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Beratungsgespräche mit Geflüchteten auf Englisch führen





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Professional Academic Advising for Student Refugees

Did you know that most asylum seekers in Germany are men, 33 years old and under, and that they mainly come from Syria, Afghanistan, Pakistan, Iraq and Eritrea?

According to the research carried out by the German Federal Service for Migration and Refugees (BAMF) in 2015, 13% of asylum seekers in Germany graduated from university and even more have left school with a Higher Education Entrance Qualification. Refugees from Syria are the best educated. Almost one third have already obtained a university degree, states the study, which was published under the title “Asylum applicants: Social structure, qualifications and employability”¹. This is mainly due to the fact that since the 1970’s the education sector has become more secular and has undergone comprehensive reform. Consequently, Syria was seen as the leading example of education within the Arabic world until 2011².

¹ https://www.bamf.de/SharedDocs/Anlagen/EN/Publikationen/Kurzanalysen/kurzanalyse3_sozialkomponenten.pdf?__blob=publicationFile (last accessed: 4 November 2016).

² Christian Hülshörster, “Bildungshintergründe von StudienbewerberInnen mit Fluchthintergrund” (iDA seminar, 28 October 2016). Notes with author, p. 20.

Approximately 600,000 students nationwide were spread out mostly among the five largest state higher education institutions (HEIs).

Due to armed conflict, a substantial portion of students are currently being largely excluded from third level education. According to the United Nations High Commissioner for Refugees (UNHCR), more than half of the twenty million inhabitants of Syria are fleeing. Syrian refugees have the highest rate of protection in Germany with a quota of 93.2%, followed by refugees from Iraq with a quota of 87.7%, Eritrea with 85.9% and Afghanistan with 44.9%³.

³ Christian Hülshörster, "Bildungshintergründe von StudienbewerberInnen mit Fluchthintergrund" (iDA seminar, 28 October 2016). Notes with author, p. 17.

Exercises

1A. Match the following terms with their translations.

- | | |
|--|--------------------------------------|
| a. asylum seeker | 1. subsidär Schutz-
berechtigte_r |
| b. person who is
entitled to be
granted asylum | 2. Asylbewerber_in |
| c. (recognised) refu-
gee | 3. Geduldete_r |
| d. person who is
entitled to subsidi-
ary protection | 4. Asylberechtigte_r |
| e. tolerated refugee | 5. (anerkannte_r) Ge-
flüchtete_r |

(key, p. 40)

1B. Find their definitions.

- a. someone who would be at risk of serious harm if returned to his or her native country but who does not qualify as a refugee
- b. someone whose application for asylum has not been successful but who cannot yet be deported for various reasons (e.g. severe illness, lost passport)
- c. someone who will be granted asylum due to the risk of persecution (in his or her home country) due to reasons of race, religion, social group, or political opinion
- d. someone who has applied for protection as a refugee and is awaiting the determination of his or her status
- e. someone who fled conflict and persecution and must not be returned to life threatening situations or where his or her freedom is at risk (based on legal grounds)

(key, p. 40)

1C. Find the scrambled words in the text below.

Who are we talking about when we refer to a prospective student (a.) *feesruge*? We mean people who:

- have fled their native countries due to (b.) *ueciprse-ton*, war, (c.) *yimser* and/or life threatening conditions;

- might be in Germany already and want to study, or already study at a German higher (d.) *aotdeucin* institution;
- may have entered Germany without a (e.) *iavs*;
- might be in Germany without a (f.) *dnarsiece* title or without having applied for one yet;
- might have applied for asylum (g.) *tusats* but whose application for asylum is still being processed;
- may have been granted one of the different residence (h.) *ltties*;
- might have been denied a (i.) *oegdrnise* status but were given (j.) *snrepmisio* to temporarily stay in Germany (mostly “tolerated “due to e.g. loss of passport)⁴.

(key, p. 40)

⁴ Stephan Hocks, “Die rechtliche Situation von Studienbewerberinnen mit Fluchthintergrund” (iDA seminar, 12 October 2016). Notes with author p. 2.

Did you know that German law recognises various protection statuses: recognition as a person entitled to asylum, as a refugee and the award of international subsidiary protection? People are awarded this protection status when they are not being pursued, but when they are potentially in danger in their home countries, e.g. as potential victims of civil war and armed conflict. In addition, humanitarian protection may be granted due to impending risk, e. g. because of threatened impoverishment. Then a national “non-refoulement” may be implemented. This is the practice of not forcing refugees or asylum seekers, from particular countries, to return to their home countries.

If you are recognised as someone entitled to asylum, you receive a residence permit for at least three years (See Section 25 Subsection 1 German Residence Act). This applies equally to the recognition as a refugee (See Section 25 Subsection 2 German Residence Act). When awarded international subsidiary protection, a residence permit for at least one year is granted (See Section 25 Subsection 2 German Residence Act). The residence permit is granted for an initial six months to people from a country under “non-refoulement” (See Section 25 Section 3 German Residence Act). This is

converted into an unlimited residence permit after five years.⁵

2A. Fill in the missing letters for the following phrases.

- a. exp___tion of the re___ence p___mit
- b. l___al prohib___on of depo___tion
- c. re___nised refu___e stat___
- d. enti___ment to as___um
- e. pros___ts of pe___anent re___dence
- f. "tol___tion" OR "ex___tional l___ve to re___in"
- g. m___ns of su___stence OR liv___ihood
- h. prep___tory mea___res/co___ses
- i. s___ial ben___ts
- j. tr___l OR t___ter cour___s

(key, p. 40/41)

⁵ Stephan Hocks, "Die rechtliche Situation von Studienbewerber_innen mit Fluchthintergrund" (iDA seminar, 12 October 2016). Notes with author p. 17.

2B. Match the phrases from 2A with their translations below.

- | | |
|---------------------------------------|----------------------------------|
| a. Lebensunterhalt | b. Schnupperstudium |
| c. Ablauf der Aufenthaltserlaubnis | d. Duldung |
| e. (studien-) vorbereitende Maßnahmen | f. anerkannter Flüchtlingsstatus |
| g. Asylberechtigung | h. Abschiebungsverbot |
| i. Bleibeperspektive | j. Sozialleistungen |

(key, p. 40/41)

In light of the complexities regarding academic opportunities for asylum seekers, it does not come as a surprise that adult refugees face many challenges in accessing relevant educational support. When they do, they occasionally receive inaccurate or misleading advice. Too many people, be it social workers, friends, advisors at authorities, and even contact people at HEIs themselves, can provide too much conflicting information. As the old saying goes, “Too many cooks spoil the broth”. This could lead young refugees to make inappropriate educational choices.

If in doubt, always refer to the Deutscher Akademischer Austausch Dienst, DAAD, website at <https://www.daad.de/der-daad/fluechtlinge/en/> or to the “Study in Germany: Land of Ideas” webpage at <https://www.study-in.de/en/refugees/>.

Many refugees who come to Germany have either misplaced their official documentation or have left them in their country of origin. The Lisbon Recognition Convention⁶ therefore asks for the installment of valid measures to evaluate the higher education qualification of refugees.

Did you know that, as a consequence, a three phase model was introduced by the Standing Conference of the Ministers of Education and Cultural Affairs of the Federal States in the Federal Republic of Germany (KMK)? This can be accessed under: <https://www.hrk.de/hrk-international/refugees/#c14975>.

One suggestion that has been put forward is an individual interview with prospective students to construct their “individual study pathway”. Additionally, eligibility and the results of aptitude tests should be used as criteria in order to determine the applicant’s suitability.

⁶ <http://www2.fzs.de/uploads/lissabonkonvention.pdf>
(last accessed: 15 September 2016).

3A. Underline the nouns that are related to the corresponding verbs.

- a. to apply: application – applicment – appleness
- b. to reside: resentment – residence – resit
- c. to oblige: obliger – oblement – obligation
- d. to deport: deporter – deportness – deportation
- e. to recognise: recognition – record – recorder
- f. to examine: examinee – examtion – examination
- g. to entitle: entitlement – entitness – entitlum
- h. to expire: expirement – expiration – expireness

(key, p. 41)

3B. Match the following verbs with their corresponding nouns.

- | | |
|---------------------|---|
| a. to provide | 1. an application |
| b. to verify | 2. the necessary language skills |
| c. to apply for | 3. proof (of your academic achievement) |
| d. to review | 4. the rules |
| e. to gain | 5. admission |
| f. to have | 6. university admission |
| g. to substantiate | 7. your (past academic) achievement |
| h. to inquire about | 8. previous qualifications |

(key, p. 41)

3C. Vocabulary exercise: Circle the one that does not match.

- a. to grant – semester contribution – tuition fees
- b. urgent – sufficient – appropriate
- c. requirement – benefits – prerequisite

- d. campus map – regulation – to find one's way
 - e. rejection – contact person – available
 - f. to enrol – to withdraw – to repatriate
 - g. language test – to pass – temporary
 - h. human dignity – office hours – by appointment only
 - i. advisors – counsellors – registrars
- (key, p. 41)

3D. Fill in the gaps for the following emails with words from 3C.

Hello:

My name is Mohammad. I am from Syria, and I am 24 years old. I have been in Germany since July 2014. I hope you are the right (a.) _____ for my question.

I have a secondary school leaving certificate with me (Abitur), and I would like to know if I can complete my studies here.

My problem is that I only have a temporary residence permit, so am I allowed to (b.) _____ or to apply to a university here?

I hope my skills and qualifications are (c.) _____ because I am really pessimistic at the moment.

Thank you in advance.

Kind regards, Mohammad

Dear Ms Müller:

My name is Amena, and I am a Syrian refugee in Germany.

After I received approval to start applying to study, I was pleased to learn that such a well-known university as yours could have a place for me. I have visited the main campus and the economics campus a couple of times and they were very nice. At the International Office one of the (d.) _____ even provided me with a (e.) _____ which was very helpful.

However, without a language certificate I cannot apply. I was hoping to do the course and the required (f.) _____ at the university before starting a degree in Business Management. What do I have to do then?

Thanks a lot and apologies if it was a long email. I appreciate your understanding. Please find attached my certificates.

Sincerely, Amena

Dear Ms. Gabriela:

I am Hakim, a chemistry bachelor holder from the University of Baghdad, Iraq.

I am interested in your Master Programme “Material Science”, but I have some queries about financing my residence during my studies. I know already that there are no tuition fees at your university but there is a (g.) _____ to be paid. I asked the International Office and Ms. Anne redirected me to you. When are your (h.) _____ so I could come and meet you?

Your university website mentions that students have to secure at least 500 Euros/month during residence for at least the first year. Does that mean that I have to open a frozen bank account in Germany with a minimum of 5,000 Euros, specifically for your university?

I know that as a (i.) _____ to obtain a student visa in Germany, one has to prove the possession of at least 8,000 Euros.

Please clarify. Thank you for your advice on this.

Sincerely, Ramses

(key, p. 42)

3E. How would you respond to the email queries in 3D?

3F. Correct two (linguistic) mistakes in each of the following emails.

a. Dear xyz:

Thank you very much for your interest in our degree programmes. In general, applicants to our subjects need to submit the following documents on the online-based platform UniAssist:

1. C1 level in German language/ Test DaF certificate
2. higher education entrance qualification

All documents have to be translated and certified.

As far as the status of your residence permit is concerned, please get in contact with your advisor at the Foreigners' Office.

If you have any remaining questions, please don't hesitate to contact us again.

Kind regards,

Legally, all refugees are eligible to apply for and enrol in a degree programme at a German university, especially if their status is recognised. They undergo the same procedures as any other student from

abroad. Currently however, only two percent claim to have any knowledge of German. This makes acquiring language skills a priority before starting or continuing studies at a German university, aside from proving their higher education entrance qualifications. Generally speaking, student refugees must provide proof of one of the following test results⁷: a DSH examination at standard level 2 or a Test DaF examination at standard level 4.

b. Dear xyz:

Thank you for your interest in our university. You can apply for a German course at our university but there are limited places. So I would recommend apply as soon as possible. The application period for the next courses starts on June 1st and the deadline is July 15th. Please note applications sent after this date will not be considered.

You will find more information about the process of the courses and the language test on the following website...

After registrating you are welcome to come and see me during my office hours if you have any questions regar-

⁷ <https://www.hrk.de/themen/internationales/internationale-studierende/fluechtlinge/#c14866> (last accessed: 4 November 2016).

ding the bachelor programmes and the application process (Mon 1-3pm and Wed 10-11am).

Kind regards,

c. Dear Mr. xyz:

Thank you for your interest in our Master programme. My office hours are from Monday-Friday between 12-1pm. Feel free to come on this time.

Please take notice the frozen bank account is required by the German embassy and not the university.

If you have further questions regarding your (student) visa, please contact the German embassy in your country.

Thank you and best regards,

(key, p. 42)

There is a large amount of catching up on professional and methodical competences for most refugee applicants. Without preparatory courses and special support Iraqi students, for example, will find it difficult to enrol in any Bachelor and Masters programmes in Germany. **Did you know** that in Iraq between 1984 and 1989 a drastic decline in the educational field took place? Additionally, international economic sanctions up to 2003 further weakened the educational system. Short and middle term, there is

no prospect of a qualitative improvement in higher education there⁸.

3G. Match these email responses to the queries from 3D.

(key, p. 42)

3H. Highlight the correct sentence for each pair.

- a. We would like to remind you that the key deadline for university applications is in July.
We would like to remember you that the major deadline for applications to our university is July.
- b. Can you offer us your requirements?
Please let us know your requirements.
- c. Thanks for your email approved March 1.
Thank you for your email received March 1.
- d. I was asking myself if you have already been at the International Office.
I was wondering if you have already spoken to someone from the International Office.

⁸ Christian Hülshörster, "Bildungshintergründe von StudienbewerberInnen mit Fluchthintergrund" (iDA seminar, 28 October 2016). Notes with author, p. 35.

- e. I am frightened that I am not able to give you the requested information.
I am afraid I am not able to give you the requested information.
- f. If there is anything else, please do not hesitate to contact me again.
If there is something else going on, please do not be afraid to convenience me again.
- g. We look forward to hear from you soon.
We are looking forward to hearing from you soon.
- h. Good regards, Karen
Best wishes, Karen

(key, p. 43)

3I. Match the beginnings of the following emails with their corresponding endings.

- | | |
|--|---|
| a. Thank you for your message. After you receive the language certificates, you can apply for admission to the Business Management degree programme. | 1. They will contact you, or you can visit them during their open office hours on tuesdays and thursdays without making an appointment. |
|--|---|

- b. I am writing regarding your recent email. We regret to inform you that every non-German applicant has to submit a certified copy of a German language certificate, e.g. the DSH 2 or 3.
- c. Thank you for your attached documents. We will pass them on to our colleagues at the Admissions Office.
2. Should you need any further information about admission, I will be happy to assist you. Good luck with your German examination.
3. However, we can offer you a place in a German language course specifically for people from Syria. Would this be of interest to you? Please get in touch if you need more information.

(key, p. 43)

Of course, you already know about the huge financial differences worldwide when it comes to higher education. But **did you know** that in England for instance, an important step to actually gaining access to higher education is a young person's classification as a home or an international student? This is called 'tuition fee status'. Asylum applicants have traditionally been cat-

egorized as overseas students. This negative classification is often identified as the main hurdle to accessing higher education by young asylum seekers themselves. On the contrary, most German universities do not ask for tuition fees at all or ask for very little. Wolfgang-Uwe Friedrich, the President of the University of Hildesheim states: "Migration is a task for all of society, and universities must do their part"⁹. Be it auditing classes as a guest student, student tickets for free public transport, no fees for tests or German language courses, most German universities are seeking creative solutions when it comes to supporting adult refugees in emergency education. More information about financing university studies for adult refugees can be found under:
<https://www.study-in.de/en/refugees/study/38515.php>

4A. Underline the verb which goes with the noun.

- a. to *spend* – *audit* – *receive* courses as a guest
- b. to *meet* – *enter* – *issue* the formal admission requirements

⁹ <https://global.handelsblatt.com/edition/244/ressort/european-lifestyles/article/german-colleges-begin-recruiting-refugees> (last accessed: 30 September 2016).

- c. to *commit* – *speak* – *assess* (your) German language skills
- d. to *admit* – *offer* – *ensure* special programmes for refugees
- e. to *register* – *reject* – *require* as an asylum seeker
- f. to *support* – *qualify* – *participate* in recreational activities
- g. to *finance* – *employ* – *succeed* one's studies
- h. to *evaluate* – *offer* – *attend* (partial) credit(s) for courses (taken)
- i. to *provide* – *enrol* – *audit* proof (of your previous academic achievements)
- j. to *apply* – *register* – *obtain* for asylum
- k. to *study* – *attend* – *acquire* a taster course

(key, p. 44)

4B. Can you find their translations?

- a. einen Asylantrag stellen
- b. Deutschkenntnisse überprüfen
- c. ein Schnupperstudium aufnehmen
- d. sein Studium finanzieren

- e. die Teilnahme (teilweise) anrechnen
- f. seine früheren Studienleistungen nachweisen
- g. an Veranstaltungen als Gasthörer_in teilnehmen
- h. die Zulassungsvoraussetzungen erfüllen
- i. Angebote für Geflüchtete haben
- j. sich asylsuchend melden
- k. an gemeinsamen Freizeitaktivitäten teilnehmen

(key, p. 44)

Are you familiar with the different initiatives the DAAD has set up for academically qualified adult refugees? For example, INTEGRA (Integration von Flüchtlingen ins Fachstudium), an integration programme, aims to ensure refugee students are given every opportunity to fulfil their potential through university education. Many universities are currently piloting projects for adult refugees. If there is no direct route into a course, due to the lack of necessary qualifications, refugees may attend, similarly to other international students, a preparatory college to prepare for the so-called qualification assessment test or entrance examination. Some universities also open their bridge courses or orientation programmes to refugees to help guide them in choosing an appropriate

study path. Feel free to browse through the databank of already-funded initiatives to get a better idea of what offers are available:

<https://www.daad.de/der-daad/fluechtlinge/infos/en/41996-funding-programme-integrating-refugees-in-degree-programmes-integra/>.

5. Match the words with their suitable synonyms and/or explanations.

- | | |
|--------------------------------------|---|
| a. additional | 1. to ask |
| b. to be responsible | 2. to pull back; to move away; to cancel registration |
| c. to de-register; to withdraw | 3. obligatory, required |
| d. to enquire (BE); to request | 4. added; further; extra |
| e. to provide | 5. including all the parts that are necessary |
| f. first point of contact/ reference | 6. port of call |
| g. complete | 7. to need |

- | | | | |
|----|------------|-----|--|
| h. | compulsory | 8. | something that is legally or officially acceptable |
| i. | valid | 9. | having a job/ a duty; being the authority |
| j. | to require | 10. | to make available, to give |

(key, p. 44)

6. Find suitable word combinations.

- | | | | |
|----|-------------|----|-------------|
| a. | shared | 1. | application |
| b. | halls | 2. | regulations |
| c. | tuition | 3. | entry |
| d. | examination | 4. | certificate |
| e. | limited | 5. | apartment |
| f. | enrolment | 6. | fee |
| g. | application | 7. | test |
| h. | aptitude | 8. | deadline |
| i. | rejection | 9. | letter |

(key, p. 44)

During a consultation with refugees, the advisor should never block out the psycho-social aspect. According to Dr. Marion Koll-Krüsmann, who conducts the iDA Seminar “Trauma Awareness and Psychoeducation”, possessing the relevant knowledge can help you handle stressful emotional situations better. All refugees were exposed to potentially traumatising experiences in their home countries and upon their journey.

Did you know that up to 40% of refugees and asylum seekers have actually experienced trauma and the side effects thereof? If you, as an advisor, assume that a refugee has experienced trauma, you should not mention it. When using examples, only use examples that have nothing to do with war and flight. It is particularly important which symptoms exist and how to improve the situation. Dr. Koll-Krüsmann recommends taking a cognitive approach and focusing on the present and the future. Traumatized people need structure, a clear plan, support and security. The person concerned should not leave the first session feeling worse¹⁰. In many cases it is also advisable to help find a therapist. Contact persons could in this case be the trauma out-patient departments of the university or special facilities for dealing with traumatized refugees, like, for example, Refugio.

7A. Decide which phrases are used to begin and to end an advisory session.

- a. Hello Mr Shouaa, my name is Anja. Please have a seat.
- b. It might be useful to summarise what we have talked about today.
- c. Have you found our conversation helpful?
- d. I'd be interested to hear why you came along to see me.
- e. I look forward to seeing you at our next meeting.
- f. What encouraged you to come and see me?
- g. How would you feel about having a look at this topic in more depth during our next meeting together?
- h. In what way have you found our conversation helpful?

(key, p. 44)

7B. Match the English and German phrases used to explore a client's priorities and challenges.

- | | |
|--|--|
| a. It would help me understand, if you could be a bit more specific. | 1. Ich glaube, dass Sie sich momentan ganz besonders auf das Deutschlernen konzentrieren sollten. |
| b. How do you feel when you think about the upcoming months? | 2. Es scheint, dass Ihnen Ihre finanzielle Situation und Ihr Flüchtlingsstatus momentan am meisten Sorgen bereiten. |
| c. It appears that the key issues for you at this moment are your financial situation and your refugee status. | 3. Ich habe das Gefühl, dass Sie sich vor allem um die Anerkennung Ihrer Universitätszeugnisse Gedanken machen. Wäre es hilfreich, mit diesem Thema zu beginnen? |

- d. It seems that being enrolled at a German university is particularly important to you.
- e. My sense is that, at this stage, you need to focus on studying German.
- f. I feel that the most concerning issue is the recognition of your university documents. Would it help to start with this topic?
4. Die Immatrikulation an einer deutschen Universität scheint Ihnen besonders wichtig zu sein.
5. Wie geht es Ihnen, wenn Sie an die kommenden Monate denken?
6. Könnten Sie mir das genauer sagen, damit ich es besser verstehe?

(key, p. 45)

7C. In the following exercise you will find a short list of do's and don'ts when working with traumatised refugees¹⁰. Fill in the missing part for each respective word.

Don'ts when working with refugees

- a. Don't ques___ them about their experiences in their na___ country and on their way to Germany.
- b. Don't of___ meditation sessions, autogenic training, feeling own's own centre, go on an imaginary jour___.
- c. Don't try to lead someone who seems to be intellectual and tar___-oriented but emotionally cold to dig deeper for his feelings and inten___ his emotions.
- d. Don't make prom___ that cannot be kept.

Do's when working with refugees

- e. Offer struc___ and (calm) conversations about the present moment and fut___ plans.
- f. Intro___ the buddy system.
- g. Take no___ of what has been discussed.

¹⁰ Marion Koll-Küsmann, "Trauma-Awareness und Psychedukation" (iDA publication, 2016, p. 23-24).

- h. Be constantly aw____ of the fact that the person concerned is better off here in Germany than in other situations- this can help to streng____ and keep your own limits as advisor, counsellor, helper and sup____.
- i. Be mind____ of your own emotional hea____.

(key, p. 45)

7D. Find the correct verb in the following list of verbal expressions. Use the correct grammatical form. They might come in handy for you when you want to paraphrase and reflect feelings in an advising session.

to say (2x) – to feel – to come across – to be (3x) – to care – to make – to sound

- a. What seems to be _____ is that ...
- b. It _____ as if ...
- c. What you have just _____ is that ...
- d. So you _____ as if ...
- e. My feeling _____ that ...
- f. Am I right in _____ that ...?
- g. Would you _____ to elaborate?

- h. Could you _____ more specific?
- i. What are the things that _____ you ...?
- j. What would _____ helpful for you?
- k. What changes can you _____ to ... ?

(key, p. 45)

Even though adult refugees are as eligible to apply for and enrol in a degree programme at a German university as any other international university applicant, especially if their status is recognised, they do face additional obstacles. For instance, a university application may only be possible after time spent at an obligatory place of residence at an initial reception centre. Or the so-called domicile requirement might limit their university choices. Financing is also likely to be an issue.

Regarding the latter, you certainly already know that an application for “BAföG” (Bundesausbildungsförderungsgesetz) is only permissible after 15 months of residence in Germany and 15 months after having applied for asylum in Germany. But **did you know** that between the fourth and fifteenth month the German Asylum Seekers’ Benefits Act is an instrument for financing studies? There is no particular provision saying that the commencement of a course of studies will

hinder the receiving benefits under the German Seekers' Benefits Act, according to a written statement published by the German Federal Ministry of Labour and Social Affairs on 26 February 2016. There is also no obligation, to be readily available to take up employment, as is the case with Hartz IV beneficiaries¹¹.

8A. Find the matching translation pairs for the following institutions/authorities, regulations and official certificates.

- | | |
|--------------------------------|--------------------------------------|
| a. Grundgesetz | 1. rejection letter |
| b. Dublin-Verordnung | 2. residence permit |
| c. Ablehnungsbescheid | 3. Foreigners' (Registration) Office |
| d. Asylbewerberleistungsgesetz | 4. Federal Foreign Office |
| e. Aufenthaltserlaubnis | 5. Employment Agency/ Office |
| f. Auswärtiges Amt | 6. Basic Law |

¹¹ Stephan Hocks, "Die rechtliche Situation von Studienbewerber_innen mit Fluchthintergrund" (iDA seminar, 12 October 2016). Notes with author p. 61.

- | | | | |
|----|---|-----|---|
| g. | Bescheinigung über die Meldung als Asylsuchende_r | 7. | settlement permit |
| h. | Ausländerbehörde | 8. | Asylum Seekers Benefits Act |
| i. | Niederlassungserlaubnis | 9. | Dublin regulation |
| j. | Bundesamt für Migration und Flüchtlinge | 10. | certificate of registration as an asylum seeker |
| k. | Arbeitsamt | 11. | Federal Office for Migration and Refugees |

(key, p. 46)

8B. How can you direct someone to the responsible person and/or institution? Put the phrases into the correct order.

- a. but I am not – I am really sorry – the right person to ask
- b. if I called – and asked for an appointment? – for you – would it be helpful — the vocational counselling
- c. of more assistance – my colleague from the Foreigners' Office – than I am – I am sure – will be – in that matter
- d. to give you the answers – I am so sorry – to your questions – as these answers are considered – but I am not allowed – to be confidential
- e. to your health insurance provider – your query directly – as I am not really familiar – maybe you could direct – with the topic
- f. first hand –to get the relevant information – it's always better/ the Employment Office – on your behalf – I can send – an email if that helps

(key, p. 46/47)

It is estimated that between 30,000 and 50,000 adult refugees are capable of studying at a German higher education institution. Of refugees applying for a place at university in Germany, Syrians form the largest group, followed by Afghani and Iraqi applicants.

German HEIs face the challenge of the large distinction between the academic backgrounds of Afghani and Iraqi refugee applicants on the one hand, and Syrian applicants on the other. Applicants from Syria are generally better educated. For example, ***did you know*** that the admission of a Syrian to a PhD (Doctor of Philosophy) programme is conditionally allowed in Germany? In Syrian HEIs, the Diploma of Higher Studies as well as a Madjistir/ Masters is usually required for admission into a PhD programme. The first part of Syrian postgraduate studies can be proven satisfactorily by an *ad-dirasat al-ulja diploma*, according to the Culture Minister Conference. However, Syrian Diplomas and Masters lack the academic research paper to be considered equivalent to those awarded in Germany. It is therefore advised that Syrian PhD applicants prepare a corresponding academic research paper¹².

¹² Petra Kourukmas, "Hochschulzugang für Studienbewerber_innen mit Fluchthintergrund" (iDA seminar, 28 September 2016). Notes with author p. 22.

**9A. Complete the sentences using the verbs provided.
Use the correct grammatical form or verb tense.**

to distribute to – to receive – to hand in – to apply
for – to issue with – to record – to invite to –
to entitle to

- a. In accordance with Section 16a of the German Basic Law political persecutes have to right to _____ asylum.
- b. Refugees may _____ subsidiary protection if they are at risk of serious injury in their native country.
- c. Asylum seekers _____ an initial reception facility with the help of the EASY system.
- d. At this reception centre their personal data _____.
- e. They need to _____ their asylum application in person at the responsible BAMF (Bundesamt für Migration und Flüchtlinge/ Federal Office for Migration and Refugees) office.
- f. All asylum applicants _____ a certificate of registration as an asylum seeker.

- g. They _____ an interview where they are asked about their reasons for seeking asylum.
- h. If their application is successful, they _____ a temporary residence permit.

(key, p. 47)

9B. Find a suitable verb. Cross the one out that does not fit.

- a. According to Section 16 subsection 1a of the Residence Act, third-country citizens can *entitle* – *receive* a residence permit of a maximum of nine months if they have not yet been *admitted* – *rejected* to a university.
- b. As an applicant they need to *proof* – *qualify* for university admission, possibly by *guaranteeing* – *verifying* this with the appropriate documents and by *reading* – *taking* an entrance exam.
- c. If they are already a university student, a residence permit for the purpose of study can be *issued* – *employed*.
- d. This may be valid for at least one year but can be *excluded* – *extended* if the course of study can be *submitted* – *completed* within a reasonable amount of time.

- e. Language skills are obviously *taken – treated* into consideration by the university when *ap-
plying – graduating* for a degree programme.
- f. They must also *report – prove* they have suffi-
cient means to *cover – need* the period of their
stay (i.e. enough money).
- g. Therefore, part-time employment is *permitted*
– *completed* while being *tested – enrolled* as a
university student.

(key, p. 47)

Key

1A and B.

- a. – 2. – d. b. – 4. – c. c. – 5. – e. d. – 1. – a.
e. – 3. – b.

1C.

- a. refugees
c. misery
e. visa
g. status
i. recognised

- b. persecution
d. education
f. residence
h. titles
j. permission

2A and B.

- a. expiration of the residence permit (c.)
b. legal prohibition of deportation (h.)
c. recognised refugee status (f.)
d. entitlement to asylum (g.)
e. prospects of permanent residence (i.)

- f. “toleration” *OR* “exceptional leave to remain” (d.)
- g. means of subsistence *OR* livelihood (a.)
- h. preparatory measures/courses (e.)
- i. social benefits (j.)
- j. trial *OR* taster courses (b.)

3A.

- a. application
- c. obligation
- e. recognition
- g. entitlement

- b. residence
- d. deportation
- f. examination
- h. expiration

3B.

- | | | | |
|--------|--------|--------|--------|
| a. – 3 | b. – 8 | c. – 6 | d. – 1 |
| e. – 5 | f. – 2 | g. – 7 | h. – 4 |

3C.

- | | | |
|---------------|------------------|------------------|
| a. to grant | b. urgent | c. benefits |
| d. regulation | e. rejection | f. to repatriate |
| g. temporary | h. human dignity | i. registrars |

3D.

- | | | |
|-----------------------------|-----------------|------------------|
| a. contact per-
son | b. enrol | c. sufficient |
| d. advisors | e. campus map | f. language test |
| g. semester
contribution | h. office hours | i. requirement |

3F.

- a. ~~submitting~~ – to submit
- b. If you are... – If you have...
- c. ~~on~~ this time – during this time
- d. ~~take notice~~ – note
- e. ~~apply~~ – applying
- f. ~~registrating~~ – registering

3G.

- a. Mohammad b. Amena c. Hakim

3H.

- a. We would like to remind you that the key deadline for university applications is in July.
- b. Please let us know your requirements.
- c. Thank you for your email received March 1.
- d. I was wondering if you have already spoken to someone from the International Office.
- e. I am afraid I am not able to give you the requested information.
- f. If there is anything else, please do not hesitate to contact me again.
- g. We are looking forward to hearing from you soon.
- h. Best wishes, Karen.

3I.

a. -2

b. -3

c. -1

4A and B.

a. to audit – g.

b. to meet – h.

c. to assess – c.

d. to offer – i.

e. to register – j.

f. to participate – k.

g. to finance – d.

h. to offer – e.

i. to provide – f.

j. to apply – a.

k. to attend – c.

5.

a. -4

b. -9

c. -6

d. -1

e. -10

f. -2

g. -5

h. -3

i. -8

j. -7

6.

a. -5

b. -1

c. -6

d. -2

e. -3

f. -4

g. -8

h. -7

i. -9

7A.

beginning a session: a. – d. – f.

ending a session: b. – c. – e. – g. – h.

7B.

a. – 6

b. – 5

c. – 2

d. – 4

e. – 1

f. – 3

7C.

a. question – native

b. offer – journey

c. target – intensify

d. promises

e. structure – future

f. Introduce

g. notes

h. aware – strengthen – supporter

i. mindful – health

7D.

- | | | |
|------------------|-----------|-----------|
| a. coming across | b. sounds | c. said |
| d. feel | e. is | f. saying |
| g. care | h. be | i. make |
| j. be | k. make | |

8A.

- | | | | |
|--------|---------|---------|--------|
| a. - 6 | b. - 9 | c. - 1 | d. - 8 |
| e. - 2 | f. - 4 | g. - 10 | h. - 3 |
| i. - 7 | j. - 11 | k. - 5 | |

8B.

- a. I am really sorry, but I am not the right person to ask.
- b. Would it be helpful if I called the vocational counseling for you and asked for an appointment?
- c. I am sure my colleague from the Foreigners' Office will be of more assistance in that matter than I am.

d. I am so sorry, but I am not allowed to give you the answers to your questions as these answers are considered to be confidential.

e. Maybe you could direct your query specifically to your health insurance provider as I am not really familiar with the topic.

f. It's always better to get the relevant information first hand. I can send the Employment Office an email on your behalf if that helps.

9A.

a. apply for

c. are distributed to

e. hand in

g. are invited to

b. be entitled to

d. will be/is recorded

f. will receive

h. will be issued with

9B.

a. receive - admitted

b. qualify – verifying –
taking

c. issued

d. extended – completed

e. taken – applying

f. prove – cover

g. permitted – enrolled

DA

Glossary English-German

A

absence from an exam(ination)	Versäumnis (einer Prüfung)
academic advising	Bildungs-/Studienberatung
academic leave of absence; (to) take a semester off	Beurlaubung; Urlaubssemester
academic qualifying course; foundation course; preparatory college/course (for foreign students)	Studienkolleg
academic transcript; transcript of records	Notenübersicht; Leistungsübersicht; Studienbuch
academic year	Studienjahr
acceptance letter; notification of admission	Zulassungsbescheid
accredited/certified translator	Übersetzer_in, beeidigte_r
acknowledgement/proof of application	(Studien-)Anmeldebestätigung
(to) acquire	erwerben
additional qualification/skill	Zusatzqualifikation
administrative/processing fee	Bearbeitungs-/Verwaltungsgebühr
admission	Zulassung
(to) advise; (to) recommend; (to) suggest	empfehlen; raten
advisor; counsellor	Berater_in
advisory/consulting/counselling service(s); list of services	Beratungsangebot(e)
allocation/distribution procedure	Verteilungssystem
allowance for student disadvantages; accommodation/compensation of a disability/disadvantage	Nachteilsausgleich

application deadline	Bewerbungsfrist
application for asylum	Asylantrag
application to study/for a course of study; university application	Studienbewerbung
(to) apply (for)	bewerben
appointment; advising appointment	Beratungstermin
aptitude test; qualifying examination; preliminary test	Eignungsprüfung
artistic study work; artistic independent assignment	Studienarbeit, künstlerische
assessment; evaluation	Bewertung
asylum seeker/asylee	Asylbewerber_in; Asylsuchende_r
Asylum Seekers' Benefits Act	Asylbewerberleistungsgesetz
(to) attend	besuchen
auditor; guest student; auditing courses as a guest	Gasthörer_in
authority	Behörde
average mark (BE); grade point average (AE)	Notendurchschnitt

B

Bachelor's certificate; BA degree certificate; diploma	Bachelorurkunde
Basic Law/Constitution	Grundgesetz
(to) be afforded asylum	Asyl erhalten
(to) be entitled (to)	Anspruch haben (auf)
(to) be qualified as a refugee; (to) be granted refugee status	Zuerkennung der Flüchtlingseigenschaft
(to) be removed from the register	exmatrikuliert werden
(to) be responsible	zuständig sein

(to) be treated like/as; (to) be reviewed in the same way as	gleich gestellt werden wie
bereavement	Trauerfall
block course; compact course	Blockveranstaltung
(to) bring families back together	Familienzusammenführung
(to follow) bureaucratic procedures; (to complete) administrative formalities	Behördengänge (erledigen)

C

case-by-case examination	Einzelfallprüfung
campus map; map of the university campus; location map	Lageplan (der Universität)
certificate of registration as an asylum seeker	Bescheinigung über die Meldung als Asylsuchende_r
certificate of residency	Meldebescheinigung
certificates issued abroad	Urkunden/Nachweise; ausländische
certification; notarisation	Beglaubigung
certified copies	beglaubigte Kopien
Chamber of Industry and Commerce	Industrie- und Handelskammer (IHK)
change of programme (major/ minor)/courses; changing courses; course change	Studienfachwechsel
(to) clarify	klären; verdeutlichen
class (once); course (over the semester)	Lehrveranstaltung
combination of subjects	Fächerkombination
commencement of the semester	Vorlesungsbeginn
complaint	Beschwerde

compulsory elective	Wahlpflichtfach
compulsory/mandatory/required module	Pflichtmodul
confirmation of equivalence	Äquivalenzbescheinigung
confirmation of student status; certificate of enrolment	Studienbescheinigung
(to) consult	befragen; herausfinden
contact person; person to contact	Ansprechpartner_in
continuing education; postgraduate studies	Studiengang, weiterführender
country of origin	Herkunftsland
course of study; degree programme	Studiengang
course offer; course of study; field of studies and degrees	Studienangebot
course schedule; study plan	Studienverlaufsplan
course specialisation; major field of study; area of specialisation; focus; concentration; area/special focus	Studienschwerpunkt
course/seminar certificate	Schein; Leistungsnachweis
courses subject to federally restricted access	zulassungsbeschränkte Studiengänge
courses with unlimited entry; open admission	zulassungsfreie Studiengänge
credit; proof of (academic) achievement	Leistungsnachweis
credits for study periods/course performance/examination performance	Anrechnung von Studienzeiten/ Studienleistungen/Prüfungsleistungen

D

deadline; specified period	Frist
(to) deal (with)	umgehen (mit)
decision-making process	Entscheidungsfindung
degree certificate; proof of graduation; diploma	Abschlusszeugnis; Urkunde
degree programme/course; study course, course of study/studies	Studium
degree subject choice; field of study; academic subject choice	Studienfachwahl
degree-seeking student; full-time student	Vollzeitstudierende_r
department	Fachbereich
Departmental Advisory Office	Studienfachberatung
(to) deport	abschieben
deportation	Abschiebung
(to) de-register; (to) withdraw	(sich) exmatrikulieren
diploma from a university already attended; first degree certificate	Hochschulnachweis
diploma supplement	Abschlusszeugniszusatz; Diplomzusatz
diplomatic mission; foreign representation	Auslandsvertretung
direct admission	Direktzulassung
(to) discuss (your) course timetable	Stundenplanbesprechung
(to) do a doctorate/PhD (Doctor of Philosophy)	promovieren
doctoral candidate; PhD student	Doktorand_in; Promovend_in
doctoral dissertation; PhD thesis	Doktorarbeit
doctoral programme/study	Promotionsprogramm/-studium

documentary proof (of possession) of sufficient funds	Nachweis über die Finanzierung des Studiums
drop-out; premature termination of one's studies; student withdrawal	Studienabbruch
Dublin procedure	Dublin-Verfahren
Dublin regulation	Dublin-Verordnung

E

elective (course)	Wahlfach
electronic payment slip	Überweisungsvordruck
emergency accommodation/shelter	Notunterkunft
employment	Erwerbstätigkeit
Employment Office; Job Centre	Arbeitsamt
(to) encourage	ermutigen
(to) enhance; (to) improve	verbessern, steigern
(to) enquire (BE)/inquire (AE); (to) request; (to) ask (for)	anfragen
(to) enrol(l) in(to)	immatrikulieren; sich einschreiben (in)
enrolment certificate	Immatrikulationsbescheinigung
entitlement to asylum; eligibility for asylum	Asylberechtigung
entrance examination; qualification assessment examination; aptitude test	Feststellungsprüfung
entrance/entry requirement	Zugangsvoraussetzung
Ethnic German resettler	Spätaussiedler_in
European Framework of Reference for Languages	Europäischer Referenzrahmen

exam consultation; advising on exam regulations	Prüfungsberatung
examination board	Prüfungsausschuss
examination regulations	Prüfungsordnung
examination requirement	Prüfungsvoraussetzung
(to) examine an application	Antrag prüfen
exception; exemption	Ausnahme
(to) exempt; (to) release	befreien
expellee/expelled person	Vertriebene_r
expenses; costs	Kosten
expiration of the residence permit	Ablauf der Aufenthaltserlaubnis
(to) expire; (to) terminate	erlöschen
extension	Verlängerung
extra work load; overwork; excessive demand	Überforderung

F

faculty	Fakultät; Fachbereich; Lehrkörper
failed exam(ination)	Prüfung, nicht bestandene
failure	Misserfolg
familiarisation; acclimatisation	Eingewöhnung
family commitments/obligations	Verpflichtungen, familiäre
Federal Foreign Office	Auswärtiges Amt
Federal Office/Service for Migration and Refugees	Bundesamt für Migration und Flüchtlinge (BAMF)
Federal Ministry of Labour and Social Affairs	Bundesministerium für Arbeit und Soziales (BMAS)

federal state allocation/distribution	Verteilung auf das zuständige Bundesland
feelings of guilt	Schuldgefühle
fellow student; classmate	Kommiliton_in
(to) fill in/out; (to) complete	ausfüllen
finals; final examination	Abschlussprüfung
financial support	Unterstützung, finanzielle
financing	Finanzierung
first port of call/contact; first contact point; first point of reference	Anlaufstelle, erste
first-year students, freshers	Studienanfänger_innen; Erstsemester_in
focal (main) module	Schwerpunktmodul
follow-up procedures	Nachbereitung
follow-up session	Folgetermin
foreign educational qualification	Bildungsabschluss, ausländischer
foreign language certificate	Sprachnachweis
foreign language proficiency	Fremdsprachenkenntnisse
foreign nationals	Staatsangehörige, ausländische
foreign student; student from abroad	Bildungsausländer_in
foreign university entrance certificate	Hochschulzugangsberechtigung, ausländische
forgery	Fälschung
foundation course	Studienkolleg
foundation/basic module	Basismodul; Grundlagenmodul

G

Geneva Convention on Refugees	Genfer Flüchtlingskonvention
German Academic Exchange Service	Deutscher Akademischer Austauschdienst (DAAD)
German college/university entrance certificate; school leaving examination; university entrance diploma, high school diploma	Abitur
German language proficiency skills	Deutschkenntnisse
German Language Proficiency Test for the Admission to Higher Education	Deutsche Sprachprüfung für den Hochschulzugang (DSH)
(to) get accustomed (to)/familiar (with)	sich gewöhnen (an)
(to) get nervous/ scared before an exam(ination); test anxiety; exam(ination) stress	Prüfungsangst
graded	benotet
(to) grant protection to refugees	Flüchtlinge schützen
grant(s); scholarship	Stipendium
(to) grant	gewährleisten; garantieren
granted refugee protection	Zuerkennung des Flüchtlings-schutzes
grief	Trauer
guided campus tour	Campusführung

H

halls application; housing/dorm application	Wohnheimantrag
(to) handle; (to) deal (with); (to) issue; (to) process	umgehen (mit); erledigen, bearbeiten
hardship claim/application	Härtefallantrag
hearing; interview	Anhörung
Higher Education Act	Hochschulgesetz
higher education entrance qualification	Hochschulreife, allgemeine; Abitur
higher education institution (HEI)	Hochschule
highly qualified/skilled person	Hochqualifizierte_r
(to) hold a “tolerated” status	Duldungsstatus
holder of a specific humanitarian residence permit	Inhaber_in bestimmter humanitärer Aufenthaltstitel
human dignity	Menschenwürde

I

in accordance with; under	laut; gemäß
Induction Day; introduction day	Einführungstag
information leaflet; pamphlet	Merkblatt
information session/event	Informationsveranstaltung
(student’s) inspection of graded exams; post exam review	Klausureinsicht
International Registration Authority; Foreigner’s Registration Office; Aliens’ Registration Office	Ausländerbehörde
internship report	Praktikumsbericht
interruptions in studies; (to) interrupt one’s studies	Studienunterbrechung; Unterbrechungssemester
invalid	ungültig

(to) issue a residence permit	Aufenthaltserlaubnis erteilen/ausstellen
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L

language of instruction	Unterrichtssprache
language practice/homework/exercise	Sprachübung
language requirements	Sprachvoraussetzungen
lecture period	Vorlesungszeit
lecture-free time; semester break	vorlesungsfreie Zeit
legal counselling	Rechtsberatung
legal prohibition of deportation	Abschiebungsverbot
legally certified financial declaration	Finanzierungserklärung, notariell bestätigte
letter grade	Prädikat (Note)
level of prior academic achievement; professional/academic qualification	Vorbildung
limited/restricted entry/admission	Numerus Clausus (N.C.)

M

major (subject); main subject	Hauptfach
(to) make an appointment	Termin vereinbaren
maximum duration of studies	Höchststudiendauer
means of subsistence; livelihood	Lebensunterhalt
medical assistance	ärztliche Betreuung
medical certificate; doctor's certificate	Attest, ärztliches
minor (subject); minor field of study	Nebenfach
moving house; change of residence, relocation	Wohnortwechsel

N

native country; home country; country of origin	Herkunftsland
nervous breakdown; panic attack	Zusammenbruch
non-appearance; absence from an exam(ination)	Versäumnis (einer Prüfung)
non-refoulement principle	Grundsatz der Nichtzurück-wei- sung (Artikel 33 der Genfer Flüchtlingskonvention)
notarisation/certification of docu- ments	Beglaubigung von Dokumenten
(to) note	beachten
notification	Meldung; Benachrichtigung
notification of admission	Zulassungsbescheid

O

objection; protest	Widerspruch
obligation to leave the country	Ausreisepflicht
obligatory; mandatory; compulsory	obligatorisch; verbindlich
(to) offer (partial) credit; (to) be counted as credits (towards)	anrechnen
officially certified copy	Kopie, amtlich beglaubigte
open day (BE); open house (AE)	Tag der offenen Tür
(to) oppose	sich widersetzen
organisation of studies	Gestaltung (des Studiums)
orientation internship; job orienta- tion	Orientierungspraktikum
orientation week	Studieneinführungswoche
overall grade calculation; (to) cal- culate the overall grade	Gesamtnotenberechnung
overlap	Überschneidung

P

part of the examinations; (to) be on the exam/important for the exam/covered in the exam	prüfungsrelevant
(to) participate	teilnehmen
partnership; partnership relation; cooperation	Partnerschaft
part-time employment (within the university) as a student assistant	Nebentätigkeit, studentische; HiWi-Stelle
payment	Entgelt
period of validity; valid time	Geltungsdauer
permanent residence/settlement permit	Niederlassungserlaubnis
permanent; unlimited	unbefristet
person who is entitled to (be granted) asylum; person eligible for asylum	Asylberechtigte_r
personal contact/office/opening hours; personal consultations	Sprechzeiten, persönliche
PhD supervisor	Professor_in, betreuende_r; Doktorvater/-mutter
plagiarism (in written work) and cheating (in an exam)	Plagiat; Mogelei; Täuschung
political persecute/victim	politisch Verfolgte_r
practical orientation; practical component; practical experience	Praxisbezug
practical training; internship	Praktikum
pre-internship; pre-studies placement; pre-study practical/work experience	Vorpraktikum
prejudice (against/for); bias; partiality	Vorurteil (gegenüber)

preparatory measures/courses/ programmes	studienvorbereitende Maßnahmen
prerequisite; requirement; condition	Voraussetzung
pressure to perform	Leistungsdruck
(to) prevent	vorbeugen
procedure for granting the right of asylum; application for asylum; asylum application/procedure	Asylverfahren
(to) process	bearbeiten
professional career qualifications	berufsqualifizierend
professional field work placement	Berufsfeld-Praktikum
programme for medical specialists	Facharztausbildung
promise of a grant; grant confirmation	Stipendienzusage
(to) promote	fördern
proof of health (care) insurance coverage; confirmation of health (care) insurance coverage	Bescheinigung einer Kranken- versicherung
proof of matriculation	Studienbescheinigung
proof of qualification for (university) admission	Nachweis einer Hochschul- zugangsberechtigung
proof that you have passed the German Language Proficiency Test for the Admission to Higher Education	Nachweis über die bestandene Deutsche Sprachprüfung für den Hochschulzugang (DSH)
proof; certificate; verification	Nachweis
prospective students	Studieninteressierte
prospects of permanent residence	Bleibeperspektive
provision; care; treatment	Versorgung
psychological counselling/support	Beratung, psychologische
public authority	staatliche Stelle

public health officer	Amtsarzt/-ärztin
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Q

question hour(s)	Fragestunde
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R

(to) receive a residence permit	Aufenthaltserlaubnis erhalten
reception centre; initial reception facility	Aufnahmeeinrichtung
recognised refugee status	anerkannter Flüchtlingsstatus
recognition of foreign professional qualifications	Anerkennung ausländischer beruflicher Qualifikationen
redirection; transferal	Weiterleitung
(to) reflect	nachdenken; widerspiegeln
refugee protection	Flüchtlingsschutz
refugees in orbit	Hin- und Herschicken von Asylbewerber_innen zwischen den Mitgliedsstaaten
(to) register (the new address); (to) notify (someone of) a new address	ummelden
(to) register as an asylum seeker	sich asylsuchend melden
Registrar's Office; Admission's Office; Office of Academic Affairs	Studierendensekretariat; Studierendenzentrale
registration (of residency)	(Wohnort-)Anmeldung
registration deadline	Meldefrist
Record grades/marks	Noteneintrag
registration with the municipal/local authorities	Anmeldung (bei den lokalen Behörden)
rejection letter	Ablehnungsbescheid

rental agreement; tenancy agreement	Mietvertrag
(to) repatriate (by force)	rückführen (zwangsweise); abschieben
(to) report	sich melden
request for protection	Schutzgesuch
request; enquiry (BE)/inquiry (AE); query; question	Anfrage
(to) require; (to) need	benötigen
requirement; prerequisite	Voraussetzung
re-registration	Rückmeldung
Residence Act	Aufenthaltsgesetz
residence on humanitarian grounds	humanitärer Aufenthalt
residence permit	Aufenthaltserlaubnis/-gestattung
residence requirement	Wohnsitzauflage
residence title	Aufenthaltstitel
residential accommodation; students' hall of residence	(Studierenden-)Wohnheim
Residents' Registration Office	Einwohnermeldeamt
(to) restrict; (to) limit	einschränken; kürzen
re-take exam	Wiederholungsprüfung
right of asylum; asylum law	Asylrecht
right of protection; protective right	Schutzrecht
rule; regulation	Regelung

S

safe third country/states of origin	sicherer Drittstaat
samples of one's work	Arbeitsproben
school leaving certificate	Schulabschlusszeugnis
section	Paragraph
(to) select; (to) choose	wählen
selection committee	Auswahlkommission
selection process	Auswahlverfahren
semester fee	Semesterbeitrag
semester of study	Fachsemester
(to) separate (from others); (to) isolate	sich abgrenzen (von)
severe illness	Krankheit, schwere
shared accommodation; asylum seekers accommodation	Gemeinschaftsunterkunft
shared apartment/flat/house	Wohngemeinschaft
(to) show; (to) provide proof/certificate	nachweisen
social benefits	Sozialleistungen
specialisation module	Vertiefungsmodul
specialist partnerships (with companies/enterprises/businesses)	Fachpartnerschaften (mit Unternehmen)
standard period of study/study period; regular/standard duration of study/studies	Regelstudienzeit
Standing Conference of the Ministers of Education and Cultural Affairs of the Federal States in the Federal Republic of Germany	Ständige Konferenz der Kultusminister der Länder in der Bundesrepublik Deutschland (KMK)

stateless	staatenlos
statements showing your income and assets	Unterlagen zu Einnahmen und Vermögen
status of a refugee	Flüchtlingseigenschaft
statutory health insurance for students	Krankenversicherung, gesetzliche studentische
stress from exams; exam stress	Prüfungsstress
student assistant	Hilfskraft, studentische
Student Advice Centre; Academic Student Advisory and Counselling Centre	Studienberatung, zentrale
student ID card	Studierendenausweis
student loan	Darlehen
student representatives/committee	Fachschaft (Studierendenvertretung)
student semester bus/rail/public transport pass	Semesterticket
study course correction; change of degree programme; change of course	Kurskorrektur
study routes; ways into higher education	Wege (ins Studium)
study taster; introduction to university; introductory courses; trial course(s); taster programme	Schnupperstudium
study/student information day; open day/house	Studieninformationstag
study/work group	Arbeitsgruppe
subject grade; final mark; overall mark; final grade	Gesamtnote
subject; major; area/field of study	Studienfach

subject-related/-oriented/ specific	-	fachgebunden
(to) submit; (to) hand (in)		einreichen
subsection		Absatz (im Gesetz)
subsequent entry of family mem- bers; family unification		Nachzug der Familie/Familien- nachzug
subsidiary protection		subsidiärer Schutz
(to) sue		klagen
sufficient language skills		ausreichende Sprachkenntnisse
suit; legal action		Klage
support with finding suitable ac- commodation		Hilfe bei der Suche nach einer Wohnung
(to) swap university places		Studienplatztausch

T

talented candidates/students	begabte Studierende
taster/trial offer	Schnupperangebot
technical; disciplinary; expert	fachspezifisch
telephone consultations	Sprechzeiten, telefonische
temporary; limited	befristet
term paper; seminar paper	Hausarbeit
termination of enrolment	Exmatrikulation (unfreiwillig, wg. Studienabschlusses)
termination of residence	Aufenthaltsbeendigung
thesis defence; viva; oral exam	Verteidigung (Doktorarbeit)
thesis proposal	Exposé
third-country nationals	Drittstaatenangehörige
time of attendance/(compulsory) course attendance	Präsenzzeit

time spent/involved/needed; time exposure; expenditure of time	Zeitaufwand
“tolerated” refugee	Geduldete_r
“toleration”; “exceptional leave to remain”; suspension of deportation	Duldung
town/city hall	Stadtbüro; Rathaus
transcript of records and courses taken	Modul- und Lehrveranstaltungsbestätigung
transferred credit(s)	Leistung, angerechnete
transition into employment/work-life	Übergang (ins Berufsleben)
transition/preparatory/bridge course	Brückenkurs
(to) trigger	auslösen
tuition fee	Studiengebühr

U

unaccompanied minor refugee	unbegleiteter minderjähriger Flüchtling
undergraduate programme; first-level degree	Studiengang, grundständiger
undue hardship	Härte, besondere
unemployment benefit	Hartz IV
United Nations High Commissioner for Refugees (UNHCR)	Hoher Flüchtlingskommissar der Vereinten Nationen
university admission; admission (to a degree programme)	Zulassung (zu einem Studium)

urgent/accelerated procedure/ proceeding	Eilverfahren
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V

valid	gültig
violation	Verstoß
vocational preparation course	berufsvorbereitende Maßnahme
vocational/career/job counselling/ guidance; career(s) service(s);	Berufsberatung
volunteer interpreter	ehrenamtliche_r Dolmetscher_in
volunteer work	Ehrenamt

W

weekly hours per semester	Semesterwochenstunden
withdrawal	Exmatrikulation (freiwillig)
workload	Arbeitsaufwand
written test/exam	Klausur

Y

years/duration/length of study	Studienzeit
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Über die Autorin

Susan Lippmann studierte Germanistische Linguistik und Anglistik/ Amerikanistik an der Universität Potsdam und erwarb nach einem zweijährigen berufsbegleitenden Studium das hochschuldidaktische Zertifikat “Teaching in Higher Education” der Universität Warwick (PGCert). Vor und nach ihrem Magisterabschluss war sie als Sprachtrainerin in Deutschland, Südafrika, Argentinien und Russland tätig und arbeitete fünf Jahre am Institut für Germanistik ebenso wie an der Rechtswissenschaftlichen Fakultät der University of Warwick in Großbritannien.

Seit 2013 konzipiert und unterrichtet sie Englischfachsprachenkurse für die iDA, so zum Beispiel “Englisch für Personaldezer-nate”, “Englisch für Studienberatungen” und “Englisch für Prüfungsämter”. Weiterhin ist sie Co-Autorin des von der iDA herausgegebenen Selbstlernmaterials “Englisch für Angestellte der Hochschulverwaltung”.