

Student Guide for Incoming Biology Students at the Faculty of Biology



Welcome at the Faculty of Biology!

This guide will lead you through all the obligatory (and optional) steps in your exchange at the Faculty of Biology of the University of Göttingen. It will help you to find suitable courses at our faculty and to complete all recommended formalities in time. General information about our university, our study system, the city etc. can be found on the website of [Göttingen International](#). Göttingen International and the Accommodation Service might consider other deadlines.

Checklist – What to do

Plan your Exchange

- Apply at your university** for a semester abroad and **get nominated** at the University of Göttingen by your coordinator (**Nomination Deadline: 15.05.**)
- Inform yourself about courses and time schedules to create a **preliminary study plan**
- (Optional) Organise a **Laboratory Project**
- Discuss your preliminary study plan with us via email (make sure that you fulfil all requirements)
- Create your **Learning Agreement** and have it signed by you and your coordinator (**Submission deadline: September 1st** for winter semester and full year, **March 1st** for summer semester)
- Send us your **Learning Agreement** via email and get it signed back from us

Before your Arrival

- Plan** your arrival and departure in Göttingen (make sure to arrive early enough to participate in the welcome events for international students)
- Pay your **semester fees**
- Arrange a **personal appointment** with us at the Faculty of Biology
- (Optional) Apply for the **Exchange Buddy Programme** or **Study Buddy Programme**

Arrival in Göttingen

- Participate in Welcome Events** for international students
- Attend the personal meeting with us** to welcome you at the Faculty of Biology (at least one week before semester start)
- Register** for all courses **on StudIP**
- (Optional) Register for **language courses** or courses offered by other faculties via FlexNow and StudIP by yourself
- Please **notify us** promptly of any modifications to your course plans

During your Exchange Semester

- (Optional) Participate in **social events** for international students
- (Optional) Do your favorite sport at **Hochschul-sport**
- Participate actively** in all lectures and seminars
- Study well** for your exams!
- Have fun, meet new people and **enjoy** your time in Göttingen

After your Exchange Semester

- Have your **Certificate of Stay** signed by us
- (Optional) Lab project: send us your presence in lab form and remember your supervisor to send us the certificate of supervisor
- (Optional) Send us your presence at seminar form, if you have participated at a seminar
- Enjoy your last days in Göttingen and explore Germany

At home

- Download your **Transcript of Records**

We wish you an exciting time in our wonderful student city of Göttingen!

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1. General Information

1.1 The Academic Year in Göttingen

The academic year is structured into two main semesters: the **winter semester** (WiSe) from October 1st to March 31st, and the **summer semester** (SoSe) from April 1st to September 30th. Each semester consists of two distinct periods: the lecture period and the lecture-free period. During the **lecture period**, a comprehensive range of educational activities such as lectures, tutorials, labs,

and exercises are meticulously organized. In addition to regular classes, practical courses that span several weeks, particularly our Bachelor modules in the winter semester, may also be offered during the **lecture-free period**. Written **examinations** are generally scheduled at the end of the lecture period, typically in February or July. For precise details regarding the specific [dates and deadlines](#) for the current or upcoming semester, it is advisable to refer to the relevant resources available.

Tab. 1: Overview of the academic year.

	Winter semester	Summer semester
Start of lecture period	Mid-October	Mid-April (after Easter)
End of lecture period	Mid-February	Mid-July
First examination period	Mid-end February	Mid-end July
Second examination period	Mid-March – Mid-April	End-September – Mid-October

1.2 Language Requirements

We offer **biology courses in German and English**. However, we highly recommend that students acquire proficiency in the German language to fully immerse themselves and their daily lives and seamlessly integrate into the vibrant campus community.

- I. *Bachelor courses (DE)*: Most Bachelor courses are conducted in German. We strongly advise students to possess **German language skills at the level B2** (no formal proof required). Nonetheless, a limited selection of Bachelor courses is also offered in English.
- II. *Key competence courses (EN)*: A few courses at the basic level are conducted in English. We recommend students to have **English proficiency at the level B2** (no formal proof required). Furthermore, all language courses can be taken as key competencies.
- III. *Master courses (EN)*: The majority of our Master courses are conducted in English. Therefore, students are required to provide an **English language certificate of level C1**. The



language certificate must be submitted no later than with your Learning Agreement.

- IV. *Laboratory project (EN/DE)*: Students performing an individual laboratory project should possess proficiency in both German (level A1) and English (level B2) languages (no formal proof required). While English is commonly used for communication in the lab, we strongly recommend students to have some knowledge of German for daily life interactions.

2. Plan your Exchange

2.1 Overview

This chapter provides comprehensive guidance on the registration process for exchange students at the University of Göttingen, ensuring their acceptance into our program. It outlines the procedures for constructing a personalized timetable

and selecting suitable courses to enhance your academic profile. Furthermore, it offers insights into the concept of Laboratory Projects and offers practical advice on organizing such projects. Lastly, it concludes by detailing the necessary steps to finalize the Learning Agreement

Tab. 2: Important dates and deadlines to plan your exchange.

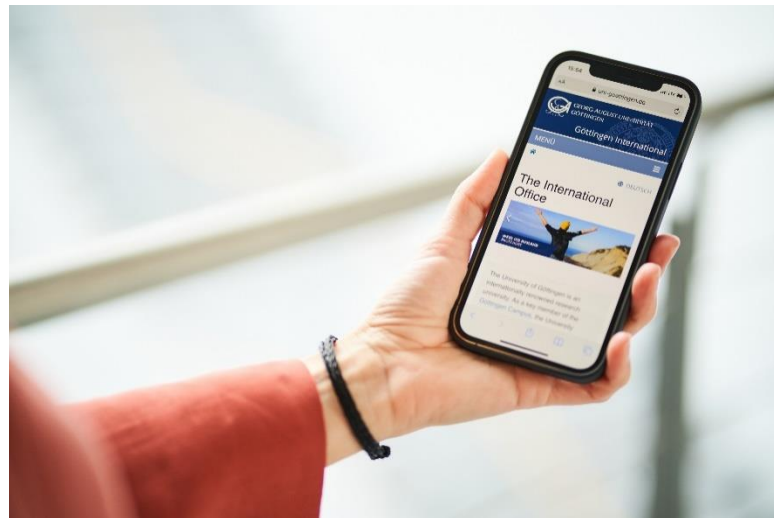
	Winter semester	Summer semester
Nomination Deadline	May 15 th	May 15 th
Study Plan	July 15 th	January 15 th
Learning Agreement	September 1 st	March 1 st

2.2 Online Registration at the University of Göttingen

Once you have completed the application process at your home university, you need to be nominated at the Georg-August University of Göttingen until May 15th by your coordinator. Subsequently, you will receive further instructions between May 16th and June 1st from **Göttingen International**, the coordinating body for applications across all faculties. Make sure to upload your **Transcript of Records** and **language proficiency documents** on the MoveOn Portal since it is essential for your application. If you have been accepted by our faculty, you will receive a **welcome e-mail** containing all the essential information regarding the next steps and the organization of your exchange at the faculty of biology in Göttingen. Here you can find an overview of the [application procedure](#) for students who want to study in Göttingen through the Global Exchange Programme. Take a look at the webpage of Göttingen International for information on exchange studies regarding the [Erasmus+ Programme Countries \(KA 131\) and SEMP](#).

2.3 Study Plan

Prepare a **preliminary study plan** outlining your preferred courses and the required language proficiency level for participation. You may enter your desired courses into the timetable provided in the welcome e-mail. It is important to ensure that you have uploaded your **Transcript(s) of Records** at the Incoming Mobility Portal MoveOn, which



should include details of your previous academic studies, enabling us to verify your eligibility for the specific courses' prerequisites.

2.3.1 How to choose Courses

You can **only participate in the courses that are available for exchange students**. A list of Bachelor and Master modules open to exchange students can be found on our [incoming webpage](#).

Please note that **exchange students cannot participate in all modules** of our different degree programmes, as we have **capacity problems** in some modules and therefore have to consider our own regular students first. However, as an exchange student you are not limited to courses from only one study programme as long as you meet the language requirements.

Course Search Checklist:

- check out the **list of possible courses** on our [study abroad website](#)
- inform yourself about the content of the modules
- create a **time schedule of your proposed courses** for the semester using [EXA](#) to avoid overlaps
- check the **examination dates** (on EXA), so that you can estimate the duration of your stay
- contact us** as soon as possible to discuss your preliminary study plan by e-mail
- do not fill in** your LA with your study plan until we have confirmed it to you
- fill in the Learning Agreement online and get it signed** (must be signed by you, your faculty coordinator and us) before **September 1st** for winter semester and full year students and **March 1st** for summer semester students

We expect each exchange student to have a **semester credits workload of 30 ECTS/CP**, but you are free to create a suitable study plan.

If you **fail an exam**, you will not receive the credits for this module. If you fail the first attempt, you have the opportunity to **retake the exam**. The retake date is usually four to eight 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 for the second exam can also be found in EXA.

2.3.1.2 Courses from the 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.

2.3.1.2.1 Bachelor Courses

Bachelor students can only participate in modules of the Bachelor programmes. In exceptional cases, master courses can also be taken. Prerequisites for this are proven knowledge in the subject area and fulfilment of the necessary language requirements. At the [Course selection website](#) you can check the **module overview** of the Bachelor programmes and find out about the content of the individual courses (subject of the course, scope of lectures, seminars and practical courses, examination requirements, credits, workload etc.). This is important information for you, as you can check by yourself whether the course meets the requirements for recognition at your home university. Please note that most Bachelor courses are lectured in German. We recommend **German language skills on level B2**. If you have chosen courses from the bachelor programme that are taught in English (SK.Bio.xxx), you should have knowledge of the English language (recommended level B2 but no proof needed).



GOOD TO KNOW: Participation at courses taught in German

If you choose a course that is taught entirely in German, please note that you will be treated as a normal student without any special arrangements. We assume that your knowledge of German is sufficient to follow the lectures and understand the **written exam** at the end. You may ask for special arrangements in the exam, e.g. if 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.

2.3.1.2.2 Master Courses

Master's students can participate in the Bachelor's modules (German and English) and have access to the Master's modules listed on the exchange students list. Course selection in the master's programs is restricted due to limited spots in the practical courses. If there are still places available in the modules with practical courses, we will be happy to offer you these places. However, we only find out about free spots shortly before the start of the semester. Information about the course and the scope of lectures, seminars and examination requirements can be found in the [module overviews](#).

This information may be important to you as you can check for yourself whether the course(s) meet(s) the requirements for recognition at your home university. Since the Master's courses are taught in English, we require a **C1 English language certificate**.

2.3.1.3 Courses at the ZESS

In addition to the courses offered by the Faculty of Biology, you can participate in other courses, including **key skills and language courses**. Please

take a look at the website of the **Centre for Applied Linguistics and Special Languages** ([ZESS](#)). They offer a wide range of language courses covering various proficiency levels, as well as courses in methodological skills, leadership competencies, and media literacy. Since we do not organize these courses, we cannot give any advice/recommendation or provide support. You also have to take care of your own registration for these courses.

2.3.1.4 Courses from the Key Competency Catalogue

Furthermore, you have the opportunity to take **courses in key competencies**. These courses are **offered by other faculties** and can be taken by students from different fields of study. On [this](#) webpage, you will find the module handbook providing an overview of the interdisciplinary key competency modules offered across various disciplines, as well as the offerings from central facilities at the University of Göttingen. Please note that you will need to **independently organize these courses**, as we may not always be able to assist you if the courses are not held within our faculty.

YOU WANT TO LEARN GERMAN OR IMPROVE YOUR KNOWLEDGE?

The lectorate German as a foreign language offers a range of German language classes tailored to international students at all proficiency levels. Prior to your arrival in Göttingen, we strongly encourage you to visit their website to explore the available options. To enrol in a German language course, you will need to take an electronic placement test, allowing you to assess your current language level. Following the assessment, you can proceed to register for a course through StudIP, our online platform for course management. Please note that it is your responsibility to make the necessary arrangements and organize your participation in these courses.

- ➔ German as foreign language (SK.DAF:xxx):
[German as a foreign language](#)
[German courses during studies](#)

2.3.2 Laboratory Project

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

- [Faculty of biology and psychology](#)
- [MPI for Multidisciplinary Sciences](#)
- [German Primate Centre](#)
- [European Neuroscience Institute Göttingen](#)
- [Göttinger Centre for Molecular Bioscience \(GZMB\)](#)
- [Junior Research Groups at the University Medical Centre Göttingen](#)
- [Centre of Biodiversity and Sustainable Land Use](#)
- [German Centre for Neurodegenerative Diseases](#)



2.3.2.1 What is a Lab Project?

A lab project usually requires **full-time work** and includes a **written report at the end**. Please note that you should not work more than 9 h/day, as more than 45 h/week will not be recognised. Such a lab project is credited with **30 hours = 1 ECTS**. The lab project must **last at least 8 weeks**, you can do it during the lecture period and/or during the lecture-free period as long as you do not exceed the semester times. This means, you **cannot start a lab project** in February if you join us in summer semester, as the SoSe starts in April. Otherwise, you will have to **pay the semester fee for two semesters**.

2.3.2.2 How to get a Lab Project?

To undertake a laboratory project, it is essential to independently secure a position in your preferred lab in advance. We recommend **contacting the head of the department or workgroup** you are interested in via e-mail after being accepted at our faculty as an exchange student. Please include the desired duration of the lab project and attach a concise CV that highlights your laboratory experience. Keep in mind that longer durations may increase your chances of acceptance. However, please be aware that the time allocated to other modules may be reduced if you intend to concurrently do a lab project.

It is crucial that the head of the group where you plan to conduct your lab project sends us a brief informal **confirmation via e-mail** (erasbio@biologie.uni-goettingen.de). Without this confirmation your learning agreement will not be accepted. Therefore, kindly remember to inquire and remind your supervisor to send this confirmation.

2.3.2.3 How to get Credits for the Lab Project?

If you have completed a lab project, you must provide us with your completed "**Laboratory Attendance**" form and a **certificate from your supervisor**. Your supervisor should send both documents to erasbio@biologie.uni-goettingen.de. It should include:

- Your name
- The period of time you were in the lab (excluding vacation periods)
- The weekly workload (h/week) [1 h = 60 min]
- The title of the project
- A grade for your report

We will calculate the credits for the lab project. Note that you cannot earn more than 1.5 ECTS per week (= 45 h/week). Please ensure that you provide us with the name of your supervisor in advance so that we can contact them if any certificates are missing.

2.3.3. Using the University Calendar (EXA)

The course listings for the winter semester (WiSe) are typically published around July, while the courses for the summer semester (SoSe) are usually available from around January (although variation may occur). If you cannot find sufficient information at the moment, we recommend referring to the previous winter or summer semester for initial orientation. Generally, there are only minor changes, particularly within the Faculty of Biology. You can access a [video guide on how to use EXA](#), as well as a [Pdf document](#) providing an overview of the course catalogue and event search.

When you open EXA, the first step is to **select the desired semester** to explore the modules available for your specific semester of study. Then, scroll down until you find the **"Faculty of Biology and Psychology"** tab. By clicking on the blue arrow, you will be directed to the "Biology" section. The modules are organized according to study programs. Within each degree program, you will find additional subcategories such as specialized studies or professionalization areas, based on the grouping within the degree program. Simply navigate through the subcategories until you locate the desired module.

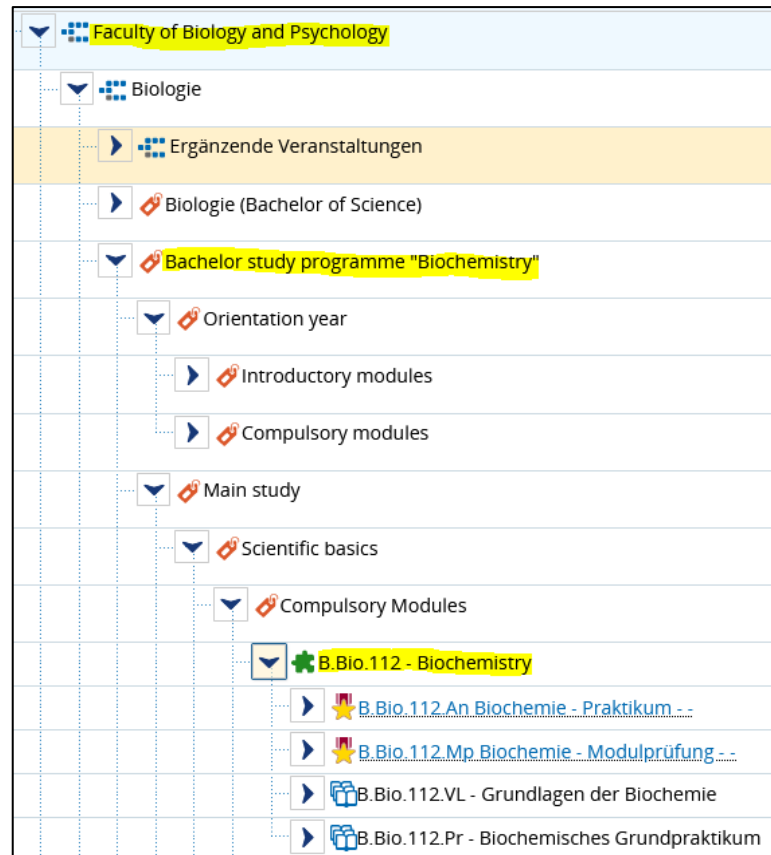
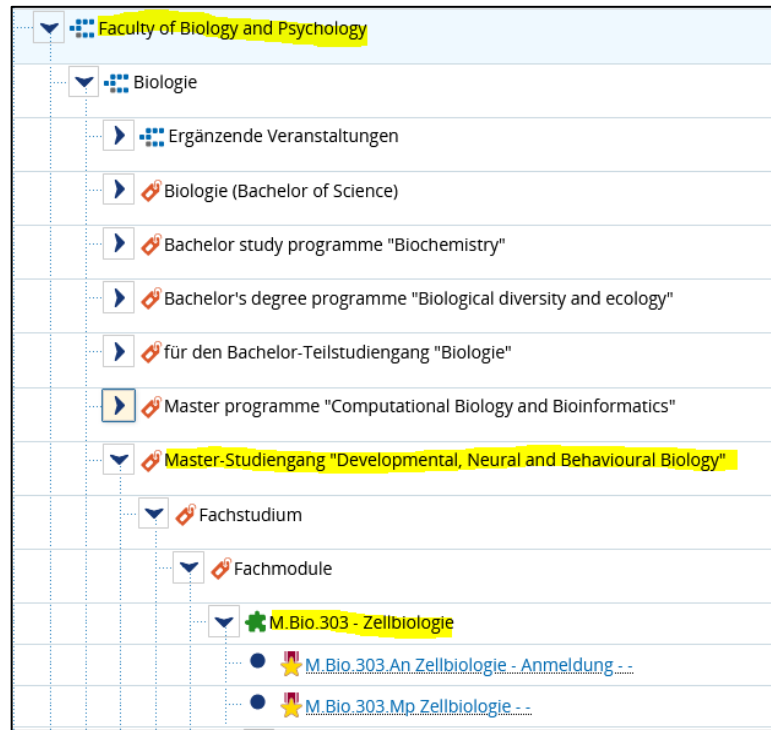


Fig. 1: How to select the specific semester in EXA

At the module level, which is identified by the **module number and name** (e.g., B.Bio.112 "Biochemistry"), you can access all the events associated with that particular module, such as lectures, seminars, and practical courses. The basic data section provides information about the credit value assigned to the module and the type of examination required.

Fig. 2: How to navigate through EXA to find a specific course

Choose term

Term Sommer 2023

Term planning

Basic data **appointment groups / Appointments** University course catalog Linked examinations Modules / Courses of study Documents

Phylogenetisches System und Evolution der Insekten

Export data as iCalendar (.ics) Showing single dates Open details

Hours per week 2.0 Maximum attendee 30

Responsible Dr. Christian Fischer

Rhythm	Weekday	From - To	Cancellation date	Start date - End date	Exp. Att.	Comment	Performing lecturers	Room
Weekly	Wed	10:15 AM - 11:45 AM		Apr 12, 2023 - Jul 12, 2023			<ul style="list-style-type: none"> Dr. Christian Fischer Dr. Conrad Helm Dr. Sven Bradler UnivProf. Dr. Christoph Bleidorn 	MN35 (A.-V.-H.-Institutsgebäude)

Fig. 3: Where to find information about the courses.

Under the Appointment group/Appointments section, you can view the **specific day, time, and location of the module's classes**. The **examination date** is also listed here. Typically, the first exam is scheduled immediately after the conclusion of the lecture period, while the second examination opportunity is held shortly before the start of the next semester's lecture period.

Please note that there is currently no dedicated tab for courses designed specifically for exchange

students. However, master's courses are always conducted in English. To locate English-language bachelor modules, it is recommended to navigate to the Bachelor's Programme in Biology, then select the Professionalization Area ("Professionalisierungsbereich") and proceed to the Free Profile Formation ("Freie Profilbildung") section. At the end of the list, you will find all the courses offered in English. Alternatively, you can also use the search function to find relevant courses. Take a look at the [guide](#) for further information.

Here is the original link to EXA: <https://ecampus.uni-goettingen.de/h1/pages/cm/exa/coursecatalog/show-CourseCatalog.xhtml? flowId=showCourseCatalog-flow& flowExecutionKey=e1s1&noDBAction=y&init=y>



2.4 Finalize your Study Plan

After you have identified the modules you are interested in in the module overview, and you have created your study plan **without any overlaps** of the chosen modules, **contact us by e-mail (erasbio@biologie.uni-goettingen.de) to inform us about your plans until the 15th of July (summer term) or 15th of January (winter term/full year).** We will confirm your timetable or will make further suggestions if necessary. If not already uploaded during the application process in MoveOn; please send us your Transcript of Records of your current studies, as we need to know what knowledge you already have.

IMPORTANT! Please do not send us your LA **before you have received a confirmation from us**, which courses you are finally allowed to take! Otherwise, we will reject your LA. You and the coordinator at your home university must **sign the final learning agreement**.



2.5 Learning Agreement

After we have confirmed your study plan, you can create your Learning Agreement (LA). Erasmus students (Europe) use the online Learning Agreement (OLA) of their home university. Other exchange students will receive the LA from their programme or can find it [here](#). It must be signed by you and your home coordinator (or another responsible person) before you submit it. E-mail (erasbio@biologie.uni-goettingen.de) the signed version to, we will sign it and send it back to you.

The latest deadline to submit your LA with both signatures is the 1st of September (for winter term or full academic year students) or the 1st of March (for summer term students).



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) → find the information 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) → find the information in EXA

3. Before your Arrival

3.1 Plan your Arrival and Departure in Göttingen

When arranging your arrival and departure from Göttingen, we strongly **recommend arriving before** the [introduction event for international students](#). This timeframe allows you to acquaint yourself with Göttingen, participate in the orientation events for international students organized by our International Office, and meet with us to discuss your study plan. You should stay an additional **three weeks after the conclusion of the lecture period** in order to accommodate exam schedules. While the exact exam dates may not be finalized when planning your stay abroad, you can refer to the previous semester's dates for a general idea.



3.2 Matriculation process at the University of Göttingen

Once your home coordinator has nominated you for the University of Göttingen, you will receive an email from Göttingen International (GI) containing crucial information about the matriculation process and payment of your semester fees. We would like to kindly remind you to regularly check your email and follow the instructions provided by GI. The most important step in this process is to make your semester fee payment promptly, as GI can only complete your matriculation once the university has confirmed the receipt of your payment. It is equally important to arrange health insurance coverage in Germany immediately upon

your nomination at the University of Göttingen, as having health insurance is a mandatory requirement for all students in Germany. After successfully providing evidence of your payment and insurance, you will be granted access to your IT and email accounts.

3.3 Appointment with the exchange coordinator at the Faculty of Biology

When you arrive in Göttingen, we would like to welcome and **meet you at our faculty** to prepare your semester here and answer your questions. Therefore, please contact us via e-mail (erasbio@biologie.uni-goettingen.de) so that we can **make an appointment** with you to go over your study plan, help you get orientated in Göttingen and find the different places you need to go.

Please **arrange a meeting** in the beginning of April (for the summer semester exchange) or in the beginning of October (for the winter semester and full year exchange).

3.4 Exchange Study Programme and Study Buddy Programme

The University of Göttingen offers the **exchange buddy programme**. If you're a student planning to arrive in Göttingen and would appreciate **being greeted at the train station**, the University offers an exchange buddy service to assist you. To take advantage of this service, complete the application form and submit it at least 4 weeks prior to your arrival. To apply, please visit the [Exchange Buddy Service](#) Website.

If you would appreciate **assistance and support during your orientation period and stay**, the **study buddy programme of the University of Göttingen might be of interest for you**. The program pairs German and international students from the same field of study, who work together as study buddies to **provide mutual support in navigating university life** and beyond. To apply for the program, please visit the [Study Buddy Programme](#) Website.

4. Arrival in Göttingen

4.1 Personal Appointment at the Faculty of Biology

Upon your arrival in Göttingen, we warmly **welcome you** and invite you to visit our faculty for a comprehensive orientation session, ensuring a smooth semester ahead. Our goal is to assist you in the course enrolment process and help you become acquainted with essential IT services. Since you cannot independently register for courses at our faculty, it is essential for us to meet after your arrival. During our meeting, **we will guide you through the registration process** for all your courses, including the first exam. For modules with practical courses in the Bachelor program, we will need to know your preferred day of attendance. Ideally, you have already scheduled an appointment with us. Your meeting will be with Dr. Anke Schürer, the program coordinator at the International Office of Biology.

During the session, please **bring along your prepared time schedule for your studies and your Learning Agreement (LA)**. Furthermore, we will be happy to assist you by signing your **arrival documents**; hence, kindly remember to bring the **certificate of arrival** issued by your home university. It is important to note that we will need to sign this form once again before your departure.



4.2 University Account

Göttingen University provides a comprehensive selection of electronic IT services that are essential for your academic journey. You will receive detailed information regarding these services during the welcome events organized by Göttingen International specifically for Exchange/International students. In the event that you encounter any difficulties while using these services, you can reach out to the [Helpdesk](#) located in the ZHG (Central Lecture Hall Building). They will be able to provide support and guidance to address your technical concerns.

Upon receiving your university account, you will gain access to various resources, including:

1. **Wi-Fi Access (eduroam):** With your university account, you can connect to the eduroam network, granting you internet access throughout the campus.
2. **Printers:** You will have access to printers available for use across the university. These printers enable you to conveniently print academic materials as needed.
3. **CIP-Pool:** The university provides **computer workstations** in the CIP-Pool, which you can utilize for your academic requirements. These computers are equipped with necessary software and resources to support your studies.

To ensure a clear understanding of the most important IT services available, we have outlined their key features and functionalities below. Please note that these services are designed to enhance your learning experience and facilitate your integration into the university community.

4.3 E-Campus

E-campus serves as the centralized platform for a range of online services provided by Göttingen University. These services include, but are not limited to, **FlexNow**, your personal **e-mail account**, **EXA**, and **StudIP**. Upon commencing your studies at Göttingen, you will be issued a personal account and password. Your personal account will grant you access to the full suite of IT services offered by the university.

4.3.1 FlexNow

FlexNow is a vital platform that facilitates various administrative tasks, **enrolment** for your module courses, **exam registration and deregistration**, accessing your **examination results** and **issuing your Transcript of Records (ToR)**. At the Faculty of Biology, you will be registered for practical courses by us. Once the exams have been assessed and uploaded by the respective lecturers, you can conveniently access your exam grades on FlexNow. To ensure the accuracy and completeness of your Transcript of Records, it is crucial that you are properly registered for the modules you are attending and actively participate in the corresponding exams. This transcript serves as an official record of your academic achievements and progress.

4.3.2 EXA – The University Calendar

EXA functions as the **official course catalogue** for the University of Göttingen. Within EXA, you will find comprehensive and detailed information about all courses and modules offered by the university. This includes essential details such as **lecture schedules, practical course information, examination dates, locations** and the names of responsible lecturers. By referring to EXA, you will have access to important information necessary for planning your academic journey. This comprehensive resource allows you to stay updated on course offerings, module requirements, and other vital details related to your studies.

4.3.3 StudIP

StudIP is an online platform that serves as a centralized hub for **course management** and **communication** between students and instructors. It offers a wide range of features, including access to course materials, announcements, discussion forums, and more. One of the key functionalities of StudIP is the **course registration system**. Through

StudIP, you can easily register for various types of courses, including lectures, practical courses, seminars, and excursions. Additionally, instructors utilize StudIP to communicate with all enrolled students, share documents, and exchange other relevant data related to the course. Once you log in to StudIP, you can utilize the "search for courses" function. Simply enter the name or number of the desired course, and the relevant information will be displayed on your screen. It is important to note that while StudIP facilitates course registration and provides various course-related functionalities, the registration for exams must be done separately through the FlexNow system.

4.3.4 E-mail Account

As a student at the University of Göttingen, you will be assigned your **own university e-mail account**. This account serves as an **official communication channel** through which you can connect with the university, your professors, and administrative staff. Your university e-mail account enables efficient and reliable communication for important matters related to your studies. You can use this account to **receive official announcements**, notifications, updates on academic events, and other essential information from the university. It is recommended to **regularly check your university e-mail account** to stay informed about important university-related matters and to ensure timely responses to any inquiries or requests.

4.4 Enrolment in Courses

4.4.1 Register for Courses at the Faculty of Biology

To ensure your participation in practical courses or seminars, it is mandatory that you register for them in **StudIP**. Additionally, you must also register for the corresponding **exams in FlexNow**. Please note that only registered students will be allowed to participate in exams or lab sessions. FlexNow is the designated system at the University of Göttingen for exam registrations, and you will **receive your access credentials during the Welcome events for new international students**. It is essential to keep this information safe, as you will also require it for obtaining your Transcript of Records at the end of your academic term. Please be aware that credits (ECTS) for a particular module will only be awarded if you successfully pass the exam.

4.4.2 Register for Courses from other Faculties

For **language courses**, courses offered by the **Centre for Applied Linguistics and Special Languages (ZESS)**, courses from the inter-faculty key competence catalogue, and modules from other faculties, it is your responsibility to handle the registration process in FlexNow and/or StudIP. We recommend reaching out to the respective course instructors or lecturers to inquire about the specific registration procedure.

4.4.3 Deregister from Exams

If, for any reason, you are unable to attend the exam for which we have registered you, it will be considered a failure on your part. In such cases, it is crucial that you **unregister from the exam at least 24 hours before the scheduled exam date**. Subsequently, you will need to **register yourself for the second exam date**. This can be done starting from one day after the first exam took place until 7 days before the second exam. When planning your departure, please consider that the second exam typically takes place approximately four to eight weeks after the first one.

4.5 Welcome Events

4.5.1 Welcome Events for new International Students

Each semester, the University of Göttingen organizes an **introduction day exclusively for international students**, which occurs during the week preceding the start of classes. We kindly request you to mark this important event in your calendar as it serves as a valuable opportunity to **familiarize yourself with the University** and the vibrant city of Göttingen. During this event, a dedicated team of student tutors will accompany you on a **comprehensive campus tour**, highlighting key locations such as faculties and recreational facilities. Additionally, various activities including a pub

night and more will be organized for your enjoyment.

Moreover, this event provides essential **information on topics such as accident and liability insurance**, opening a bank account, and the process of registering as a resident with the city.

4.5.2 Biology Orientation Week

You have the opportunity to **participate in the biology orientation week**, which is organized for both first-year students (conducted in German) and master students (conducted in English) during the winter semester. This joyful event takes place the week prior to the commencement of the lecture period and serves as an excellent platform for **networking with fellow German biology students** and making new connections. If you are interested in attending, we encourage you to visit the designated [webpage](#) and get in touch with the [Fachgruppe](#) (student organization) for further details and registration.



GOOD TO KNOW: Get a bike for easy access to campus

Keep in mind that the University of Göttingen is an old university, which means that we are **not a campus university**. The different lectures take place all over the city. You will have to move between different locations several times a day. Therefore, it is wise to have a bicycle, because you can reach almost every place in Göttingen within a 15-minute bike ride. You can either buy a bike in Göttingen or rent one. For more information, please take a look [here](#), where you will find all the information you need regarding bikes, including cycling rules. To rent a bike, take a look at the website of [Swapfiets](#).

5. During your Exchange

5.1 Social Events for International Students

In addition to your academic pursuits, we encourage you to take advantage of the opportunity to immerse yourself in German culture and gain a deeper understanding of Germany. Consider enrolling in a German language course to enhance your linguistic skills. Engaging with the local community and speaking German instead of relying solely on English can provide a more comprehensive experience during your exchange semester.

Göttingen International organizes a variety of [activities](#) to enhance your cultural experience such as [excursions](#) in and around Göttingen, the [STUBE study support programme](#), as well as opportunities for language exchange events where Germans and exchange students can **meet and practice languages like Italian, Spanish, French, and more**. Additionally, there are English-language films and workshops available to improve your English proficiency. Each semester, several excursions and events are organized, ranging from visits to German cities or breweries to outings to the opera in Hannover or German Christmas markets. As these activities are highly sought after, we recommend signing up early to secure your spot.

The [Foyer International](#) also hosts various events that bring students from different nationalities together. You might consider participating in a

theatre or art workshop or exploring your interest in gardening. With a wide range of offerings, there is something for everyone to make your semester at Göttingen University more vibrant, enjoyable, and thrilling.

5.2 Hochschulsport – The University Sports Programme

Are you looking for a break from research and studying, wanting to push yourself physically, or simply trying something new? Then you're in the right place with the Hochschulsport, the sports program of the university. University Sports offers a wide range of sports activities in attractive facilities. In addition to a climbing centre and a fitness studio, the spacious outdoor areas are perfect for active leisure time. With a membership, you can book both open practice times and paid courses that take place regularly throughout the semester. You can find information and programme offerings on the [University Sports website](#).

5.3 BioBlog

On the [BioBlog](#) website, the Study Office provides you with up-to-date information on the Bachelor's and Master's programmes in Biology. These pages are designed to keep you informed about lectures and events, important semester dates, internship and job opportunities, and much more related to Biology and the Faculty of Biology.



6. Before you leave

Your home university may **require two documents** after your stay abroad in Göttingen: **The Certificate of Stay and your Transcript of Records**. Without these two documents, you will probably not be able to receive credits for the courses you attended in Göttingen at your home university.

6.1 Certificate of Stay

Please bring the **appropriate form for the Certificate of Stay** from your home university either to Ms. Xiaoting He at Göttingen International or make an appointment with us at the Faculty of Biology via e-mail. Please note that **this form is proof of your stay here in Göttingen**. Usually, the form has to be signed immediately after your arrival and shortly before your departure.

6.2 Presence at Seminar Form

If you are attending a module that includes a seminar, it is necessary to **utilize the “Presence at Seminar Form” to provide evidence of your attendance**. Prior to the commencement of the semester, we will supply you with the required form.

Kindly **request your lecturer to sign the form after each seminar** and your presentation. To successfully complete the module, you must submit the form to the International Office of the Faculty of Biology at the conclusion of your semester. Please be aware that **a maximum of two absences are allowed**.

6.3 Laboratory Project Formalities

If you have completed a lab project, please remember to provide us with your completed **“Laboratory Attendance” form** and a **certificate from your supervisor**. Both documents should be sent to us by e-mail (erasbio@biologie.uni-goettingen.de) by your supervisor including your name, the period of time you were in the lab, the weekly workload (h/week), the project title and a grade.



7. At home

7.1 Download Transcript of Records

You need to **print out a Transcript of Records (ToR)** of your grades in FlexNow. Therefore, make sure that you are registered for all exams you attend as well as for all courses e. g. of ZESS or other faculties. About two to six weeks after the exam, the lecturer will upload your grades and you will be able to see them in FlexNow, even if you are already back home.

Once all your grades are uploaded, you can follow the next steps to **create your valid ToR**:

1. Log in to FlexNow. You can do so until one year after your stay at the University of Göttingen. Then your FlexNow login credentials will expire. You can change the language of FlexNow to English at the bottom on the right.
2. Go to "Summary of achievements" in the menu on the left side.
3. Under "Course of Studies" you will see all the study programmes in which you are enrolled. You can check or uncheck each degree programme if it is not required for that particular transcript.
4. Two types ("report format") of transcripts might be of interest to you:
 - a. "1) Standard (only passed achievements)": only those courses that you have successfully passed will be displayed. We recommend this format to show to your university.
 - b. "2) All achievements": all achievements you have taken or for which you were registered at the University of Göttingen will be displayed. If you failed an exam or if you have taken a placement test, it will be displayed. We recommend that you also create a transcript with all achievements for your own records.

5. You can change the "Language" of your transcript to English. Then the transcript will be created in English.
6. Press "Create" and your transcript will appear under "Existing data sheets". To print or save any of the files, you must download the appropriate file.

If you have made a mistake, remember that you can **create as many transcripts as you need**. Please do not forget to switch the language each time, as it is set to German by default. If you need a module description of a module you have taken for recognition at your home university, please do not hesitate to contact us. We will be happy to provide it to you in English.

The screenshot shows the FlexNow interface. On the left is a navigation menu with options: News, Register for exams/cancel registration, Summary of achievements (highlighted), Exam results, Upload papers and theses, Study Abroad, Statistics Portal, Forms, Settings, and Logout. The main content area is titled 'Create data sheet (verifiable)'. It contains a form with the following fields: 'expiration date' (22.01.2023), 'comment' (empty), 'courses of Studies' (checked: Biological Diversity and Ecology (Immatrikuliert)), 'report format' (1) Standard (nur bestandene Leistungen) / Standard, and 'language' (Englisch). A 'create' button is at the bottom of the form. Below the form is a section titled 'Existing data sheets' with a table:

ID	creation date
<input type="checkbox"/> gbFjy7	download 03.08.2022 12:00:46

Fig. 4: How to create your Transcript of Records in FlexNow.

7.2 Master and PhD Programmes

We hope you enjoyed your time in Göttingen and at the Faculty of Biology and Psychology, and that you have had wonderful experiences, made new friendships, and created cherished memories to take home with you. Perhaps you may be interested in returning to Göttingen for a master's or PhD program. Feel free to visit this [website](#) to see if there is a suitable programme for you. We look forward to welcoming you back to Göttingen!

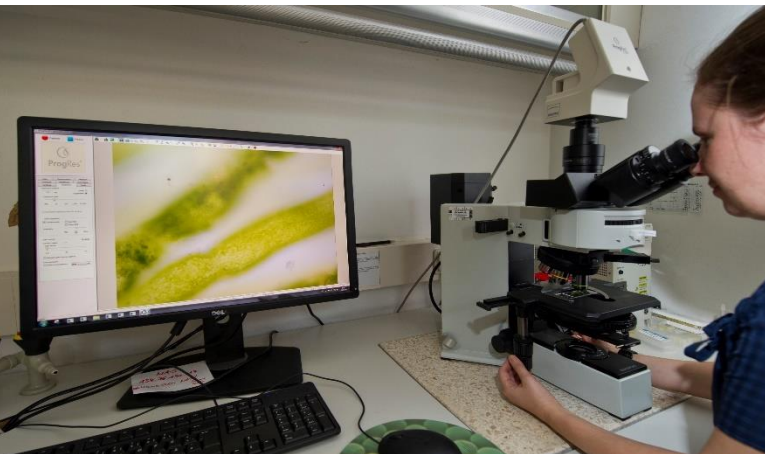
7.2.1 Master Programmes

- [M.Sc. Computational Biology and Bioinformatics](#)
- [M.Sc. Molecular Life Sciences: Microbiology, Biotechnology and Biochemistry](#)
- [M.Sc. Developmental, Neural, and Behavioral Biology](#)
- [M.Sc. Biodiversity, Ecology and Evolution](#)
- [M.Sc./Master of International Nature Conservation](#)



7.2.2 PhD Programmes

- [Basic Doctoral Programme of the Faculty](#)
- [Behavior and Cognition \(Ph.D.\)](#)
- [Biological Diversity and Ecology \(Ph.D./doctoral studies\)](#)
- [Göttingen Graduate Center for Neurosciences, Biophysics, and Molecular Biosciences](#)
- [M.Sc./Ph.D. Molecular Biology \(IMPRS\)](#)
- [M.Sc./Ph.D. Neurosciences \(IMPRS\)](#)



Contacts and Information

Exchange Programmes in Biology and Learning Agreement

Dr. Anke Schürer (she/her)
Office of Studies - Faculty of Biology
Wilhelm-Weber-Str. 2, D-37073 Göttingen
erasbio@biologie.uni-goettingen.de
Incoming Webpage: <https://uni-goettingen.de/de/677596.html>

Application, Exchange Buddy Service

Xiaoting He (she/her)
International Office – Incoming Service
Von-Siebold-Str. 2, D-37075 Göttingen
xiaoting.he@zvw.uni-goettingen.de
Göttingen International Webpage: <https://www.uni-goettingen.de/en/574687.html>

Housing and Accommodation

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