbescheinigung) from ‚Mein Campus‘. Afterwards, you will need to update your FAUcard (student identity card).

Further information: [www.uni-erlangen.org/university/faucard/updating.shtml](http://www.uni-erlangen.org/university/faucard/updating.shtml)

If you are unsure how to do this, ask a fellow student in a higher semester. They are familiar with the procedure and will help you.

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## Banks in Germany

In Germany, you will need a bank account. There are various state and commercial banks. Students are often exempt from paying banking fees and it is worth comparing offers and conditions between banks. Take your identity card or passport to open your bank account.

In Germany, most payments are made with cash or electronic cash (EC card). When you open a bank account in Germany, you will often receive an EC card automatically. You can withdraw cash from an ATM. Check which ATMs you can use to withdraw cash free of charge.

You can also use international credit cards to withdraw cash from ATMs. However, you should note that this will usually incur a fee from your home bank and the bank operating the ATM.





# 4. Studying at FAU

## General information

You can find general information on FAU and studying in Bavaria at:

[www.fau.eu](http://www.fau.eu)

[www.study-in-bavaria.de](http://www.study-in-bavaria.de)

The Student Advice and Career Service (IBZ) informs and advises students on studying options and subjects, admission regulations, application procedures, study schedules and examination requirements.

### Student Advice and Career Service (IBZ)

Office hours: Mon–Fri 8 a.m.–6 p.m.

Individual consultations by appointment

Schlossplatz 3/Halbmondstraße 6, Room 0.021

91054 Erlangen

[ibz@fau.de](mailto:ibz@fau.de)

[www.fau.eu/studying/ibz.shtml](http://www.fau.eu/studying/ibz.shtml)

For specific advice relating to your degree programme you can also contact the subject co-ordinators and staff at the Student Service Centres at your faculty:

[www.uni-erlangen.de/studium/service-beratung/](http://www.uni-erlangen.de/studium/service-beratung/)

[Studien-Service-Center.html](http://www.uni-erlangen.de/studium/service-beratung/Studien-Service-Center.html) 🇩🇪

## Financing your stay at FAU

### Student Services fee

All students admitted to FAU must enrol at the Student Records Office within the deadline stated in the admissions letter. The Student Services fee (currently EUR 42) must be paid on enrolment. This fee pays for subsidised meals in the restaurants and cafeterias as well as for student support and advice services. You must pay the Student Services fee for each semester you study at FAU. See more information at: [www.studentenwerk.fau.de/ueber-uns.html#studentenwerksbeitrag](http://www.studentenwerk.fau.de/ueber-uns.html#studentenwerksbeitrag) 🇩🇪

### Costs of living

As a student in Erlangen or Nuremberg, your costs of living will be around EUR 700 per month. You can find a breakdown of the costs below:

- Rent: EUR 250–500/month
- Health insurance: EUR 80–150/month
- Transport: approx. EUR 60/month
- Food: approx. EUR 200/month
- Study materials: approx. EUR 50–100/month

More information is available on the website of the German National Association for Student Affairs:

[www.internationale-studierende.de/en/](http://www.internationale-studierende.de/en/)

[prepare\\_your\\_studies/financing/costs\\_of\\_living](http://www.internationale-studierende.de/en/prepare_your_studies/financing/costs_of_living)

### Scholarships

Studying at FAU is free for international students. To finance your costs of living, you can apply for a scholarship. Several scholarship organisations offer financial support at particular stages in your studies. You can search for scholarships in the scholarship database of the German Academic Exchange Service (DAAD, [www.daad.de/deutschland/stipendium/en](http://www.daad.de/deutschland/stipendium/en)). The University does not offer scholarships for financing your entire degree.

### Student jobs

*General information*

Many students work alongside their studies in Germany. International students are also entitled to seek employment. However, there are regulations which need to be observed if you do seek work. These regulations apply differently to EU citizens (students from the EU excluding Bulgaria and Romania) and non-EU students. Please check the information on the Central Office for International Affairs (RIA) website ([www.fau.eu/international/from-abroad/full-degree-students/jobs-placements.shtml](http://www.fau.eu/international/from-abroad/full-degree-students/jobs-placements.shtml)) or the DAAD website ([www.daad.de/deutschland/in-deutschland/arbeiten/](http://www.daad.de/deutschland/in-deutschland/arbeiten/)).

*Income tax certificate*

To be eligible to work in Germany, you will need an income tax certificate (Bescheinigung über den Lohnsteuerabzug). You can obtain this document from your local tax office (Finanzamt). It is only available in German:

- Finanzamt Erlangen, Schubertstraße 10, 91052 Erlangen, [www.finanzamt-erlangen.de](http://www.finanzamt-erlangen.de) 🇩🇪
- Zentralfinanzamt Nürnberg, Thomas-Mann-Straße 50, 90471 Nürnberg, [www.zentralfinanzamt-nuernberg.de](http://www.zentralfinanzamt-nuernberg.de) 🇩🇪

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- Finanzamt Nürnberg Nord, Kirchenweg 10, 90419 Nürnberg, [www.finanzamt-nuernberg-nord.de](http://www.finanzamt-nuernberg-nord.de)
- Finanzamt Nürnberg-Süd, Sandstraße 20, 90443 Nürnberg, [www.finanzamt-nuernberg-sued.de](http://www.finanzamt-nuernberg-sued.de)
- Finanzamt Fürth, Stresemannplatz 15, 90763 Fürth, [www.finanzamt-fuerth.de](http://www.finanzamt-fuerth.de)

## Social security and taxes

### General information

In Germany various social contributions and taxes are automatically deducted from earnings. However, special rules apply to students: they either pay reduced social contributions and taxes or none at all.

### Income tax and pensions

All employees earning up to EUR 450 do not have to pay income tax (Lohnsteuer). However, a contribution of 3.9 percent of the total income must be made towards a pension (Renterversicherung). You can opt out of making these payments, but this will affect your future pension.

See more information at: [www.studentenwerk.fau.de](http://www.studentenwerk.fau.de)

## Finding a job

To find a student job you can use the FAU student jobs portal, the jobs website of the Federal Employment Agency and other internet portals:

- FAU student jobs portal: [www.stellenwerk-fau.de](http://www.stellenwerk-fau.de)
- Federal Employment Agency [www.arbeitsagentur.de/nn\\_426332/EN/Navigation/Startseite](http://www.arbeitsagentur.de/nn_426332/EN/Navigation/Startseite)
- Jobs at other universities: [www.hochschulstellenmarkt.de](http://www.hochschulstellenmarkt.de)
- Student job placements: for Erlangen and Nuremberg, Strümpellstraße 14, 91052 Erlangen, Phone (0 91 31) 711-262 and 711-333; E-mail: [erlangen.jobvermittlung@arbeitsagentur.de](mailto:erlangen.jobvermittlung@arbeitsagentur.de)

## Insurance

### Health insurance

All students must have health insurance. You cannot enrol at FAU if you do not have health insurance.

If you are from Switzerland or another *member state of the European Union (EU)* including new member states, you can

be issued with a European Health Insurance Card (EHIC), which is also valid in Germany. Once you arrive in Germany, you must contact a local statutory health insurance provider to verify your card. Students from Turkey or Switzerland should bring Form T/A 11 or A/T 11. If you are not insured in your home country, you must take out insurance in Germany.

*For non-EU citizens:* Not all private health insurance policies will be recognised in Germany. Travel health insurance will not be accepted for enrolment or a residence permit. On your arrival, you can take out health insurance for approximately EUR 80/month from a statutory health insurance provider. Student health insurance is valid from the start of semester, i.e. from 01 October or 01 April. The services offered to students by the statutory health insurance providers are mostly identical.

If you become ill, you are entitled to be treated by any physician; however, not all treatments are free of charge. You should ask your doctor about any costs before receiving treatment. More information on health insurance is available at the German National Association for Student Affairs website: [www.internationale-studierende.de/en/prepare\\_your\\_studies/entry\\_into\\_germany/health\\_insurance](http://www.internationale-studierende.de/en/prepare_your_studies/entry_into_germany/health_insurance)

If you are only planning a short stay in German as an exchange student without enrolment or to participate in a language course or Studienkolleg, you are not eligible for statutory health insurance. You will need to arrange for travel health insurance in your home country or register with a private health insurance company for the duration of your stay in Germany. If you have any queries, please contact the Central Office for International Affairs (RIA).

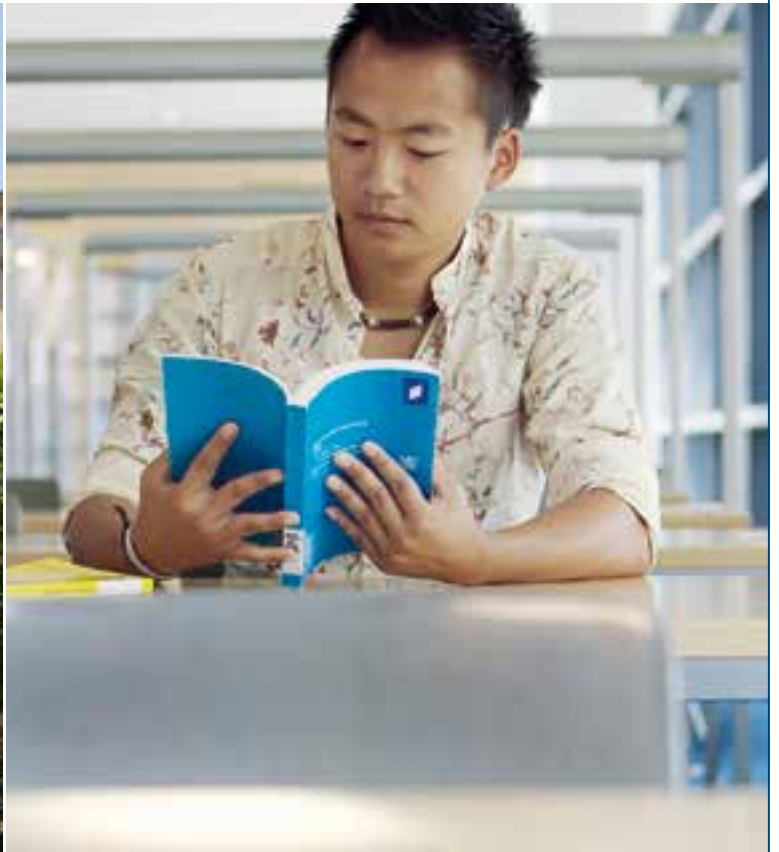
### Liability insurance

If you cause damage to persons or material, you are liable to pay for any costs including consequential damages which might arise due to an accident. To reduce the risk of such events, we strongly recommend taking out liability insurance (private Haftpflichtversicherung), which covers costs incurred by accidental damage. There are many different offers and we recommend comparing costs and services carefully. If you require assistance, you can contact the Central Office for International Affairs (RIA).

### Laboratory liability insurance

Many departments and degree programmes require that you take out laboratory liability insurance before you can use the laboratory. At FAU, you can take out laboratory





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liability insurance (Labor-Haftpflichtversicherung) at the secretary's office in your department or institute. Note that all students carrying out practical work for inorganic, organic and physical chemistry must take out laboratory liability insurance for the relevant semester. Exception: The laboratory liability insurance for students in the first or second semester of inorganic chemistry can be taken out at the start of the practical.

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## IDM user account, FAU e-mail, Mein Campus, FAUcard

### General information on computer systems at FAU

There are several computer systems which you will need to use at FAU. The most important are the Identity Management System (IDM) and Mein Campus. In Mein Campus, you can print out your enrolment certificate and register for examinations. Your grades are also available in Mein Campus.

### Activating your IDM user account

Approximately two weeks after you enrol in person, you will receive a letter by post to your address in Germany. This letter explains how you can activate your user account for the FAU Identity Management System (IDM), your FAU e-mail address and Mein Campus.

### FAU e-mail address

Every student receives an e-mail address when they enrol at FAU. This is important as much information is sent out to students by the University using e-mail rather than post. You can activate your e-mail address using your IDM user account. During activation, you will be asked to choose an e-mail address from the suggested addresses.

If you don't want to use the FAU E-mail account (<https://faumail.fau.de>), you can redirect e-mails from the University to your private e-mail address. We recommend that you enable the option in IDM to store all e-mails sent to you.

### FAUcard

The FAUcard is a multifunctional smartcard that combines the following functions: student ID, library card for the University Library, electronic purse and ID for electronic access control.

The card will be sent to your German address approximately six weeks after you enrol at FAU. Note that the FAUcard must be validated before it is used for the first time and at the beginning of each semester. You will need to use the validation stations at the University for this.

If you want to use the payment function of the card, for example to pay for a meal at one of the University restaurants, you must add money to the card. You can use the cash-to-chip machines at the University for this.

For more information on the FAUcard, see: [www.uni-erlangen.org/university/faucard](http://www.uni-erlangen.org/university/faucard)

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## Grades

Grades at German universities are awarded from 1 to 5, where 1 is the best possible grade and 5 is the worst possible grade. Written examinations are passed when you achieve a grade of at least 4 (ausreichend/sufficient)

According to the examination regulations, the following grades are awarded at FAU.

- 1.0–1.3 = sehr gut (excellent)
- 1.7–2.3 = gut (good)
- 2.7–3.3 = befriedigend (satisfactory)
- 3.7–4.0 = ausreichend (sufficient)
- 4.3–5.0 = nicht ausreichend (unsatisfactory)

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## Planning your schedule

The University does not provide finite schedules for degree programmes. It is not always easy to plan your schedule at the start of your studies. The Student Advice and Career Service (IBZ) and the Student Service Centre at your faculty can help you with general questions on planning your schedule and the subject advisors ([www.fau.de/studium/service-beratung/StudFB.pdf](http://www.fau.de/studium/service-beratung/StudFB.pdf) 🇩🇪) can help you with subject-related questions.

International students in English-taught Master's degree programmes can usually download a completed schedule from the degree programme website. We strongly recommend that you take the opportunity to attend introductory

courses and information events at your department at the start of your studies. More information is available from your degree programme co-ordinator.

Some degree programmes including Italian Romance Studies, Iberian Studies and Political Science require a placement test. The dates are usually announced during the introductory courses. You can register at: [www.sz.fau.de/pruefungengesamt/einstufungstest](http://www.sz.fau.de/pruefungengesamt/einstufungstest)

For many courses (seminars, practicals, foundation courses) you will need to register online:

- you can use the Mein Campus portal to manage your degree programme data, register for examinations and view your grades. You can also download and print official documents and student ID. ([www.campus.fau.de](http://www.campus.fau.de), partly in English)

or

- seminar handouts and online examinations are available on the StudOn e-learning platform
- for English (BA/Lehramt): CASSY ([www.cassy.anglistik.phil.uni-erlangen.de](http://www.cassy.anglistik.phil.uni-erlangen.de))
- language courses and practice: OKTIS ([www.sprachkurse.uni-erlangen.de](http://www.sprachkurse.uni-erlangen.de))

Students of medicine, dentistry and law cannot use Mein Campus to register for several examinations. Students of these faculties will need to contact their degree programme co-ordinator to find out how to register for these examinations.

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## Course catalogue

FAU's course catalogue is only published in digital form at: [www.univis.fau.de/form#remembertarget](http://www.univis.fau.de/form#remembertarget)

Refer to the ABC brochure for students new to the University to find out what lecture, seminar, practicals, tutorials or semester hours mean.

Useful links:

- information on planning your schedule: [www.fau.de/stundenplan](http://www.fau.de/stundenplan)
- examination regulations: [www.fau.de/universitaet/organisation/recht/studiensatzungen/](http://www.fau.de/universitaet/organisation/recht/studiensatzungen/)
- course catalogue: [www.univis.fau.de/form#remembertarget](http://www.univis.fau.de/form#remembertarget)

- information on schedules for the Faculty of Engineering [www.techfak.fau.de/studium/stundenplan-fuer-studierende.shtml](http://www.techfak.fau.de/studium/stundenplan-fuer-studierende.shtml)
- information on schedules for the School of Business and Economics: [www.wiso.fau.de/studierende/stundenplan.shtml](http://www.wiso.fau.de/studierende/stundenplan.shtml)
- you can find some schedules on the department or institute websites, for example Biology ([www.biologie.nat.uni-erlangen.de/studium/studierende/stundenplaene/index.shtml](http://www.biologie.nat.uni-erlangen.de/studium/studierende/stundenplaene/index.shtml)) and Chemistry ([www.chemie.uni-erlangen.de/dcp/studium/studiengaenge/chemie/stundenplan](http://www.chemie.uni-erlangen.de/dcp/studium/studiengaenge/chemie/stundenplan))
- tips on planning schedules for new students at the Faculty of Humanities, Social Sciences, and Theology: [phil.fau.de/index.php/studium/studienservicecenter](http://phil.fau.de/index.php/studium/studienservicecenter)
- tips on planning schedules in teaching degree programmes (Lehramt) [www.fau.de/studium/studienorganisation/studienbeginn/Stundenplanbeispiel\\_LA.pdf](http://www.fau.de/studium/studienorganisation/studienbeginn/Stundenplanbeispiel_LA.pdf)
- New students for teaching primary education (Grundschullehramt): [www.grundschulforschung.phil.fau.de/studium/erstsemesterinfo.shtml](http://www.grundschulforschung.phil.fau.de/studium/erstsemesterinfo.shtml)
- Proof of language proficiency (e.g. Latinum): [www.fau.de/studium/studienangebot/uebersicht/docs/Sprachkenntnisse\\_neu.pdf](http://www.fau.de/studium/studienangebot/uebersicht/docs/Sprachkenntnisse_neu.pdf)

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## Semester dates

You can find the most important semester dates (lecture periods, deadlines for registration, enrolment and re-registration) at: [www.fau.eu/studying/how-to-apply.shtml](http://www.fau.eu/studying/how-to-apply.shtml)

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## Examinations office

If you have a question relating to examination arrangements, please contact the examinations office for your subject. The examinations office is responsible for all administrative processes regarding the application for, admission to and organisation of examinations as well as for the preparation and documentation of meetings of the examinations committees. See this website to find the examinations office responsible for your degree programme: [www.fau.de/einrichtungen/pruefungensamt](http://www.fau.de/einrichtungen/pruefungensamt)







# 5. Resources and facilities at FAU

## University libraries

See this website for information on the University Library:  
[www.ub.fau.de/index-en.shtml](http://www.ub.fau.de/index-en.shtml)

## Language Centre

The Language Centre at FAU offers courses in over 30 languages. ‚Deutsch als Fremdsprache‘ or ‚German as a Foreign Language‘ is particularly useful for international students ([www.sz.uni-erlangen.de/abteilungen/daf/english/basiclevel](http://www.sz.uni-erlangen.de/abteilungen/daf/english/basiclevel)), and is offered at a range of different levels. The Language Centre also offers an independent learning laboratory (Selbstlernlabor) for students to improve their language skills.

See [www.sz.fau.de](http://www.sz.fau.de) and [www.sz.fau.de/materialien](http://www.sz.fau.de/materialien) for more information on language courses at FAU. Information on intensive German courses in the holidays can be found at: [www.sz.uni-erlangen.de/abteilungen/daf/kursangebot/aiferienkurs\\_english.html](http://www.sz.uni-erlangen.de/abteilungen/daf/kursangebot/aiferienkurs_english.html)

## Language tandem

If you want to improve your German, you can take part in a language tandem at FAU. This involves teaming up with someone who would like to learn your native language. See more information at: [www.sprachduo.de](http://www.sprachduo.de)

## Computer pools

The University offers a number of computer pools where students can access the Internet free of charge. Scanners and printers are also available. You will need a user account to use the computers. Refer to the information sheet for new students for further instructions: [www.rrze.fau.de/dienste/internet-zugang/Erstsemesterinfo\\_englisch\\_WS2012.pdf](http://www.rrze.fau.de/dienste/internet-zugang/Erstsemesterinfo_englisch_WS2012.pdf) For more information see: [www.rrze.fau.de/dienste/internet-zugang/neu-an-der-uni.shtml](http://www.rrze.fau.de/dienste/internet-zugang/neu-an-der-uni.shtml)

## Advice for students with disabilities

Students in Erlangen and Nuremberg have several options for obtaining advice on studying with a disability.  
[www.fau.de/studium/service-beratung/behindertenberatung.shtml](http://www.fau.de/studium/service-beratung/behindertenberatung.shtml)

The Student Advice and Career Service (IBZ) at FAU offers advice for students with disabilities or chronic illnesses. For general information and support, you can also contact the disability liaison officer at FAU.

### Student Advice and Career Service (IBZ)

FAU disability liaison officer  
Dr. rer. nat. Jürgen Gündel  
Halbmondstrasse 6/Schlossplatz 3, Room 1.032  
91054 Erlangen  
Phone: +49 (0) 9131 85 24051  
**E-mail: [juergen.guendel@fau.de](mailto:juergen.guendel@fau.de)**

## Legal advice

Student Services Erlangen-Nürnberg offer free legal advice for students. This includes practical advice for all legal difficulties related to your studies in Germany in the following areas: labour law, international law, tenancy law, examination law and contractual law.

Find more information at: [www.studentenwerk.fau.de/servber/de/rechtsberatung.shtml](http://www.studentenwerk.fau.de/servber/de/rechtsberatung.shtml)

## Counselling

Student Services offer a counselling service (Psychologisch-Psychotherapeutische Beratungsstelle) for students who are experiencing psychological or social difficulties relating to their studies, parents, partners, sexual problems, anxiety, depression, suicidal thoughts, feelings of guilt, psychosomatic illness and other welfare issues.

For more information on the support available, visit: [www.studentenwerk.fau.de/servber/de/ppb.shtml](http://www.studentenwerk.fau.de/servber/de/ppb.shtml)

# 5. Resources and facilities at FAU

## International student ID

The International Student Identity Card (ISIC) is the only student ID card recognised throughout the world. This card will entitle you to various discounts while you are abroad. You can get an ISIC from many travel agencies and Student Services Erlangen Nürnberg. You can find contact details for Student Services in the guide 'Studieren in Erlangen und Nürnberg' on their website: [www.studentenwerk.uni-erlangen.de/servber/de/wegweiser.shtml](http://www.studentenwerk.uni-erlangen.de/servber/de/wegweiser.shtml) and [www.isic.org](http://www.isic.org)

## Alumni network

Students can become a member of the FAU alumni network any time and benefit from many career and training opportunities. See more at: [www.uni-erlangen.org/infocentre/alumni](http://www.uni-erlangen.org/infocentre/alumni)



# 6. Accommodation

## General information

In contrast to some other countries, you will not be allocated a room in student accommodation automatically when your place is confirmed at the University. Instead, you need to make your own accommodation arrangements.

Please note that Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU) does not own or manage any accommodation and does not act as an estate agent. Your own initiative is required to find suitable accommodation.

There are two options for finding accommodation: state-funded accommodation or private accommodation. Private accommodation includes accommodation run by church foundations, commercial organisations and private landlords.

Rooms in student accommodation are generally furnished, which means that a bed, wardrobe, table and shelf are available. Students are usually responsible for providing bedding, towels and tableware. Privately rented flats are usually let without furniture.

## Applying for student accommodation

Exchange students and students participating in exchange programmes may apply for a room from Student Services Erlangen-Nürnberg. Information on applying for accommodation is sent out with the admission letter. Further information: [www.uni-erlangen.org/international/from-abroad/exchange-students/accommodation/](http://www.uni-erlangen.org/international/from-abroad/exchange-students/accommodation/)

Important note for all students:  
The number of students applying for accommodation through Student Services is much greater than the number of rooms available. You cannot rely on finding a room through Student Services and we strongly recommend that you look for private accommodation.

## Finding accommodation

Exchange students, students participating in exchange programmes and international students in English-language

degree programmes taught in English can contact the Central Office for International Affairs (RIA) for assistance in finding accommodation. More information is included with your admission letter.

In general:

**You will be more successful if you show your own initiative.**

Don't wait until you have received an offer of accommodation. Actively search for accommodation yourself. See the following website for tips and detailed information: [www.fau.eu/international/from-abroad/full-degree-students/accomodation](http://www.fau.eu/international/from-abroad/full-degree-students/accomodation)

**Finding accommodation while in Germany:**

Many private landlords will want to get to know their future tenants before signing a contract. We recommend that you contact landlords in the morning and arrange an appointment as soon as possible. It is common for several applicants to be invited to a viewing. If you are interested in a flat, you should contact the landlord immediately to arrange an appointment as the demand for accommodation is far greater than the availability.

**Finding accommodation from abroad:**

You may be able to apply for some student accommodation from abroad using the appropriate registration form. This also applies to some private accommodation.

You may be asked to provide details of your financial circumstances and other personal details. It is unlikely that you will be offered accommodation if you do not provide this information. Landlords are entitled to ask you about your income by law and you must answer these questions honestly. You must also declare the number of persons who are moving into the accommodation truthfully.

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## Shared accommodation

If you are not able to finance a flat on your own, sharing with others is another option. In university towns, it is common to share accommodation with other students. These are known as *Wohngemeinschaften* (WG) in German. Sharing accommodation is a great way of getting closer to German language and culture for international students.

Rooms in shared accommodation are normally applied for through the students who live there, rather than contacting the landlord directly. As shared accommodation is popular, students often hold interviews for prospective housemates. As an international student, you may find that your chances of finding a room are increased as students value getting to know students from other cultural backgrounds.

When you are looking for a room in shared accommodation, pay attention to offers on the notice boards in your institute or department, the libraries and in the restaurants and cafeterias. It is always worth asking fellow students if they know of any offers.

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## Practical tips

- If you lose your key, the locks will often need to be replaced in the entire building. If this happens, you will be liable for all costs. We strongly recommend taking out private liability insurance (Haftpflichtversicherung) for this situation.
- Heating and ventilating the building properly is the responsibility of the tenant as outlined in the house rules and not doing so can lead to a rental contract being terminated without notice. Buildings must be ventilated regularly to avoid mould. Even in winter, you must open windows completely at least 2–3 times a day for 5–10 minutes.
- You must heat your accommodation in winter. We recommend that you always maintain a temperature of 17 degrees – when you need to, you can increase the temperature quickly and with low energy usage. If your pipes freeze because you have not heated the accommodation, you will be liable for the repair costs.
- If you notice any damage to your accommodation, you must notify the landlord immediately – otherwise you may be liable for costs.
- Rubbish is separated in Germany. If this is not done correctly, you may incur an extra charge. Information sheets on heating, ventilating and separating rubbish properly can be requested from the FAU accommodation service. Please write a short request to: [accommodation@fau.de](mailto:accommodation@fau.de). See more information at: [www.umziehen.de/sondermuell](http://www.umziehen.de/sondermuell) 🇩🇪

# 7. Travel, leisure and socialising

## Travel and transportation

### Buses and trains

In Germany, all major cities can be reached easily by train. Germany has an excellent public transportation infrastructure including underground trains, suburban trains, trams and buses. There are many special offers and fares. Tickets can be purchased at the ticket desks (subject to a service charge) or the ticket machines at the station. (IMPORTANT: tickets cannot be purchased on the train). Tickets for local public transportation can be purchased from the customer service offices of the transportation companies or from ticket machines at major stops.

See [www.vgn.de](http://www.vgn.de) for information on the tickets and offers available for local public transportation (some information is available in English).

Deutsche Bahn's website has rail information in English at: [www.bahn.de/i/view/GBR/en/index.shtml](http://www.bahn.de/i/view/GBR/en/index.shtml)

As an alternative to rail, you can also travel with long distance buses, car-sharing or by car rental. Search the Internet for more information or ask other students.

### Semester tickets

FAU does not issue semester tickets. Students and doctoral students enrolled at the University may purchase travel tickets which are valid for the semester at a reduced rate from the local public transportation companies in Erlangen and Nuremberg. These tickets are valid in lecture periods for three months in the summer semester and four months in the winter semester. Tickets are issued for journeys within zones 100 and 200 (Nuremberg, Fürth and Stein) and zone 400 (Erlangen) and are only valid with a network pass. Semester tickets cost from EUR 75.60.

See the VGN website for information on prices and ordering: [www.vgn.de/ausbildung](http://www.vgn.de/ausbildung)

### Bicycles

Erlangen and Nuremberg are bike-friendly cities with a large network of bicycle lanes. Therefore, it is recommendable to either rent a bike or even buy one. Please do not purchase a bike from somebody on the street you do not know. You could risk losing your money and the bike. We strongly recommend buying a secure bike lock – even though crime rates are low in Germany, bikes are frequently stolen in larger cities, especially if they are not secured.

## Sports and leisure

Erlangen and Nuremberg have a wide range of activities on offer: the city centres and the surrounding countryside offer ample opportunity for discovering the city or trying out new sports. All students and postgraduates enrolled at the University can enjoy a wide range of cultural events – theatre, opera, concerts, festivals and museums – at a reduced rate (Studententarif).

Many towns nearby to Nuremberg and Erlangen are charming destinations for exploring the south of Germany. Towns of particular historical interest include Bayreuth, Würzburg, Bamberg, Ansbach, Aschaffenburg, Coburg, Eichstätt, Dinkelsbühl, Rothenburg ob der Tauber, Augsburg and Munich. You can visit all of these towns on the Romantic Road.

The Franconian Lakes are located around 30 km south of Nuremberg. In summer, the lakes are a perfect destination for swimming, windsurfing and sailing. Between Bamberg and Bayreuth and to the northeast of Erlangen, Franconian Switzerland is an idyllic stretch of countryside, which can be best enjoyed by hiking or cycling. Charming and varied scenery awaits visitors to Franconian Switzerland: from peaceful river valleys and craggy hilltops (like the ‚Walberla‘) to majestic castles and ruins – there is much to see within a compact area.

Links:

[www.erlangen.de](http://www.erlangen.de) ●  
[www.nuernberg.de](http://www.nuernberg.de) ●  
[www.tourismus.nuernberg.de/no\\_cache/en/home.html](http://www.tourismus.nuernberg.de/no_cache/en/home.html)  
[www.fuerth.de](http://www.fuerth.de) ●  
[www.fraenkische-schweiz.com/bilderbogen/en.html](http://www.fraenkische-schweiz.com/bilderbogen/en.html)  
[www.fraenkisches-seenland.de](http://www.fraenkisches-seenland.de) ●  
[www.frankentourismus.com/?setLanguage](http://www.frankentourismus.com/?setLanguage)  
[www.bavaria.by](http://www.bavaria.by)  
[www.geschichte-fuer-alle.de/index.php?id=25](http://www.geschichte-fuer-alle.de/index.php?id=25)



## Music, theatre and art

### At FAU

Students have ample opportunity to pursue their musical interests at FAU. The Akademische Chor, Collegium Musicum (symphony orchestra), Big Band, brass ensemble and other musical groups practice every week in the University Orangery in Schlossgarten.

For information on music at FAU, see:

[www.musik.fau.de](http://www.musik.fau.de) 🇩🇪

### Opera and concerts

[www.staatstheater-nuernberg.de](http://www.staatstheater-nuernberg.de) 🇩🇪

[www.nuernbergersymphoniker.de](http://www.nuernbergersymphoniker.de) 🇩🇪

### Theatre, museums and galleries

[www.kubiss.de](http://www.kubiss.de) 🇩🇪

[www.doppelpunkt.de](http://www.doppelpunkt.de) 🇩🇪

[www.plaerrer.de](http://www.plaerrer.de) 🇩🇪

[www.curt.de](http://www.curt.de) 🇩🇪

[www.theater-erlangen.de](http://www.theater-erlangen.de) 🇩🇪

[www.staatstheater-nuernberg.de](http://www.staatstheater-nuernberg.de) 🇩🇪

### Cinema

See [www.nordbayern.de/freizeit/kino](http://www.nordbayern.de/freizeit/kino) 🇩🇪 for a list of all cinemas in the region and current programmes.

## Sports

### University Sports

University Sports organises a wide range of low-cost sports courses in Erlangen and Nuremberg for students. Information on courses, registration deadlines and fees is available at:

[www.sport.uni-erlangen.org/university-sports.shtml](http://www.sport.uni-erlangen.org/university-sports.shtml)

### Private sports clubs

Detailed information on sports clubs in Erlangen and Nuremberg can be found at:

[www.erlangen.notblue.de/freizeit\\_kultur/sportvereine/erlangen.htm](http://www.erlangen.notblue.de/freizeit_kultur/sportvereine/erlangen.htm) 🇩🇪

[www.stadtinformation.meinestadt.de/erlangen/sport](http://www.stadtinformation.meinestadt.de/erlangen/sport) 🇩🇪

[www.meinverein24.de/sportvereine/deutschland/](http://www.meinverein24.de/sportvereine/deutschland/)

[bayern/bezirk-mittelfranken/nuernberg/sportvereine-stadt-nuernberg.html](http://www.bayern/bezirk-mittelfranken/nuernberg/sportvereine-stadt-nuernberg.html) 🇩🇪

[www.nuernberg.de/internet/sportservice/sportsuche.html](http://www.nuernberg.de/internet/sportservice/sportsuche.html) 🇩🇪

[www.nuernberg.de/internet/portal/kultur/sportvereine.html](http://www.nuernberg.de/internet/portal/kultur/sportvereine.html) 🇩🇪



# 8. Intercultural contacts at FAU

## Buddy programme (Central Office for International Affairs)

The FAU buddy programme aims to promote exchange between German and international students and help exchange students and students participating in exchange programmes to get to know Erlangen and Nuremberg when they first arrive. For detailed information on the buddy programme, visit: [www.uni-erlangen.org/international/from-abroad/exchange-students/buddyprogramme](http://www.uni-erlangen.org/international/from-abroad/exchange-students/buddyprogramme)

## Other intercultural groups

Several regional organisations focus on intercultural relations and offer information in several languages. Here is a list of the most important:

- Institut franco-allemand d'Erlangen: [www.dfi-erlangen.de](http://www.dfi-erlangen.de)
- Deutsch-Amerikanisches Institut (DAI): [www.amerikahaus-nuernberg.de/home\\_en.html](http://www.amerikahaus-nuernberg.de/home_en.html)
- Club International, Volkshochschule Erlangen: [www.vhs-erlangen.de](http://www.vhs-erlangen.de)
- English Dramatic Society: [www.english-drama.de](http://www.english-drama.de)
- Deutsch-Finnische Gesellschaft: [www.dfg-bayern.de](http://www.dfg-bayern.de)
- Centro Argentino de Franken e.V.: [www.centro-argentino-franken.de](http://www.centro-argentino-franken.de)
- Deutsch-Indischer Kreis Erlangen e.V.: [www.deutschindischerkreis.de](http://www.deutschindischerkreis.de)
- Konfuzius Institut Nürnberg-Erlangen: [www.konfuzius-institut.de](http://www.konfuzius-institut.de)
- Das Krakauer Haus – Deutsch-Polnischer Verein: [www.krakauer-haus.de](http://www.krakauer-haus.de)
- Hungarian Viticulture Nürnberg e.V.: [www.ungarninnuernberg.de](http://www.ungarninnuernberg.de)
- Deutsch-Japanische Gesellschaft in Bayern: [www.japan-in-bayern.de](http://www.japan-in-bayern.de)

# 9. Counselling services and church organisations

## General counselling

In Erlangen and Nuremberg there are many counselling services (Beratungsstellen) which can offer support for a wide range of issues including pregnancy or drug addiction. Details of these organisations can be found easily by searching the Internet. Student Services also maintains a list of counselling services and self-help groups: [www.studentenwerk.uni-erlangen.de/servber/de/ww-er-n-beratung-hilfe.shtml](http://www.studentenwerk.uni-erlangen.de/servber/de/ww-er-n-beratung-hilfe.shtml)

## Church organisations

Church organisations in Erlangen, Nuremberg and the surrounding area are open to all individuals regardless of their faith.

Information on church student associations can be found on the following websites:

- Protestant student community in Erlangen: [www.esg-erlangen.de](http://www.esg-erlangen.de)
- Catholic student community: [www.khg-erlangen.de](http://www.khg-erlangen.de)

Religious communities in Erlangen and Nuremberg are listed on the official city websites:

- Erlangen: [www.erlangen.de/desktopdefault.aspx/tabid-1168](http://www.erlangen.de/desktopdefault.aspx/tabid-1168)
- Nuremberg: [www.nuernberg.de/internet/portal/kultur/sportvereine.html](http://www.nuernberg.de/internet/portal/kultur/sportvereine.html)



# 10. Specific information for exchange students and students participating in exchange programmes

## Checklists

### After arriving in Germany

- Attend the orientation course and complete formalities: register with the local authorities, transfer the Student Services fee, enrol at FAU
- activate your IDM user account
- meet your subject co-ordinator
- plan your schedule and register for courses
- meet your buddy

### Before leaving Germany

- check if all grades have been entered in Mein Campus
- collect your Certificate of Attendance
- collect your Transcript of Records
- de-register at FAU
- de-register with the local authorities
- cancel your health insurance and liability insurance
- terminate your rental contract
- close your bank account
- cancel any contracts: mobile phone, fitness studio, etc.

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## Erasmus code for FAU

Erasmus code: D ERLANGE 01

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## Mentoring

The most important contacts for international exchange students and students participating in exchange programmes are the Central Office for International Affairs (RIA) and the subject co-ordinators at the faculties. Tutors and buddies are also important mentors.

Further information: [www.fau.de/international](http://www.fau.de/international)

A list of contacts in the Central Office for International Affairs is available at: [www.fau.eu/international/ria/staff](http://www.fau.eu/international/ria/staff)

### Subject co-ordinators

Exchange students and students participating in exchange programmes can contact the subject co-ordinators at the faculties with any subject-specific questions. The subject co-ordinators can help you with details related to your degree programme and specific courses. The contact details for the co-ordinators will be sent out via e-mail.

### Other contacts

Office for International Relations at the Faculty of Business, Economics, and Law in Nuremberg: <http://ib.wiso.fau.de/income>

International Office, Faculty of Engineering: [www.tf.fau.eu/the-faculty/international-office](http://www.tf.fau.eu/the-faculty/international-office)

International Office, Faculty of Humanities, Social Sciences, and Theology: [www.phil.fau.de/index.php/internationales/internationales-buero](http://www.phil.fau.de/index.php/internationales/internationales-buero) 🇩🇪

### Buddy programme

Buddies complement the international offices at FAU by helping exchange students and students participating in exchange programmes. The buddy programme aims to establish and maintain contact between German and international students. German students enrolled in the programme help international students familiarise themselves with life at the University.

More information: [www.uni-erlangen.org/international/from-abroad/exchange-students/buddyprogramme](http://www.uni-erlangen.org/international/from-abroad/exchange-students/buddyprogramme)

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## Student status for exchange students

Exchange students and students participating in exchange programmes can study at FAU for a maximum of two semesters. They are enrolled for a fixed term at the University and have the same rights as regular students.



## Certificate of Arrival

Some students need a Certificate of Arrival for their home university. This certificate confirms that the student has enrolled at FAU. You can obtain this form from the Central Office for International Affairs (RIA).

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## Language

The official language at FAU is German. Only some courses, mostly Master's degree programmes, are taught in English.

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## Choosing courses, course catalogue, registering for courses

Exchange students and students participating in exchange programmes can attend almost all courses at FAU. You can find a list of all courses in the course catalogue: [www.vorlesungsverzeichnis.uni-erlangen.de/form#remembertarget](http://www.vorlesungsverzeichnis.uni-erlangen.de/form#remembertarget)

Students are advised to contact their subject co-ordinators to confirm which courses they should attend.

You must register for courses and seminars yourself. Refer to the course catalogue for detailed instructions. Some subjects require that you register for courses online. Otherwise, you will need to register at the secretary's office in your department. For more information, contact your lecturer or the secretary's office in your department. You can also ask your subject co-ordinator.

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## ECTS credits

The European Credit Transfer System (ECTS) was developed by the European Commission to ensure a common method of academic accreditation for international study. Students should study 30 credits per semester. For more information, see:

[www.uni-erlangen.org/international/from-abroad/exchange-students/ects.shtml](http://www.uni-erlangen.org/international/from-abroad/exchange-students/ects.shtml)

## Learning agreement

Exchange students and students participating in exchange programmes may need a list of courses they will attend at FAU for their home university (a learning agreement).

For more information on learning agreements, visit:

[www.uni-erlangen.org/international/from-abroad/exchange-students/learning-agreement/index.shtml](http://www.uni-erlangen.org/international/from-abroad/exchange-students/learning-agreement/index.shtml)

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## Registering for examinations

You will usually register for examinations online through Mein Campus during a fixed time. For technical support, contact Mein Campus support by e-mail:

[meincampus-support@fau.de](mailto:meincampus-support@fau.de)

For more information, see: [www.campus.fau.de](http://www.campus.fau.de) (partly in English)

Registration deadline for examinations:

[www.uni-erlangen.de/einrichtungen/pruefungsamt](http://www.uni-erlangen.de/einrichtungen/pruefungsamt) 

**Note:** Students of medicine, dentistry and law cannot use Mein Campus to register for several examinations. In this case, contact your subject co-ordinator.

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## Examinations at home universities

Some international students may have to sit at an examination for their home university while studying at FAU. In some cases, it is possible to sit examinations in Germany to avoid having to return to your home university. Please contact the Central Office for International Affairs for more information.

# 10. Specific information for exchange students and students participating in exchange programmes

## Extending your stay

### General information

To extend your stay at FAU, you will need to reach an agreement with your home university, the FAU co-ordinator and the Central Office for International Affairs (RIA).

You will need to do the following:

1. Request an extension form from RIA.
2. E-mail the form to the co-ordinators at your home university. Your home university will decide on the extension and send the form back to RIA.
3. After receiving confirmation from your home university, RIA will decide whether to extend your stay up to a maximum of one semester.

Please contact RIA in good time, as approving agreements can take a long time.

## Shortening or terminating your stay

Shortening your stay is only possible in exceptional circumstances such as for family or health-related reasons. Please contact your co-ordinator and the Central Office for International Affairs (RIA) in such cases. You can bring your buddy with you to any meetings if you like.

Do not return to your home country without informing your co-ordinators.

Please make sure you complete all formalities before leaving the country. Make sure to pay any unpaid bills or rent before you leave.

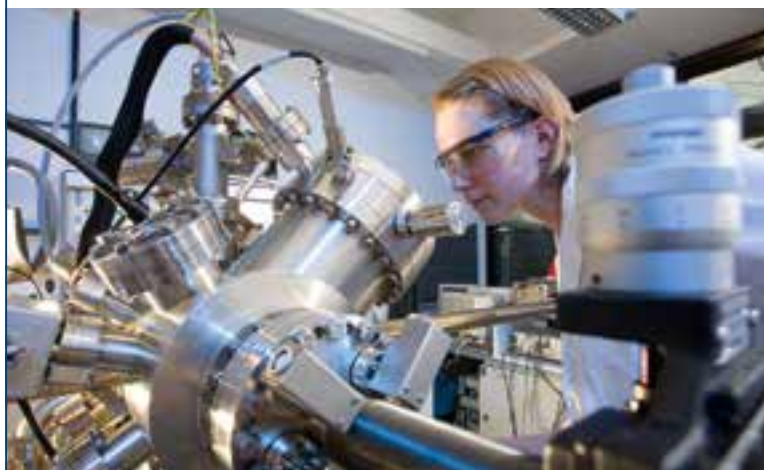
## Studying at FAU as a regular student

Exchange students and students participating in exchange programmes may only study at the University for a maximum of two semesters. However, if you would like to stay at FAU after your exchange, you can enrol in a degree programme. You must apply for a place at the University to do this.

Information on degree programmes at FAU and application deadlines are available here: [www.uni-erlangen.org/international/from-abroad/full-degree-students](http://www.uni-erlangen.org/international/from-abroad/full-degree-students)

It is important that you research all options available to you for enrolling in a degree programme at FAU with assistance from the Student Advice and Career Service as early as possible – at the latest six months before your exchange is due to end. Contact: [www.fau.eu/studying/libz.shtml](http://www.fau.eu/studying/libz.shtml)

You will also need to think about finding alternative accommodation if you have received a place in student accommodation for international students. This accommodation is reserved for incoming exchange students only. You will find the most important information on finding accommodation under section 6.



## Transcript of Records

All of your achievements at FAU will be recorded in Mein Campus. You can find a list of all of your achievements under ‚Notenliste‘.

Please check carefully that all of your grades have been entered into Mein Campus. As soon as your grades are entered correctly, you can contact the Central Office for International Affairs (RIA) to request your Transcript of Records.

You will need to arrange for your Transcript of Records to be issued yourself.

### **Note:**

Students of Medicine must request their Transcript of Records from Nataliya Walther from the Office of the Dean of Studies for Medicine (Krankenhausstraße 12, Room 00.116, 91054 Erlangen).

Students who study Social Science or Economics in Nuremberg must contact Jörg Reisner from the Office of International Relations in Nuremberg (Lange Gasse 20, Room 2.231, 90403 Nürnberg).

Law students can find contact information at: [www.jura.fau.de/internationales](http://www.jura.fau.de/internationales) 🇩🇪

If you have attended a German language course or a course not related to medicine, you can apply for a non-subject related transcript from the Central Office for International Affairs (RIA).

## Free movers

FAU cannot accept free movers. Student exchanges are only possible as part of an exchange programme.

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## Internships at FAU and in Germany

### **General information**

If you decide to work as an intern at FAU or in Germany after your exchange, your status changes at the University. Interns cannot be enrolled at FAU or live in student accommodation.

### **Finding internships and accommodation**

If you want to work as an intern at FAU or another organisation in Germany, you will need to apply for an internship yourself. FAU does not have an internship service. You will also need to find accommodation by yourself. See section 6 for the most important information on finding accommodation.

### **Further information**

Detailed information for incoming interns at FAU is available at: [www.fau.eu/international/from-abroad/placement-students](http://www.fau.eu/international/from-abroad/placement-students)









# 10. Specific information for exchange students and students participating in exchange programmes

## If you have an accident

Make sure that you inform the Central Office for International Affairs (RIA). RIA will provide assistance and contact your home university.

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## Formalities before your departure

### Certificate of Attendance

Before you leave FAU, you will be sent a Certificate of Attendance automatically by post to your German address. The Certificate of Attendance confirms the period you have studied at the University. Holiday periods will not be included on the certificate. If you are leaving before the end of the semester and need the Certificate of Attendance earlier, please contact the Central Office for International Affairs (RIA).

### De-registration at FAU

Before you leave for your home country, you must de-register in person at the Student Records Office. Please bring your de-registration form (Exmatrikulationsantrag) and FAUcard with you. For more information and the de-registration form, visit:

[www.fau.de/studium/service-beratung/studentensekretariat.shtml](http://www.fau.de/studium/service-beratung/studentensekretariat.shtml) 🇩🇪

If you need assistance, please contact the RIA team.

### De-registration with the local authorities

You must de-register your German residence at least one week before leaving the country. You can de-register at the registration office in the area you live in. If you do not de-register properly, you will be considered as an illegal resident in Germany as the immigration authorities have not received confirmation that you have left the country. This can cause problems if you re-enter the country at a later date.

### Cancelling insurance

If you took out German health insurance, you will need to present confirmation that you have de-registered with the local authorities and end your contract. Make sure you also end your liability insurance contract.

### Moving out of student accommodation

If you are an exchange student or student participating in an exchange programme in student accommodation provided by Student Services, your rental contract expires at the end of the semester. Even if you move out earlier, you will need to pay rent until the contract expires. You can either let Student Services continue to debit your German bank account (please make sure that there are sufficient funds left in the account) or you can pay the rest of the rent in a lump sum to the Student Services Payment Office (Kasse des Studentenwerks). You are not permitted to sublet a room provided by Student Services.

Make sure that you arrange a handover appointment with the accommodation manager in good time before you leave for a final room inspection and returning the key. Before the handover appointment:

- clean your room thoroughly and carefully
- repair any damage you may have caused

Your deposit will only be returned if the room is in an acceptable state. Deposits may be returned to a German bank account or transferred to a foreign bank account.

If you have a direct contract with the utility providers for electricity or water, you will need to take a meter reading and notify the provider when you cancel your contract. Ensure that you pay any unpaid bills at this time.

### Cancelling your bank account

Only cancel your German bank account when you have made all outstanding payments for rent, electricity, telephone, etc. for the entire duration of the contract. Before you leave, you can cancel your bank account in person and inform the bank on what date the account should be cancelled. This means that you could withdraw your returned deposit from your home country.

### Cancelling contracts

Do not forget to cancel your mobile phone contract, fitness studio memberships or any other contracts which you have taken out in Germany in good time before you leave the country.

# 11. Information for incoming interns

## Formalities on arrival

### Registration with the local authorities

You need to register with the local authorities within seven days after your arrival. For more information, see Formalities in Section 3.

### Bank account

If you are staying in Germany for more than three months you should open a German bank account. Note: Some banks charge fees for managing accounts; ask your bank for more information.

### Health insurance

Please check whether you will need to take out health insurance in Germany or whether your health insurance from your home country is sufficient. For more information, see: [www.fau.eu/international/from-abroad/placement-students/insurance.shtml](http://www.fau.eu/international/from-abroad/placement-students/insurance.shtml)

### Extending your visa

If you are travelling to Germany on a national visa, this must be converted to a residence permit after your arrive. To apply for a residence permit, you need to contact the immigration authorities for your place of residence.

### Interns cannot be enrolled at FAU

Interns cannot be enrolled at FAU and do not have student status.

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## Training Agreement – EU students

If you are coming to FAU within the Erasmus internship programme, you will need a Training Agreement. You can request a Training Agreement form from your home university. The host department or institute at FAU must complete the form and sign it.

## University Sports

Interns at FAU who wish to take advantage of the University Sports programme should contact their internship co-ordinator and ask whether they can be registered as an employee of the University.

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## Public transport

You will find the most important information on using public transportation under section 7.

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## Holiday

Interns are entitled to paid holiday if the duration of their employment contract is longer than six months.

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## Internet access at FAU

Interns can use the computer rooms (CIP pools) and the Internet free of charge. A *user account* is required for this. To apply for a user account, you will need to fill out the application form, ask your host institution (department) to sign it and submit it to the correct RRZE office.

You can download the application form from:  
[www.rrze.uni-erlangen.de/hilfe/service-theke/Antrag\\_auf\\_Kundenkennung\\_en.pdf](http://www.rrze.uni-erlangen.de/hilfe/service-theke/Antrag_auf_Kundenkennung_en.pdf)

You can also use the wireless network at the University. You will need to apply for a guest account for this.

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## Accommodation for interns

Interns must look for accommodation themselves. As interns are not enrolled at FAU, they cannot live in the student accommodation run by Student Services.

See this website for information on finding accommodation for interns: [www.uni-erlangen.org/international/from-abroad/placement-students/accomodation.shtml](http://www.uni-erlangen.org/international/from-abroad/placement-students/accomodation.shtml)

We have also summarised important information for finding accommodation in Section 6.

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## Using restaurants and library access

You can find information on using restaurants and cafeterias and accessing the libraries at:

[www.uni-erlangen.org/international/from-abroad/placement-students/food-catering.shtml](http://www.uni-erlangen.org/international/from-abroad/placement-students/food-catering.shtml)

[www.uni-erlangen.org/international/from-abroad/placement-students/libraries.shtml](http://www.uni-erlangen.org/international/from-abroad/placement-students/libraries.shtml)

## Language courses at FAU

If there are enough places, you can sign up for language courses at FAU. Contact the Language Centre for information on courses and terms at: [www.sz.fau.de](http://www.sz.fau.de) 🇩🇪 Information on German language courses is available at: [www.sz.uni-erlangen.de/abteilungen/daf/english/basiclevel](http://www.sz.uni-erlangen.de/abteilungen/daf/english/basiclevel)

For more information, see: [www.uni-erlangen.org/international/from-abroad/placement-students/language-courses.shtml](http://www.uni-erlangen.org/international/from-abroad/placement-students/language-courses.shtml)

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## Further information for interns

More information for interns at FAU is available at: [www.uni-erlangen.org/international/from-abroad/placement-students/](http://www.uni-erlangen.org/international/from-abroad/placement-students/)

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