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## STUDENT GUIDE FOR INCOMING STUDENTS AT FACULTY OF BIOLOGY

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### 1. Bureaucratic steps

After the **nomination** of your university to take part in the Erasmus+/Erasmus Mundus or Tuition Waiver exchange programme you will get a “**Welcome e-mail**” by us informing you about the next steps.

First; you need to **register online** at the University of Göttingen (<http://www.uni-goettingen.de/de/48917.html>). For the online registration you need to specify your planned arrival and departure dates in Göttingen. Therefore consider the semester period and lecture time (see chapter 1: Information about the academic year in Göttingen). The online registration needs to be printed and signed by both you and the coordinator at your home university. Afterwards send us a scanned version (as pdf) to [erasbio@biologie.uni-goettingen.de](mailto:erasbio@biologie.uni-goettingen.de). The application database will be open until 1st of June (winter semester and full year) and until 1st of December (summer semester).

Second, you should make your study plan, knowing which courses you would like to attend and which language level you need in order to take part.

**Please note, the LA is necessary to get finally accepted by us. Latest deadline to send us your LA is 15th May (for winter semester or full academic year students) or 15th November (summer semester students).**

This guide shall help you finding appropriate lectures and courses at our faculty and to get your Learning Agreement (LA) signed by us in time.

Further information about our university, our study system, the city, etc. can be found here: <http://www.uni-goettingen.de/de/48483.html>

## **2. Information about the academic year in Göttingen**

The study year is divided in winter semester (German: Wintersemester = WiSe; from Oct 1<sup>st</sup> until Mar 31<sup>st</sup>) and summer semester (German: Sommersemester = SoSe; from Apr 1<sup>st</sup> until Sep 30<sup>th</sup>). The semester is divided in the actual lecture period where the lectures are held and in the lecture free period, where exams and in some cases practical courses (especially our bachelor modules in winter semester) are taking place. For detailed information about the dates and deadlines of the current or following semester see <http://www.uni-goettingen.de/en/47743.html>. The written exams are usually at the end of the lecture time in February and July, respectively. For detailed information about the dates and deadlines of the current or following semester see <http://www.uni-goettingen.de/en/47743.html>.

	<b>Winter semester</b>	<b>sommer semester</b>
<b>Online registration</b>	June 1 <sup>st</sup>	November 1 <sup>st</sup>
<b>Learning agreement deadline</b>	June 15 <sup>th</sup>	November 15 <sup>th</sup>
<b>start of lecture period</b>	mid October	mid April (after Easter)
<b>end of lecture period</b>	mid February	mid July
<b>first examination period</b>	mid-end February	mid-end July
<b>second examination period</b>	mid March-mid April	end September-mid October

When planning your arrival and departure from Göttingen we recommend to arrive in Göttingen at least two weeks before the lecture period starts and stay another three weeks after the lecture period has finished to be able to take the exam. Probably the exact dates of your exams won't be set when you plan your stay abroad. However, you can have a look at the dates of the latest semester (see chapter 3.b. Using the university calendar (UniVZ)).

We do not recommend that you start your stay here in Göttingen before October for winter semester and April for summer semester (besides taking part in the autumn or spring language courses).

## **3. Language requirements**

We expect that you have knowledge in German in order to follow our lectures and courses. Most of the bachelor courses are held in German only. However, we offer some modules in English. Our master courses are held in English.

I. *Bachelor students* can participate only in modules of the bachelor programme, not in modules of the master programmes! We recommend **German knowledge of level B2** (no proof necessary).

II. *Master students* can participate in the bachelor modules and have access to master modules as well. However, we ask for an **English language certificate level C1**. Latest by arrival in Göttingen you must hand in this language proof.

III. Students performing an individual laboratory project should have knowledge of both German (level A2) and English (level B2). Despite most people in lab will be able to communicate in English for everyday life some knowledge of German is strongly recommended.

### **WANT TO LEARN AND IMPROVE YOUR GERMAN?**

You will get information how to apply upon your arrival from our International office at the *Introduction Day* for foreign students. First you must pass an entry-level test (electronically). Afterwards you can register for a course via StudIP. If you want to participate in these courses you need to organize it by yourself.

German as foreign language (SK.DAF:xxx):

<http://www.uni-goettingen.de/en/7710.html>

<http://www.uni-goettingen.de/de/114195.html>

#### **4. How to choose courses?**

You can only participate in the courses available for exchange students. Note, exchange students cannot participate in all modules from our different study programmes as we have in some module capacity problems and hence must respect our own regular students first. However, exchange students can participate in all programmes we offer and are not restricted to only one study programme (as long as you fulfil the language requirements).

You find a list of bachelor and master modules available for exchange students on our incoming webpage.

<http://biologie.uni-goettingen.de/studyabroad>

- check the list of possible courses on our study abroad website
- inform yourself about the contents of the module (see module overview)
- make a study plan for the semester using UniVZ (see chapter 4b) in order to avoid overlap of courses
- check the dates of the exams so you know how long you need to stay in Göttingen after the lecture period has finished (UniVZ)
- **get in contact** with us as soon as possible to discuss your preliminary study plan via e-mail
- **do not fill** your study plan into your LA until you have got our confirmation to do so. The LA must be signed by you and the coordinator of your faculty before you send it to us (as pdf scan).

We expect a semester ECTS load of 30 ECTS from each exchange student. The ECTS for each module can be found in the course overview on our webpage.

If you do not pass an exam you won't get the credits for the module. If you fail in the first attempt you have the opportunity to repeat the examination, the date for the second chance is usually 4 to 8 weeks after the regular examination date (i.e. possibly not within the time you planned to stay in Göttingen as an exchange student). The dates of the second examination can be found at UniVZ as well.

#### **a. Which courses can I choose from and how can I get information about the content of each course?**

##### *(i) Courses from Faculty of Biology*

On our incoming website you can find a **list of modules** and courses of the Faculty of Biology where exchange students can participate.

I. Bachelor students can participate only in modules of the bachelor programme. You can check the **module overview** of the *Bachelor Biology* programme and will learn about the content of each course (topic of the course, amount of lectures, seminars and practical courses, examination requirements) at <http://www.uni-goettingen.de/en/34890.html>. This is an important information for you as you can check by yourself whether the course brings the requirements for recognition at your home university. Note, the courses are taught in German; therefore you should be able to understand the German language. We recommend German knowledge of level B2. If you chose courses from the bachelor programme that are taught in English (SK.Bio.xxx) you obviously should have knowledge in the English language. In this case we also recommend knowledge of level B2.

Bachelor students can take master courses as well. However, as the places are often limited we give master students priority. In addition, you must have already knowledge in the field and must fulfil the English language requirements (see chapter 3).

## **GOOD TO KNOW: Courses taught in German**

If you choose a course which is taught completely in German (i.e. most bachelor courses), please note that you will be treated as a normal student without special arrangements. We are expecting that your German is sufficient to follow the lecture(s) and understand the **written examination** at the end. You may ask for special arrangements in the exam e.g. whether it is possible to give the answers in English, but you will not get an English exam. Please get in contact with the lecturer directly.

II. Master students can participate in the bachelor modules (German and English) and have access to master modules given on the list for exchange students. The course selection of the master programmes is restricted due to limited places to the practical courses. If there are free places in the modules with a practical course, we are happy to offer this place to you. However, we only know about free places shortly before the semester starts.

Information regarding topic of the course, amount of lectures/seminars/examination requirements can be found in the **module overview**; for the Microbiology & Biochemistry master programme see at <http://www.uni-goettingen.de/en/93681.html>, for the Developmental, Neural and Behaviour master programme see at <http://www.uni-goettingen.de/en/101000.html>.) Information about courses in the *M.Sc. Biodiversity, Ecology and Evolution* (BEE) can be found at <http://www.uni-goettingen.de/en/123968.html>. This information might be important for you as you can check by yourself whether the course(s) bring the requirements for recognition at your home university.

Since the master programmes are taught in English we ask for an English language certificate level C1 (see chapter 3: Language requirements).

In addition to the courses offered by Faculty of Biology you can participate in. As these courses are not organized by us, we cannot give any advice/recommendation nor can we give support. You also must take care of the registration to these courses by yourself.

(ii) Courses from cross-faculty key competence catalogue:

<http://www.uni-goettingen.de/en/196175.html>

(iii) Courses from ZESS (Central institution for languages and key competences):

<http://www.zess.uni-goettingen.de/homepage/index.php>

(iv) Courses from other faculties:

If you want to take part in courses from other faculties you can do so but remember that  $\frac{3}{4}$  of your courses must be at the faculty of biology. Please ask the lecturer beforehand whether you are allowed to participate.

The next step is to make a **time schedule of the lectures and practical courses** in order to avoid any overlap of lectures and courses you are interested in to participate.

Detailed information about the courses are available in the university calendar (UniVZ).

## b. Using the university calendar (UniVZ)

The courses for winter semester (WiSe) are available from approximately July, the courses for summer semester (SoSe) are available from approximately December (changes are still possible). If you cannot find sufficient information yet, please use the previous winter or summer semester, respectively for orientation. In most cases only minor changes occur (at least within Faculty of Biology).

<http://univz.uni-goettingen.de>

There is a video guide through the UniVZ available on our website (only in German; <http://medien.e-learning.uni-goettingen.de/daten/-114/20121/8539/4-mp4/UniVZTutorialInfo.mp4>)

First, when open UniVZ the current semester is set as default. To inform about the modules in your desired study semester you first have to change the semester. Afterwards click through it until you enter "Faculty of Biology" -> "Biology. The modules are ordered according to the programme they are belonging to (e.g. Bachelor Biology). Within each programme you find further sub-classes, according to the grouping within the programme. Just click through all sub-classes until you have found the module you are looking for. At the module level (indicated by the module number e.g. B.Bio.112 and the name "Biochemie") you find all courses that are belonging to a certain module (e.g. lecture, seminar, practical course).

The date of the exams can be found under the entry of the lecture. The first exam takes places usually directly after the end of the lecture time. The second chance of taking the exam takes places shortly before the lecture time of the upcoming semester starts (see table at chapter 2).

The data of the winter term 2014/15 are due to changes and therefore preliminary!

**M.Bio.108/158 Enzyme catalysis and biological chemistry - Single View**

Functions:

Page contents: [Basic Information](#) | [Dates/Times/Location](#) | [Responsible Instructors](#) | [Exams / Modules](#) | [Departments](#) | [Structure Tree](#)

**Basic Information**

Type of Course	Vorlesung	Short text
Number	631759	Hours per week in term 3.00
Term	SoSe 2015	Study Year
Expected no. of participants	30	Hyperlink
Frequency	jedes 2. Semester	
Language	englisch	

**Dates/Times/Location : no name**

Day	Time	Frequency	Duration	Room	Lecturer	Status	Remarks	Cancelled on	Max. participants	Module
<input type="checkbox"/>	Wed.	10:15 bis 11:00	wöch.	15.04.2015 bis 15.07.2015	GZMB - 0.232					
<input type="checkbox"/>	Fri.	08:15 bis 10:00	wöch.	17.04.2015 bis 17.07.2015	GZMB - 0.232					

preselect

**Exam target dates : no name**

Day	Time	Frequency	Duration	Room	Lecturer	Status	Remarks	Cancelled on	Max. participants	Module
<input type="checkbox"/>	Thu.	09:00 bis 10:30	Klausur	06.08.2015	Mikrobiologie-Hörsaalgebäude - MN06					

### **c. Laboratory project**

At our faculty it is possible to perform a laboratory project in the working groups of:

- Faculty of biology itself (<http://www.uni-goettingen.de/en/32971.html>),
- MPI for Biophysical Chemistry (<http://www.mpibpc.mpg.de/english/research/ags/index.html>)
- MPI for Experimental Medicine (<http://www.em.mpg.de/index.php?id=16&L=1>)
- German Primate Center (<http://www.dpz.eu/de/startseite.html>),
- European Neuroscience Institute Göttingen (<http://www.eni.gwdg.de/>) or
- Göttinger Center for Molecular Bioscience (<http://www.gzmb.uni-goettingen.de/index.html>).

A lab project mostly requires full-time work and includes a written report at the end. Such a laboratory project will be credited by 30 h = 1 ECTS [Please note: You will not get more than 1.5 ECTS per week (= 45 h/week)]. The laboratory project must be at least 10 weeks, you can perform it during the lecture period and/or during the lecture free period, as long as you do not cross semester times (e.g. you cannot start a laboratory project in February when coming to us in summer semester as SoSe starts in April).

To perform a lab project you have to find **beforehand** a place in the laboratory of your interest by yourself. Please contact in advance the head of department/working group you are interested in via e-mail. Give them information about the period you want to do the lab project and a short CV which includes your lab working experience. The longer you wish to stay in a lab the higher the chances to be accepted. Please have in mind, if you wish to do some modules in parallel the time you spent in the lab will reduce.

It is necessary that the head of the group, where you will do the lab project, send us a brief informal **confirmation** via e-mail ([erasbio@biologie.uni-goettingen.de](mailto:erasbio@biologie.uni-goettingen.de)). Otherwise your learning agreement will not be accepted. Hence, do not forget to request and remind your supervisor to send this confirmation.

### **d. Learning Agreement**

After you have found modules which suits your interest (module overview) and you made your study plan (to avoid overlap of the chosen modules) you **get in contact with us** via e-mail ([erasbio@biologie.uni-goettingen.de](mailto:erasbio@biologie.uni-goettingen.de)) to inform us about your plans. We will confirm your plan or will make further suggestions, if necessary. Do not forget to send us your transcript of records of your current studies, as we wish to know whether you have already knowledge in a certain field, or not.

#### **GOOD TO KNOW: Which information must be provided for each module**

- a**, module number (e.g. B.Bio.104)
- b**, module name (e.g. Grundpraktikum Zoologie)
- c**, ECTS (e.g. 6 ECTS) [information is given in the course list]
- d**, if your chosen module contains a practical course you must give us the group you want to participate (e.g. Monday afternoon, information can be found at UniVZ).

Please **do not fill** and send your LA to us before you have not got our confirmation! Otherwise we will reject your LA.

The final learning agreement (LA) has to be signed by you and the coordinator at your home university. Afterwards send us your LA e.g. as pdf-scan.

Which **LA form** shall be used? Erasmus+ students (Europe) use the LA form provided by their home university. Erasmus Mundus exchange students will get the LA from their Erasmus Mundus programme. Other exchange students use the following LA form: <https://www.uni-goettingen.de/en/450662.html>.

## **5. Arrival in Göttingen**

We ask you to arrive **latest two weeks before** the lecture period starts (hence beginning of October for winter semester and beginning of April for summer semester). This gives you the time to get acquainted with Göttingen, to take part in the Introduction events for International Students (organised by our International Office) and to meet us to discuss your study plan.

When you arrive in Göttingen we would like to welcome and **meet you at our faculty** to prepare your semester here at our faculty, answer your questions and discuss your study plan. Therefore, inform us about your arrival, we will find an appointment with you to go through your study plan and help you to orientate in Göttingen to find the different places you have to go. Have in mind that University of Göttingen is an old university, which means that we are not a campus university. The different lectures are taking place all over the city. You will need to change places several times/day. [Hence, it is wise to have a bicycle.] To this meeting please bring your prepared time schedule of your study plan and your LA with you. We will also sign your arrival documents, hence please bring the **certificate of your home university**. Note, before you leave we must sign this form once again.

You can participate at the biology **orientation week**. It is held in winter semester only for our bachelor students starting their studies at our faculty. It takes place the week before the lecture period starts and is held in German. This is a good chance to get acquainted with other German biology students. You will also get information about the electronic systems (StudIP, FlexNow, see chapter 7) and how to use them (<http://www.uni-goettingen.de/en/136271.html>).

In addition, there are **pre-semester events** especially for international students at University of Göttingen:

*Welcome Event for Erasmus exchange students:*

There is also a welcome event for Erasmus exchange students of the University of Göttingen. It takes place twice (see table below), Here you meet other exchange students and learn more about your study as an Erasmus student in Göttingen (<http://www.uni-goettingen.de/en/55917.html>).

*Introduction Day for all international Students:*

Every semester the introduction day for international students takes place the week before the semester starts. Please save this event in your calendar. It will help you to get to know the University and the city of Göttingen better. A team of student tutors will show you around the campus, the faculties as well as leisure facilities. Furthermore, there is a pub evening and a lot more. You will also learn about accident insurance and general liability insurance, opening a bank account and registration (municipality). To get more information about the dates, offered activities and to **register online** in order to participate see: <http://www.uni-goettingen.de/en/196392.html>.

	<b>winter semester</b>	<b>summer semester</b>
<b>Introductory Day for International Students</b>	week before the semester starts	week before the semester starts
<b>Welcome Event for Erasmus exchange students</b>	September/October	March/April
<b>Orientation week for biology bachelor students (German)</b>	week before the semester starts	-

## **6. Enrolment to courses of faculty of biology**

You must be registered for the practical course(s) or seminar(s) you wish to participate, and you must be enrolled for each exam(s) as well. Note, if a student is not registered for an exam or a practical course you cannot participate. FlexNow is the system used at the University of Göttingen (see chapter "Electronical systems"). You will get your login data for this system at the Erasmus Day/Introduction Day for Incoming students. Please keep this information as you will need it also to get you transcript of records at the very end of your stay.

Only if you pass an exam you will earn credits (ECTS) for this module. The date of each exam you can find at UniVZ, directly at the entry for the lecture.

In our faculty you will be registered for each exam and practical course directly after the semester has started. However, you cannot register by yourself for the courses at our faculty. Therefore, it is necessary that we meet after your arrival. We will register you for all the courses and as well for the first exam. For the registration to a module with practical course (in the bachelor modules) we need to know the day you wish to participate.

If you do not attend the exam we registered you for, you will fail the exam. So if you do not wish to attend the first date of the exam you can deregister yourself from the exam until 24 hours before it takes place. You then need to register yourself for the second date of the exam by yourself. You can do this after the first exam is done (e.g. the first exam takes place on 25<sup>th</sup> March you can register for the second one from the 26<sup>th</sup> March on) until 7 days before the exam will take place. Consider by planning your departure that the second exam usually takes place just before the next semester starts.

For language courses, courses from ZESS, courses from the cross-faculty key competence catalogue and modules of other faculties you must take care of the registration in FlexNow and/or StudIP by yourself. Please ask the respective lecturer about the procedure.

**Changes** of your planned study plan according to your LA are only possible within **four weeks** after semester start. Please contact us via e-mail! Your learning agreement has to be changed (part "During the mobility") and even more important, we must change the registration in FlexNow. The changed LA must be signed by you, by us and then send it back to your home university for the sign of your coordinator at home.

## **7. Electronical systems**

There are a lot of electronic IT-service offered by the University of Göttingen that are needed by you. You will get information about it at the welcome events for Erasmus/International students of our International Office. When you have problems in using these services you can either ask on the helpdesk in the ZHG (see opening hours at <https://sos.stud.uni-goettingen.de>) or you can also come into our study abroad opening hour.

With your account you can get access to **wireless LAN** (eduroam), printers and you can use computers of the university found in the CIP-Pool. For a better overview here are the most important IT-services explained:

**E-campus** (<https://ecampus.uni-goettingen.de>) is the central institution for all of our online-services, e.g. FlexNow, your own e-mail account, UniVZ, StudIP, etc. You will get your personal account and password. With this you have access to all IT-Services offered by the University. With **FlexNow** (<https://flexnow.uni-goettingen.de>) you register or deregister for the exams of your modules (see chapter "Enrolment"). At our faculty you also will be registered for practical courses. In addition, here you can see the grades you obtained in an exam after they are corrected and uploaded by the lecturer. For your transcript of records it is very important that you are registered for the modules you are attending and to participate in the exams (see "Enrolment").

As you have learned already **UniVZ** is the university calendar, where you can get detailed information of all courses and modules offered by the University of Göttingen. You will find dates and place of lecturers and practical courses and as well the exam dates and responsible lecturers.

With **StudIP** (<http://studip.uni-goettingen.de>) you can also sign in for courses, practical courses, seminars or field trips. This system is used by the lecturer to communicate with all students participating and/or to exchange documents and other relevant data. Once you are logged in you can “search for courses”. You give in the name or number of the course you wish to attend and it will appear on the screen. Most of the courses require a password. You will get this usually in the first lecture of this course. With the password you can sign in for the course and get all further information needed. To register for exams you need to use FlexNow.

## **8. Social events for international students**

Besides your study programme we hope that you take the opportunity to learn as much as possible about Germany and Germans, maybe take a class in German (see above). Get in contact with the natives! Speak German instead of English!

Our international office offers a lot of activities. You can e.g. attend the Caffè Italia, the Soirees Franco\_allemandes or the Café Espanol where Germans and exchange students meet and talk Italian, Spanish.... There are also English films and English workshops to improve your English. See the programme of the “Foyer International”: <http://www.uni-goettingen.de/de/2554.html>

What about a trip to a German city or a brewery or go to an opera in Hannover or visit a German Christmas market? Several excursions and events are organized every semester. Information about these offers, registration and other events can be found here:

1) <http://www.uni-goettingen.de/de/414659.html>

2) <http://www.entdecke-discover.de/?lang=en>

Be quick and register early for these trips as they are very popular.

## **9. Before you leave – how to get your transcript of records**

Your home university may ask for two documents after your study abroad period in Göttingen: a) a **certificate of stay** and b) your **transcript of records**. Without both documents you will probably not be able to claim your credits for the courses you attended in Göttingen at your home university.

For a) please bring the respective form from your home university either to Mrs. Christiane Seack (International Office) or ask for an appointment with us via e-mail. Note, with this form you proof your stay here in Göttingen. Usually the form must be signed immediately after your arrival and shortly before your departure.

For b) you need to print a record of your grades in FlexNow. Therefore make sure you are enrolled for all practical courses and exams you attend and as well all courses from e.g. ZESS or other faculties. About 4-6 weeks after the exam took place the lecturer will upload your grades and you can check them in FlexNow, even if you are already back at home.

Certificates for a **lab project**: If you have done a lab project, you need to bring to us your filled form “presence in the lab” and a certificate from the group leader. It should contain:

- your name
- the period you have been in the lab (excluding vacation period e.g. Christmas/Easter)
- the weekly working load (h/week) [1 h = 60 min]
- the project title
- a mark of your report

The credits for the lab project will be calculated by us. Note, you cannot earn more than 1.5 ECTS per week (= 45 h/week).

Once all of your grades are uploaded you click in FlexNow on “Leistungsnachweis erzeugen (für die Studienberatung)” and print it. We will send you an e-mail at the very end of your stay to give you further advice how to download your transcript.

## 10. Contacts

### ❖ Questions about application, Exchange Buddy Service, German classes

Mrs. Christiane Seack  
International Office – Incoming Service  
Von-Siebold-Str. 2, D-37075 Göttingen  
[christiane.seack@zvw.uni-goettingen.de](mailto:christiane.seack@zvw.uni-goettingen.de)

### ❖ Questions about Housing

International Office – Accommodation Service of the Welcome Center  
<http://www.uni-goettingen.de/en/364086.html>

### ❖ Questions about the exchange programmes in Biology/learning agreement

Dr. Anke Schürer (currently on maternity leave)/Dr. Kerstin Böse  
Office of Studies - Faculty of Biology  
Wilhelm-Weber-Str. 2, D-37073 Goettingen  
Phone: +49 (0)551/ 39-10330  
[erasbio@biologie.uni-goettingen.de](mailto:erasbio@biologie.uni-goettingen.de)

### ❖ Questions about B.Sc. Biology programme

Dr. Anke Schürer (currently on maternity leave)/Bettina Marth (M. Sc.)  
Office of Studies - Faculty of Biology  
[studienberatung@biologie.uni-goettingen.de](mailto:studienberatung@biologie.uni-goettingen.de)

### ❖ Questions about the B.Sc. Biodiversity programme

Dipl. Biol. Anna Zipp  
Office of Studies - Faculty of Biology  
[studienberatung@biologie.uni-goettingen.de](mailto:studienberatung@biologie.uni-goettingen.de)

### ❖ Questions about M.Sc. Microbiology & Biochemistry and M.Sc. Developmental, Neural and Behavioral Biology

Dr. Kerstin Böse  
Office of Studies - Faculty of Biology  
[studienberatung@biologie.uni-goettingen.de](mailto:studienberatung@biologie.uni-goettingen.de)

### ❖ Questions about M.Sc. Biodiversity

PD Dr. Dirk Gansert  
Untere Karspüle 2, 37073 Göttingen  
Phone: +49 (0)551/ 39-12404  
[dganser@gwdg.de](mailto:dganser@gwdg.de)  
opening hour: Tuesday and Thursday 4 – 5 pm