

Dominik Eberhard, Susan Lippmann & Maureen Liston

Englisch für Angestellte der Hochschulverwaltung

**Selbstlernmaterialien
und Glossare**

DA Internationale
DAAD
Akademie

Herausgeber DAAD

Deutscher Akademischer Austauschdienst

German Academic Exchange Service

Kennedyallee 50, 53175 Bonn

www.daad.de

Internationale DAAD-Akademie

www.daad-akademie.de

Projektkoordination Lena von Eichborn, Christoph Hansert
(verantwortl.), Corinna Jörres, Katharina Kohm, DAAD

3. umfassend überarbeitete Auflage September 2018 –
Onlinepublikation

© DAAD

Diese Publikation wird aus Zuwendungen
des Bundesministeriums für Bildung und Forschung
an den DAAD finanziert.



Bundesministerium
für Bildung
und Forschung

© Das Werk einschließlich aller seiner Teile ist urheberrechtlich geschützt. Jede Verwertung außerhalb der engen Grenzen des Urheberrechtsgesetzes ist ohne Zustimmung der iDA unzulässig und strafbar. Dies gilt insbesondere für Vervielfältigungen, Übersetzungen, Mikroverfilmungen und die Einspeicherung und Verarbeitung in elektronischen Systemen.

DAAD

Deutscher Akademischer Austauschdienst
German Academic Exchange Service

Vorwort

Ohne die Hochschulverwaltung kann Internationalisierung nicht funktionieren!

Internationalisierung von Lehre und Forschung zählt nach wie vor zu den Kernaufgaben deutscher Universitäten und Hochschulen. Es bedarf vielfältiger Unterstützung durch nahezu alle Dezernate der Hochschulverwaltung, damit Austausch und Kooperation mit internationalen Partnern gelingen und sich internationale Studierende, Doktoranden, Wissenschaftlerinnen und Wissenschaftler willkommen fühlen. Oft sprechen die internationalen Gäste nicht oder nur wenig Deutsch, sodass komplexe Informationen auf Englisch vermittelt, Regeln und Formulare auf Englisch erklärt werden müssen.

Die internationale DAAD-Akademie (iDA) bietet seit 2010 Seminare für Angestellte der Hochschulverwaltung an. Im ständigen Dialog mit Kolleginnen und Kollegen aller Ebenen der zentralen Verwaltung und der Fakultäten hat die iDA das Kursangebot kontinuierlich erweitert. Ein kontinuierlicher Schwerpunkt hat sich hier aufgrund des hohen Bedarfs bei den Englischkursen herausgebildet.

Dabei ist das Fachvokabular der Hochschulverwaltung so spezifisch, dass auch Personen mit fortgeschrittenen Englischkenntnissen und selbst Muttersprachler die Inhalte von Formularen und Musterschreiben nicht ad hoc ins Englische übersetzen können.

Dieses Buch setzt dort an, ist aber kein klassisches Lehrbuch. Es dient nicht dazu, von einem Sprachniveau (z.B. A2) auf ein höheres (z.B. B1) zu kommen. Mit ihren Sprachkursen und diesem Buch verfolgt die iDA vielmehr das Ziel, dass Sie erfolgreich am Arbeitsplatz kommunizieren können.

Die einzelnen Kapitel hängen nicht zusammen, sondern sind jeweils auf spezielle Arbeitsbereiche zugeschnitten. Da wir unsere Kurse wie auch unsere Materialien ständig weiterentwickeln, wurden die vorliegenden Kapitel zuletzt umfassend überarbeitet. So finden Sie nun eine Progression innerhalb jedes Kapitels von leichten, über mittelschweren, zu schwierigen und sehr anspruchsvollen Übungen. Für jeden ist etwas dabei und Kenntnisse können sowohl aufgefrischt als auch vertieft werden.

Am Ende jedes Kapitels finden Sie ein Glossar Englisch – Deutsch, das Ihnen hilft, die vielen Vokabeln des Fachwortschatzes der Hochschulverwaltung zu verstehen. Zusätzlich findet sich am Ende noch ein Gesamtglossar Deutsch – Englisch.

Die Texte und Übungen stehen Ihnen nun auch in interaktiver Form online im iDA-Bereich der DAAD-Plattform zur Verfügung. Schauen Sie doch mal vorbei auf:
moodle.daad.de/ida

Wir wünschen Ihnen Spaß und Erfolg beim Lernen und Üben!

Christoph Hansert
und Ihr iDA-Team

How to use this Workbook

—

A Short Guide to *English for University Administrators*

Welcome to the International DAAD-Academy's self-study workbook *English for University Administrators*! Here you can find English-language material and exercises aimed at your specific area of work within university administration.

Each chapter starts off with an informative text which will also point you to further sources to practice your reading and listening skills. Further short texts are spread out throughout the chapters for a change of pace in between exercises.

While the long-term goal is to provide exercises in the language competencies reading, writing, and listening, the print-version specifically addresses vocabulary and grammar exercises.

You can choose which exercises you want to work on based on your time, interest, motivation and your own pace. You could also work on them together with colleagues. The exercises are categorized into levels of difficulty, progressing from 'Easy' (*Leicht*) to 'Medium' (*Mittel*) to 'Advanced' (*Fortgeschritten*). You can see which category an exercise belongs to with the following symbols:

Easy: ●○○

Medium: ●●○

Advanced: ●●●

As a general standard, British English is used throughout, so spelling and vocabulary might be unfamiliar here and there if you are used to American English. Naturally, other English-language varieties are also correct.

This self-study workbook does not replace active participation in a course or in conversation, but is meant to bridge the timespan between courses and to help you maintain your passive knowledge in your field.

Following are some tips on using this workbook.

1. Do not give up. If you don't like one exercise, just try another.
2. Photocopy the exercises so that you can repeat them if you wish, or print them out again as they are available in pdf-format for you to download.

You can also use the interactive **iDA online platform** to complete exercises electronically:

<https://moodle.daad.de/ida>

3. Read exercises aloud: you can check your pronunciation
 - with a native speaker (for instance, a non-German student from an English-speaking country).
 - with an online dictionary such as PONS (www.en.pons.com) or dict.cc (www.dict.cc).
 - with Microsoft's "Spracheingabe" (may require a download) or "Sprachausgabe" ("Narrator" in English).
 - with many freeware programs such as "Natural Reader" (<http://www.naturalreaders.com/>).

4. Organize a lunch meeting with colleagues or an English-speaking student, if time allows, to practice speaking and listening.
5. Dare yourself to read and listen more in English. Headlines the world over tend to be similar so, if you watch the news or read the newspaper in German, try it in English – BBC or CNN are major news channels, many newspapers have free but limited online access.
6. Try to read the complete articles we have quoted and listen to the complete podcasts. They are all related to aspects of your daily responsibilities and, because they are online, you can keep returning to them, download them, start and stop when you want.
7. Find out if your institution will support you if you wish to visit language courses – at work, for instance, or at the iDA (www.daad-akademie.de).
8. Many administrators are not always aware that they can participate in ERASMUS exchange programs. These are ideal for you to meet colleagues from partner universities, exchange ideas, speak English with non-native English speakers, bring you and your university closer to European partners and even expand your partnerships.

We wish you all the best with your self-study and hope we can be of further service to your internationalization efforts!



1. English for Registrar's Offices

Reading

What do administrators in the registrar's office do? –
Everything!

"We assist students with registration, help maintain academic records, verify transcripts and assist with course catalog maintenance and class scheduling"
(emphasis added).

"The Office of the Registrar" at the University of California Riverside¹ is only one example of descriptions given by non-German universities of the varied responsibilities the administrators have. Have a look at UCR's webpage and try to identify your tasks.

We are all challenged by the different terms used worldwide for the same task. Look at how a British "Academic Registrar's Office" describes its "critical set of

¹The University of California Riverside describes how they are present in a student's life cycle at their institution:
www.registrar.ucr.edu/registrar/default.aspx (accessed September 2017)



University services supporting the whole student journey", including "Research Support Services".²

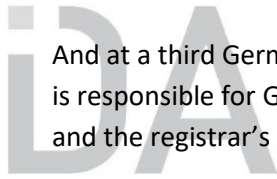
Task

Using both sites, try to identify not only your individual tasks within your team but also your office's responsibilities. Presenting yourself to your university community, which elements from these sites would you feel comfortable adapting to your administrative environment?

Interlude

After reading these web pages, it is obvious that non-German students might expect your registrar's office to take care of similar student requests. It is difficult for them to understand that administrators at one German university take care of all full-time students, German and non-German, whereas at another they take care of German students only, and the international office or the international affairs office takes care of all non-Germans.

² The University of Warwick gives you a look at differences between an American and a British University: <https://warwick.ac.uk/services/aro> (accessed September 2017)



And at a third German university, the international office is responsible for German and non-German exchanges, and the registrar's office is for all full-time students.

Listening

Did you know that there are a number of possibilities to practice listening comprehension online?

Please go to “absolutely intercultural!”³ for a podcast on studying and interning in Germany. Two exchange students are interviewed, and two university staff members talk about the changes they saw in the students, in addition to their own exchange experience abroad.

Since it is a podcast, you can download it. This gives you offline flexibility to listen again and again, time to get used to voices and accents and an opportunity to work on listening comprehension within your area of responsibility. “Absolutely intercultural!” has other podcasts featuring international students in Germany.

³ www.absolutely-intercultural.com/?p=2558 (accessed September 2017)

**Exercises**

1. ●○○ Choose the correct word from the box to complete the sentences.

ask – hand – help – kind –
mind – need – sorry – wonder

- a. Do you think you could _____ me with this?
- b. Would you _____ arranging accommodation for her?
- c. Could you _____ Sandra to call me tomorrow?
- d. I'm _____, but I can't do that.
- e. Would you like a _____ with these things?
- f. I _____ if you could stay a little longer today.
- g. That's very _____ of you.
- h. If you _____ any more help, just let me know.

(⇒p.34)



2. ●○○ Put the dialogue into the correct order.

Fine, thanks. And you? Great that you could stop by!

1 Good morning. How can I help you?

Hi Martin. How are you?

I've heard of you, John. Martin said you were coming today.

John! It's good to see you again.

Oh, hello Mr Smith. I'm Sandra Müller.
How do you do?

Hello. My name is John Smith.

Pleased to meet you. And please call me John.

That's right. Do you think you could tell him I've arrived?

Yes, of course. Oh, there he is!

(⇒p.34)



3. ●○○ Tick the correct German translation.

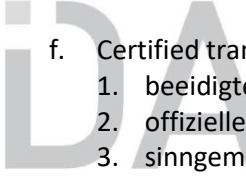
- a. Transcript of records and courses taken
 - 1. Modul- und Lehrveranstaltungsbestätigung
 - 2. Kurstranskription
 - 3. Vorlesungsmitschrift

- b. Thesis defence
 - 1. Arbeitshypothese
 - 2. Thesenpapier
 - 3. (mündliche) Verteidigung

- c. Teacher training
 - 1. Lehramtsstudium
 - 2. Weiterbildung für Lehrkräfte
 - 3. Referendariat (für Lehrer)

- d. Attendance
 - 1. Anwesenheit
 - 2. Akteneinsicht
 - 3. Aufmerksamkeit

- e. Doctor's note
 - 1. Notizen für die Doktorarbeit
 - 2. ärztliches Attest
 - 3. Physikum

- 
- f. Certified translation
 - 1. beeidigte Übersetzung
 - 2. offizielle Übersetzung
 - 3. sinngemäße Übersetzung

 - g. Student committee
 - 1. Studentenwerk
 - 2. Fachschaft
 - 3. Studentenversammlung

 - h. Enrolment form
 - 1. Immatrikulationsbescheinigung
 - 2. Exmatrikulationsformular
 - 3. Immatrikulationsantrag

 - i. Limited admission
 - 1. NC
 - 2. eingeschränkte Sprechzeiten
 - 3. begrenzte Gültigkeit

 - j. Withdrawal
 - 1. Widerspruch
 - 2. Ausnahme
 - 3. Rücktritt

(⇒p.35)



4. A. ●○○ Match the following German expressions with their English translations.

- | | |
|-------------------------------------|-------------------|
| a. Doktorvater/-mutter | 1. compulsory |
| b. Fakultät | 2. deadline |
| c. Frist | 3. deception |
| d. Hauptfach | 4. elective |
| e. Note, Zensur | 5. faculty |
| f. Plagiat betreiben | 6. grade |
| g. Täuschung, Betrug | 7. lecture |
| h. verpflichtend,
vorgeschrieben | 8. major |
| i. Vorlesung | 9. PhD supervisor |
| j. Wahlfach | 10. to plagiarise |

(⇒p.35)



B. ●●○ Match the expressions from A with their definitions.

- | | |
|-------------------|--|
| a. compulsory | 1. a course that a student may choose |
| b. deadline | 2. a department / group of related departments in a university |
| c. deception | 3. a mark given in an exam |
| d. elective | 4. a point in time by which something must be done |
| e. faculty | 5. a professor who supports and assists PhD students |
| f. grade | 6. a trick to make you believe something that is not true |
| g. lecture | 7. an oral presentation intended to teach a group of students |
| h. major | 8. main subject of study |
| i. PhD supervisor | 9. something which must be done because of a rule or a law |
| j. to plagiarise | 10. to copy someone's idea and pretend that it is your own |

(⇒p.35)



C. ●●○ Now complete the sentences with the expressions from A.

- a. The introduction seminar is _____ at this stage of your degree programme.
- b. He got a good _____ in his final exam.
- c. Graduates from our _____ are prominent in academic life.
- d. The _____ for applications is 30 June.
- e. Once you have found a research topic, you should contact a potential _____.
- f. Prof. Schmidt is giving a guest _____ to first year students in room B.
- g. Some departments offer _____ modules to students apart from the compulsory courses in their degrees.
- h. If you want to change your _____, please bring official approval and documentation.
- i. Of course it's not allowed to _____ a thesis.
- j. She only managed to pass the exam by _____.

(⇒p.35)



5. ●●○ Complete the English translations and match them to the German expressions.

- | | |
|--------------------------|------------------------------------|
| a. Abschlussarbeit | b. Immatrikulationsordnung |
| c. beglaubigte Kopie | d. Notenverbuchung |
| e. Gebührenordnung | f. Rückmeldung |
| g. Hochschulgesetz | h. Studienjahr |
| i. Hochschulrahmengesetz | j. gegen etw. Widerspruch einlegen |

	1. academic y _ _ _ _
	2. to appeal ag _ _ _ _ _ som _ th _ n _
	3. ce _ _ if _ _ d _ o _ _
	4. final pa _ _ _ _ /di _ _ _ _ _ _ _ _ _ _
	5. Higher Education A _ _ _
	6. Higher Education Framework A _ _ _
	7. registering gr _ _ _ _ _ /m _ _ _ _ _
	8. regulations for en _ _ _ _ _ _ _ _ _
	9. re-re _ _ _ _ _ _ _ _ _ _ _
	10. scale of f _ _ _ _ /ch _ _ _ _ _

(⇒p.36)

6. ●●○ Match the expressions from the box to their definitions. There are three more expressions than you need.

alumni – application – degree – diploma –
diploma supplement – distance learning – foundation –
research – scholarship – tuition fees – withdrawal

- a. a document aiming at improving international transparency and facilitating the academic and professional recognition of qualification
- b. the act of de-registration
- c. former students of a university
- d. a document which shows that you have completed a course of studies, or part of your education
- e. the qualification obtained by students who successfully complete a university or college course
- f. money given to somebody by an organisation to help pay for their education
- g. a careful study of a subject, especially in order to discover new facts or information about it
- h. a system of education in which people study at home with the help of the internet, television and radio

(⇒p.36)

Did you know that you have access to discussions with international “college admissions professionals” and “student affairs professionals”?

“Admissions Live” and “Student Affairs Live” can be accessed through YouTube.⁴ Among topics covered are recruitment, orientation, international students, and “first-generation” stories. Some of the discussions are with top-level administrators from colleges/universities such as Hofstra, Oberlin, and Stony Brook.

Quality does differ from program to program, so don't give up if you have problems understanding your first broadcast: there are hundreds, and some people do speak more distinctly than others.

For a broader search, look for “Higher Ed Live”, a network dedicated to “professionals in higher education”.⁵

⁴https://www.youtube.com/results?search_query=Admissions+Live (accessed September 2017)

⁵https://www.youtube.com/results?search_query=Higher+Ed+Live (accessed September 2017)



7. A. ●●○ Find the correct (i.e. most likely) combination.

- | | |
|----------------|----------------------|
| a. to file | 1. an extension |
| b. to pay | 2. an exam |
| c. to register | 3. a complaint |
| d. to pass | 4. a deadline |
| e. to grant | 5. in a course |
| f. to apply | 6. for a scholarship |
| g. to extend | 7. tuition fees |
| h. to enrol | 8. a grade |

(⇒p.36)



B. ●●○ Use the expressions from A to complete the sentences. Watch out for the grammatical form.

- a. If you are not happy with your grade, you may _____
_____ at the Registrar's Office.
- b. It is possible to _____
_____ due to illness, for example.
- c. At the end of your studies, all final _____ are
_____ in the computer system.
- d. If you do not _____
_____ in the winter semester, you may do a resit.
- e. We may have to charge interest if you do not _____
your _____ on time.
- f. You should continue working to the original deadline
until the _____ has been _____.
- g. Please note that you should only _____
_____ once you have a place on
your requested course.
- h. You should _____ by 10
October, but there may still be places free in the first
session.

(⇒p.37)



8. ●●○ Unscramble the following degree programmes. The German translation may help you.

a. ACCEGHILLOOTTY (Katholische Theologie)

C _____ T _____

b. CCCEEIIMNOPRSTU (Informatik)

C _____ S _____

c. AAACEEEIILMOPRRRTTUUV (Komparatistik)

C _____ L _____

d. ADEEGIMNRSSTU (Germanistik)

G _____ S _____

e. CCEIMNOOS (Volkswirtschaftslehre)

E _____

f. AEEGHLNOOPRSTTTTY (Evangelische Theologie)

P _____ T _____



g. A C D E E I M N O R S S T U (Romanistik)

R _____ S _____

h. B C E H I I M O R S T Y (Biochemie)

B _____

i. A A C C C D E E E I I L N N O S T U (Pädagogik)

E _____ S _____

j. A C C C D E E E I I L M N S (Medizinwissenschaften)

M _____ S _____

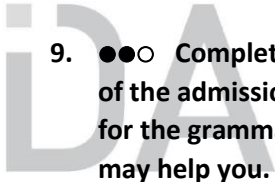
(⇒p.37)

Did you know that many universities embed podcasts on their homepages?

For example, Oxford University has a series of podcasts on “undergraduate admissions”.⁶ Podcasts 7 and 8 are about the admission process. There is also a podcast on “The International Students Experience at Oxford”.⁷

⁶ <http://podcasts.ox.ac.uk/series/undergraduate-admissions-podoxford> (accessed September 2017)

⁷ <http://podcasts.ox.ac.uk/international-student-experience-oxford> (accessed September 2017)



9. ●●○ Complete the sentences, which describe parts of the admission process, with a verb. Watch out for the grammatical form. The German translation may help you.
- a. When you _____ (sich bewerben) online, your application goes directly to the University.
 - b. Once we have your application, you may _____ (zugreifen) extra information about our University.
 - c. It is advisable to _____ (einreichen) your application as early as possible.
 - d. A set of standard entry requirements must be _____ (einhalten).
 - e. A good standard of German is _____ (erforderlich) before starting a degree.
 - f. Make sure that all of your information is accurate and that you have _____ (einfügen) all your qualifications.
 - g. We take care to _____ (sicherstellen) the confidentiality of your application information.
 - h. Please _____ (sich wenden an) the Head of Admissions with any further comments or questions.

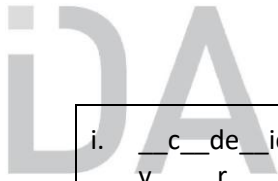
- i. We _____ (ermuntern) applications from people with disabilities.
- j. Please _____ (angeben) clearly on your application form if you have a disability.
- k. The deadline for _____ (erhalten) any applications for admission is 31 August.
- l. We will only _____ (berücksichtigen) applications submitted after 31 August if there are places still available in the relevant degree programme.
- m. Some faculties require all applicants to _____ (ablegen) an entrance exam.
- n. You will be _____ (benachrichtigen) of our decision on your application as soon as possible.
- o. If your application was not successful, it may only be _____ (erneut in Betracht ziehen) in exceptional cases.
- p. Please check online which documents need to be _____ (ausfüllen).
- q. Please _____ (beifügen) a certified copy of your school leaving certificate (e.g. A-Levels).

(⇒p.37)



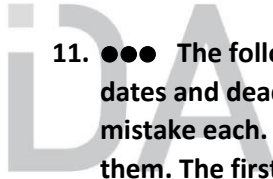
10. ●●○ Complete the missing letters and then match the expressions with their German translation.

a. c__dit__nal ad__i__sion	1. Fristverlängerung
b. l__ctu__e-fre__ ti__e	2. Teilzeitstudium
c. un__v__r__ity a__mi__istr__tion	3. Hausarbeit
d. __b__enc__fr__m a__e__am	4. Vorlesungsverzeichnis
e. c__u__se ca__alog__	5. vorläufige Zulassung
f. e__tens__on o__ a d__adl__ne	6. vorlesungsfreie Zeit
g. gr__d__at__ pro__ra__e	7. Schwarzes Brett
h. du__tion o__st__d__es	8. Zentralverwaltung



i. _c_de_ ic y__r	9. Studiendauer
j. pa_t-t_m__ s_ud_es	10. Versäumnis einer Prüfung
k. __on__ct __o_rs	11. Korrekturzeitraum
l. n_ti_e bo_r__	12. weiterführender Studiengang
m. te_m p__e__	13. Semesterwochen- stunden
n. b__k of m_du_es	14. Hochschulzugangs- berechtigung
o. co__ect_on pe_io__	15. Modulhandbuch
p. __ive_sit__ e_t_an_e ce_ti_i_a_e	16. Studienjahr

(⇒p.38)



- 11. ●●● The following sentences, which deal with dates and deadlines, contain one vocabulary mistake each. Use a word from the box to correct them. The first example has been done for you.**

by – ~~later~~ – needn't – note – passed – permission – pleased – prevented – processed – regret – required – submission – tight – unsuccessful – until

- a. You have to submit your work no ~~sooner~~ than 18 November. ⇒ later
- b. Tomorrow is the deadline for the permission of your application documents.
- c. Don't worry. Your tuition fees mustn't be paid before the end of the month.
- d. The term paper must be handed in until Friday next week.
- e. You have time to the 4 September to submit your application.
- f. All resolved application forms must arrive by our published deadlines.
- g. Your application has arrived late and therefore cannot be progressed for your desired term.



- h. Everything is on a very thin deadline.
- i. Unfortunately, the deadline for the submission of applications has gone.
- j. We recognize to inform you that we cannot consider your application.
- k. You will be excited to hear that we have been able to reconsider your application.
- l. We are sorry to inform you that your application for this particular course has been unlucky.
- m. Please notify that the University does not accept late work.
- n. If exceptional circumstances have presented you from submitting your work please speak to Mr Hill.
- o. You need special allowance from your professor for handing in your work late.

(⇒p.39)



12. ●●● In each example, only two of the verbs in italics are correct. Underline them.

- a. to *acquire/purchase/lack/give* some qualifications
- b. to *receive/provide/equip/admit* tuition
- c. to *hold/target/design/plan* a curriculum
- d. to *sit/give/study/attend* a seminar
- e. to *hold/learn/apply/conduct* a class
- f. to *sign up for/take/prove/submit* a course
- g. to *hit/fall/take/sit* an exam
- h. to *revise/cram/support/sweat* for an exam
- i. to *make/write/do/design* an essay
- j. to *finish/complete/catch/absolve* your studies
- k. to *hand in/fail/give in/submit* your paper
- l. to *receive/become/hold/win* a master's degree

(⇒p.39)

Did you know that many of the federal offices now have information in English as well as several other languages?

Depending on the organisation of your registrar's office, your university may expect you to deal with questions concerning residence permits, student work permits, visas—and other permits.

The BAMF (Federal Office for Migration and Refugees), for instance, has websites in English, Russian and Turkish; in some cases, information can be downloaded. If you are confronted with challenges in these areas, the multi-lingual website can be useful.⁸

The BA (Federal Employment Agency) also has pages in German, English and French. Here you can download the leaflet "Employment of Foreign Workers in Germany",⁹ also available in German.

⁸ <http://www.bamf.de/EN/Startseite/startseite-node.html>
(accessed September 2017)

⁹ <http://www.arbeitsagentur.de/web/content/EN/WorkingandJobSeeking/WorkinginGermany/index.htm> (accessed September 2017)



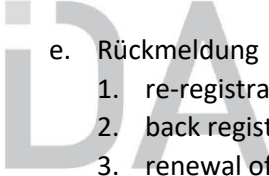
13. ●●● Circle the appropriate translations. There is always more than one answer possible.

- a. Praktikum
 - 1. internship
 - 2. practical
 - 3. work experience
 - 4. work placement

- b. Akademisches Auslandsamt
 - 1. Academic Office
 - 2. Foreign Students' Office
 - 3. International Office
 - 4. Foreign Countries' Office

- c. Pflichtkurs
 - 1. elective course
 - 2. required option
 - 3. mandatory course
 - 4. compulsory course

- d. Gasthörer
 - 1. visiting student
 - 2. exchange student
 - 3. auditor (AE)
 - 4. occasional student

- 
- e. Rückmeldung
 - 1. re-registration
 - 2. back registration
 - 3. renewal of registration
 - 4. break registration

 - f. Säumnisgebühr
 - 1. student services fee
 - 2. delayed fee
 - 3. late fee
 - 4. late payment charge

 - g. vorlesungsfreie Zeit
 - 1. semester break
 - 2. free period
 - 3. term break
 - 4. exam period

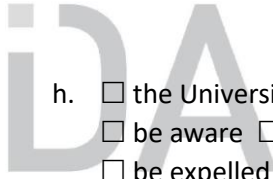
 - h. Prüfungsordnung
 - 1. examination regulations
 - 2. exam terms and conditions
 - 3. examination order
 - 4. examination rules

(⇒p.40)



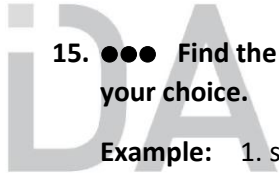
14. ●●● Put the words and phrases into the correct order to make sentences.

- a. enrol in, drop or find out online how to
 swap a course you can easily
- b. but please sometimes withdrawing from
 or suspending your studies also consider
 seems like alternatives an easy option,
- c. advice and when on how to offer you
 we are here to apply
- d. for next term, our website on how to for
more information re-register please consult
- e. recognising academic work during our office
hours to speak about completed at another
 please visit us the options of institution
- f. your master's degree get or a notary public
 notarised by a copy of a lawyer
- g. at our office you can exam inspect
 if required, your reviewed



- h. the University finds that you may submitted
 be aware out that you forged certificates
 be expelled if
- i. evaluate our feedback and provide us
 services online you can for our work
 with important
- j. of acceptance your declaration procedure
starts once the enrolment has been issued
- k. statutory confirmation of coverage, either
 health insurance along your or private
 please bring

(⇒p.40)



15. ●●● Find the odd one out and give a reason for your choice.

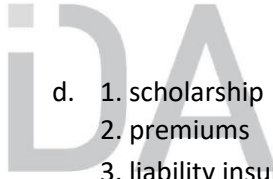
Example: 1. student
2. teacher
3. university
4. professor

⇒ 3. is the odd one out because it's not a person

a. 1. term paper
2. compulsory lecture
3. final written exam
4. thesis

b. 1. direct debit
2. loan
3. credits
4. current account

c. 1. to sit an exam
2. to take an exam
3. to mark an exam
4. to do an exam



- d.
 - 1. scholarship
 - 2. premiums
 - 3. liability insurance
 - 4. coverage

- e.
 - 1. certified copy
 - 2. application form
 - 3. school leaving certificate
 - 4. research

- f.
 - 1. limited entry
 - 2. to graduate
 - 3. conditional admission
 - 4. to enrol

- g.
 - 1. tuition fees
 - 2. attendance
 - 3. premiums
 - 4. late payment charge

(⇒p.41)

16. ●●● Find the typical (i.e. most common) word combinations. There is often more than one possibility. The first example has been done for you.

(1) university – (2) a bachelor's degree– (3) an essay – (4) a seminar – (5) an exam

- a. to fail
- b. to go to
- c. to leave
- d. to attend
- e. to hold
- f. to take
- g. to do
- h. to start
- i. to write
- j. to complete

5

(⇒p.43)

Did you know that some of the DAAD's student publications can help you in registrars' offices?

For instance:

“Before you can begin studying, you first have to enrol. This procedure is called enrolment or ‘matriculation’. Once you’re officially enrolled, you are allowed to attend courses at university, take examinations and obtain an academic degree. You have to be enrolled to gain access to all the facilities at the university, such as the library, computer rooms, etc.”¹⁰

This and much more basic information is available in the *Pocket Guide* —and, if you are unsure about anything in the English version, you can have a look at the German version *Ziel Deutschland: Wegweiser für internationale Studierende*.

¹⁰ *Destination Germany: A Pocket Guide for International Students* 7th ed. (2017), p.63. Available from the DAAD or through your Academic International Office. Both the English and German versions are also available here:

<https://www.daad.de/deutschland/nach-deutschland/publikationen/en/> (accessed November 2017)

DA

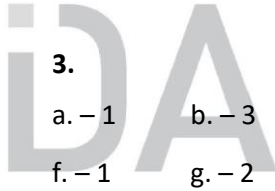
Key

1.

- a. help
- b. mind
- c. ask
- d. sorry
- e. hand
- f. wonder
- g. kind
- h. need

2.

1. Good morning. How can I help you?
2. Hello. My name is John Smith.
3. Oh, hello Mr Smith. I'm Sandra Müller. How do you do?
4. Pleased to meet you. And please call me John.
5. I've heard of you, John. Martin said you were coming today.
6. That's right. Do you think you could tell him I've arrived?
7. Yes, of course. Oh, there he is!
8. John! It's good to see you again.
9. Hi Martin. How are you?
10. Fine, thanks. And you? Great that you could stop by!

**3.**

- | | | | | |
|--------|--------|--------|--------|--------|
| a. - 1 | b. - 3 | c. - 3 | d. - 1 | e. - 2 |
| f. - 1 | g. - 2 | h. - 3 | i. - 1 | j. - 3 |

4 A.

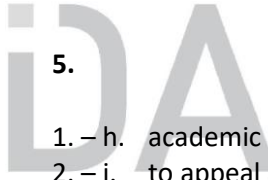
- | | | | | |
|---------|--------|--------|--------|--------|
| a. - 9 | b. - 5 | c. - 2 | d. - 8 | e. - 6 |
| f. - 10 | g. - 3 | h. - 1 | i. - 7 | j. - 4 |

4 B.

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

4 C.

- a. compulsory
- b. grade
- c. faculty
- d. deadline
- e. PhD supervisor
- f. lecture
- g. elective
- h. major
- i. plagiarise
- j. deception

**5.**

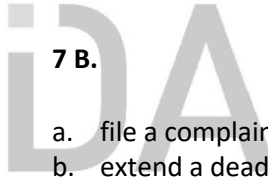
1. – h. academic year
2. – j. to appeal against something
3. – c. certified copy
4. – a. final paper/dissertation
5. – g. Higher Education Act
6. – i. Higher Education Framework Act
7. – d. registering grades/marks
8. – b. regulations for enrolment
9. – f. re-registration
10. – e. scale of fees/charges

6.

- a. diploma supplement
- b. withdrawal
- c. alumni
- d. diploma
- e. degree
- f. scholarship
- g. research
- h. distance learning

7 A.

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

**7 B.**

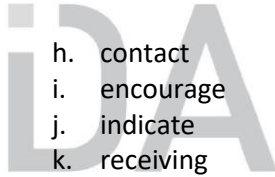
- a. file a complaint
- b. extend a deadline
- c. grades are registered
- d. pass an exam
- e. pay your tuition fees
- f. extension has been granted
- g. apply for a scholarship
- h. enrol in a course

8.

- a. Catholic Theology
- b. Computer Science
- c. Comparative Literature
- d. German Studies
- e. Economics
- f. Protestant Theology
- g. Romance Studies
- h. Biochemistry
- i. Educational Science
- j. Medical Science

9.

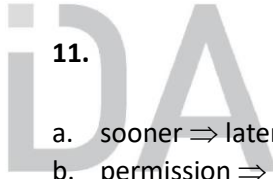
- a. apply
- b. access
- c. submit
- d. met
- e. required
- f. included
- g. ensure



- h. contact
- i. encourage
- j. indicate
- k. receiving
- l. consider
- m. take
- n. informed
- o. reconsidered
- p. completed
- q. enclose

10.

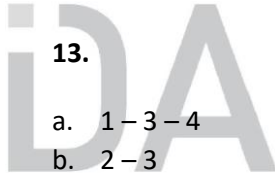
- a. conditional admission – (5.) vorläufige Zulassung
- b. lecture-free time – (6.) vorlesungsfreie Zeit
- c. university administration – (8.) Zentralverwaltung
- d. absence from an exam – (10.) Versäumnis einer Prüfung
- e. course catalogue – (4.) Vorlesungsverzeichnis
- f. extension of a deadline – (1.) Fristverlängerung
- g. graduate programme – (12.) weiterführender Studiengang
- h. duration of studies – (9.) Studiendauer
- i. academic year – (16.) Studienjahr
- j. part-time studies – (2.) Teilzeitstudium
- k. contact hours – (13.) Semesterwochenstunden
- l. notice board – (7.) Schwarzes Brett
- m. term paper – (3.) Hausarbeit
- n. book of modules – (15.) Modulhandbuch
- o. correction period – (11.) Korrekturzeitraum
- p. university entrance certificate – (14.) Hochschulzugangsberechtigung

**11.**

- a. sooner ⇒ later
- b. permission ⇒ submission
- c. mustn't ⇒ needn't
- d. until ⇒ by
- e. to ⇒ until
- f. resolved ⇒ required
- g. progressed ⇒ processed
- h. thin ⇒ tight
- i. gone ⇒ passed
- j. recognize ⇒ regret
- k. excited ⇒ pleased
- l. unlucky ⇒ unsuccessful
- m. notify ⇒ note
- n. presented ⇒ prevented
- o. allowance ⇒ permission

12.

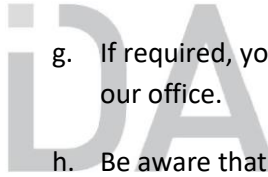
- a. to *acquire/lack* some qualifications
- b. to *receive/provide* tuition
- c. to *design/plan* a curriculum
- d. to *give/attend* a seminar
- e. to *hold/conduct* a class
- f. to *sign up for/take* a course
- g. to *take/sit* an exam
- h. to *revise/cram* for an exam
- i. to *write/do* an essay
- j. to *finish/complete* your studies
- k. to *hand in/submit* your paper
- l. to *receive/hold* a master's degree

**13.**

- a. 1 – 3 – 4
- b. 2 – 3
- c. 3 – 4
- d. 1 – 3 – 4
- e. 1 – 3
- f. 3 – 4
- g. 1 – 2 – 3
- h. 1 – 4

14.

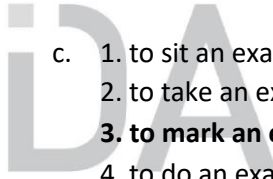
- a. You can easily find out online how to enrol in, drop or swap a course.
- b. Sometimes withdrawing from or suspending your studies seems like an easy option but please also consider alternatives.
- c. We are here to offer you advice on how and when to apply.
- d. For more information on how to re-register for next term, please consult our website.
- e. Please visit us during our office hours to speak about the options of recognising academic work completed at another institution.
- f. Get a copy of your master's degree notarised by a lawyer or a notary public.



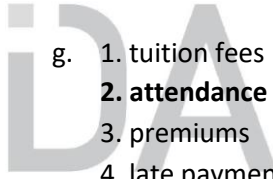
- g. If required, you can inspect your reviewed exam at our office.
- h. Be aware that you may be expelled if the University finds out that you submitted forged certificates.
- i. You can evaluate our services online and provide us with important feedback for our work.
- j. The enrolment procedure starts once your declaration of acceptance has been issued.
- k. Please bring along your confirmation of health insurance coverage, either statutory or private.

15.

- a. 1. term paper
2. compulsory lecture
3. final written exam
4. thesis
⇒ a lecture is not a type of exam
- b. 1. direct debit
2. loan
3. credits
4. current account
⇒ the others are banking terms



- c. 1. to sit an exam
2. to take an exam
3. to mark an exam
4. to do an exam
⇒ the marking is not done by the student
- d. **1. scholarship**
2. premium
3. liability insurance
4. coverage
⇒ the others are insurance terms
- e. 1. certified copy
2. application form
3. school leaving certificate
4. research
⇒ the others are documents
- f. 1 limited entry
2. to graduate
3. conditional admission
4. to enrol
⇒ graduating is not part of the admission process



- g. 1. tuition fees
- 2. **attendance**
- 3. premiums
- 4. late payment charge

⇒ the others are costs to be paid

16.

- a. to fail 5
- b. to go to $1 - 4 - (5)$
- c. to leave $1 - (4) - (5)$
- d. to attend $1 - 4$
- e. to hold $2 - 4$
- f. to take $2 - 4 - 5$
- g. to do $2 - 3 - 4 - 5$
- h. to start $1 - 2 - (4) - (5)$
- i. to write 3
- j. to complete $1 - 2 - 3 - (4)$

Glossary English-German

A

absence from an exam(ination)	Versäumnis einer Prüfung
academic leave of absence	Beurlaubung
academic subject choice	Studienfachwahl
academic transcript	Leistungsnachweis, Studienbuch
academic year	akademisches Jahr
accept exams, to	Prüfungsleistungen anerkennen
acceptance (of skills/ competencies)	Anrechnung (von Kompetenzen)
access to records	Akteneinsicht
accommodation	Unterkunft, Unterbringung
accredited translator	Übersetzer (beeidigt)
acknowledgement/proof of application	(Studien-) Anmeldebestätigung
acquire (qualifications), to	(Qualifikationen) erwerben
additional course	Zusatzkurs
additional course of study	Zweitstudium
additional qualification/skill	Zusatzqualifikation
administrative formalities (to be completed with/at the responsible authorities)	Behördengänge
administrator	Verwaltungsbeamte/r
admission	Zulassung
Admission(s) Office	Studentensekretariat
admissions procedure	Zulassungsverfahren
advise, to	empfehlen, raten

advising appointment	Beratungstermin
advisor	Berater/in
advisory service(s)	Beratungsangebot(e)
A-levels (<i>BE</i>)	Äquivalent zum Abitur/Matura
Aliens' Registration Office	Ausländeramt/-behörde
allocate, to	zuweisen, zuordnen, einteilen
alumni	Absolventen, Ehemalige
annotated university calendar	kommentiertes Vorlesungsverzeichnis
apologise, to	sich entschuldigen
appeal against, to	Widerspruch einlegen
application deadline	Bewerbungsfrist
application form	Anmeldeformular, hier auch: Zulassungsantrag
application procedure	Bewerbungsverfahren
apply (for), to	sich bewerben, etw. beantragen
appointment	Termin (förmlich)
approach graduation, to	Studienausgangphase; Ende des Studiums
appropriate	angebracht, passend, geeignet
aptitude test	Eignungsprüfung
area (of studies)	Teilbereich des Studiums
area of specialisation/focus	Studienschwerpunkt
assessment	Bewertung, Beurteilung, Prüfung
assessment test	(Eignungs-) Feststellungsprüfung

assist, to	beihilflich sein, unterstützen
attend, to	teilnehmen, anwesend sein
auditor	Gasthörernde/r
available for a fee	kostenpflichtig
average mark (BE), grade point average (AE)	Notendurchschnitt

B

BA degree certificate/diploma	Bachelorurkunde/-zeugnis
Bachelor's certificate	Bachelorurkunde/-zeugnis
block(ed) course	Blockveranstaltung
blocked account	Sperrkonto
board of examiners	Prüfungsausschuss
bridging course	Brückenkurs
bulletin board (AE)	schwarzes Brett

C

calculating the overall grade	Gesamtnotenberechnung
career change	Quereinstieg
casualty insurance (AE)	Unfallversicherung
certificate	Nachweis, Urkunde
certificate from a preparatory college	Studienkollegzeugnis
certificate of access to higher education	Hochschulzugangsberechtigung
certificate of duration of study	Studienzeitbescheinigung
certificate of enrolment	Studienbescheinigung
certificate of residency	Meldebescheinigung
certificates issued abroad	ausländische Urkunden/Nachweise
certification	Beglaubigung, Nachweis

certification of grades	Notenbescheinigung
certified copy	beglaubigte Kopie
chair (in/of)	Lehrstuhl (von/am)
change of courses/major	(Haupt-)Fachwechsel
change of programme (major/minor)/courses	Studienfachwechsel
change of university	Hochschulwechsel
charge interest, to	Zinsen berechnen / aufschlagen
checking account (AE)	(Giro-)Bankkonto
choice of field of study	Studienfachwahl
clarify, to	klären, verdeutlichen
class (<i>one session</i>)	Lehrveranstaltung
co-examiner	Beisitzer
combination of subjects	Fächerkombination
combined degree course	Kombinationsstudiengang
commencement of the semester	Vorlesungsbeginn
commented course catalogue	kommentiertes Vorlesungsverzeichnis
compact course	Blockveranstaltung
complaint	Beschwerde
complementary module	Ergänzungsmodul
complete, to	ausfüllen
compulsory	verpflichtend
compulsory course attendance	Präsenzzeit
compulsory exmatriculation	Zwangsexmatrikulation
compulsory module	Pflichtmodul
conditional admission	vorläufige Zulassung

conditional enrolment/ registration	vorläufige Immatrikulation
confidentiality	Vertraulichkeit, Geheimhaltung
confirmation of course registration	Anmeldebestätigung
confirmation of equivalence	Äquivalenzbescheinigung
confirmation of members in the household	Haushaltsbescheinigung
confirmation of student status	Studienbescheinigung
consult, to	befragen; herausfinden
contact hours (per week)	Semesterwochenstunden
contact (person)	Ansprechpartner/in
contact someone, to	sich an jdn. wenden
core subject	Kernfach
correction period	Korrekturzeitraum
counsellor	Berater/in
country of origin	Herkunftsland
course (semester)	Lehrveranstaltung
course catalogue	Vorlesungsverzeichnis
course certificate	Schein, Leistungsnachweis
course offer	Studienangebot
course schedule	Studienverlaufsplan
course specialisation	Studienschwerpunkt
course with a limited number of places	Lehrveranstaltung mit begrenzter Teilnehmerzahl
course(s) of study/studies	Studiengang
courses subject to federally restricted access	bundesweit zulassungsbeschränkte Studiengänge

credit	Leistungsnachweis, Studienleistung (in ECTS o.Ä.)
credit point	Leistungspunkt
current account	(Giro-)Bankkonto

D

deal (with), to	erledigen, bearbeiten
Dean's Office	Dekanat
deception	Täuschung
decision-making process	Entscheidungsfindung
degree	Abschluss
degree certificate	Abschlusszeugnis, Urkunde
degree course objective	Studienziel
degree course/programme	Studiengang
degree subject choice	Studienfachwahl
degree-seeking student	Vollzeitstudierende/r
Department/Division of Academic Affairs	Studienangelegenheiten (auch Lehre und Forschung/ Wissenschafts-verwaltung)
Departmental Advisory Office	Studienfachberatung
deputy (head of department)	Stellvertreter/in
design of courses of study	Gestaltung (des Studiums)
diploma	Abschlusszeugnis
diploma supplement (DS)	Diplomzusatz (DS)
direct admission	Direktzulassung
direct debit	Lastschriftverfahren
direct debiting authorisation	Einzugsermächtigung
disqualification	Ausschluß
disqualification notification	Ausschlußbescheid
distance learning	Fernstudium

doctor's note	ärztliches Attest
doctoral candidate	Promovend, Doktorand/in
doctoral thesis/dissertation	Doktorarbeit/Dissertation
doctoral guidelines	Promotionsordnung
doctoral programme	Promotionsprogramm/-studium
drop-out	Studienabbruch
duration of study	Studienzeit

E

elective (course)	Wahlfach/-modul
embed, to	einbetten, einbinden
employment	Erwerbstätigkeit
encourage, to	ermutigen, ermuntern
enquiry (BE)/inquiry (AE)	Anfrage
enrol in(to), to	sich immatrikulieren/ einschreiben (in)
enrolment (BE)/ enrollment (AE)	Immatrikulation
entrance examination	Eignungs-/ Aufnahmeprüfung
entrance/entry visa (to study)	Einreisevisum für Studienzwecke
entry-level test	Einstufungstest
evaluation	Bewertung, Beurteilung
exam(s)/examination room/hall	Prüfungsraum
examination office	Prüfungsamt
examination rules/regulations	Prüfungsordnung (PO)
exceed, to	überschreiten

exceptional circumstances	außergewöhnliche Umstände
exchange students	ausländische Gaststudenten, Austauschstudierende
exclusion	Ausschluss
exclusion notification	Ausschlussbescheid
exempt (from), to	befreien (von Prüfung)
exemption	Ausnahme, Befreiung
exemption from paying tuition fees	Studiengebührenerlass
expelled, to be	ausgeschlossen, von einer Institution verwiesen werden
expenditures	Ausgaben
explore, to	erkunden, erforschen
expulsion	Zwangsexmatrikulation
extend, to	ausweiten, verlängern

F

facilitate, to	fördern, ermöglichen
faculty	Fakultät, Fachbereich, Lehrkörper
faculty board/council	Fakultätsrat
fail (an exam), to	Prüfung nicht bestehen, durchfallen
failure	Misserfolg, Versagen
failure to attend	Nichtantritt
falsification of a document	Urkundenfälschung
Federal office	Bundesamt
fellow student	Kommilitone/Kommilitonin
field of studies and degrees	Studienangebot

file an objection, to	Widerspruch einlegen
fill in/out, to	etw. ausfüllen
final examination	Abschlussprüfung
final mark	Abschlussnote, Endnote
finals	Abschlussprüfung(en)
first-year student	Studienanfänger/in, Erstsemester/in
foreign educational qualification	ausländischer Bildungsabschluss
foreign language proficiency	Fremdsprachenkenntnisse
Foreigners' Registration Office	Ausländeramt/-behörde
forgery	Fälschung
form	Formular
foundation	Stiftung
Foundation for University Admissions	Stiftung für Hochschulzulassung (ehemals ZVS)
foundation/basic module	Basis-/Grundlagenmodul
free attempt	Freiversuch
free of charge	kostenlos
full-time student	Vollzeitstudierende/r

G

gain access, to	Zugang erhalten/bekommen
German language proficiency	Deutschkenntnisse
German Language Proficiency Test for Admission to University	DSH (Deutsche Sprachprüfung für den Hochschulzugang)
German University Entrance Certificate	Abitur
grant	Stipendium, Zuschuss

grant (an extension), to	(eine Verlängerung) gewähren/bewilligen
--------------------------	---

H

handle, to	umgehen (mit)
hardship claim	Härteantrag
health insurance (provider)	Krankenkasse
health insurance certificate	Krankenversicherungsnachweis
health insurance coverage	Krankenversicherungsschutz
Higher Education Act	Hochschulgesetz
higher education entrance qualification	allgemeine Hochschulreife
Higher Education Framework Act	Hochschulrahmengesetz
Higher Education Institution (HEI)	Hochschule
high-school diploma (AE)	Äquivalent zu Abitur/Matura

I

independent	eigenständig, unabhängig
information brochure/booklet	Infobroschüre
information desk	Informationsstand
information leaflet	Merkblatt
inspection of graded exams (by students)	Klausureinsicht, Einsichtnahme
interdisciplinary	fächerübergreifend
intermediate examination for a diploma	Vordiplom, Zwischenprüfung

International (Students) Office	Akademisches Auslandsamt
(international) reply coupon	Antwortschein
internship	Praktikum
interrupt one's studies, to	Studienunterbrechung; Unterbrechungssemester
introduction seminar	Vorbereitungsseminar
introductory/briefing seminar	Vorbereitungsseminar
invalid	ungültig
italics	Kursivdruck

L

lab work (<i>practical</i>)	Laborarbeit
language requirements	Sprachvoraussetzungen/- kenntnisse
late charge/fee	Säumnisgebühr
lateral entry	Quereinstieg
lawyer	(Rechts-)Anwalt/Anwältin
lawsuit	Klage, Rechtsstreit
(academic) leave of absence	Beurlaubung
lecture period	Vorlesungszeit
lecture-free time	vorlesungsfreie Zeit
length of study	Studienzeit
letter from your health insurance provider	Krankenversicherungsnachweis
liability insurance	Haftpflichtversicherung
limited entry	Zulassungsbeschränkung
limited entry	Einstufungsbeschränkung
limited entry/admission	N.C. (numerus clausus)
listening comprehension	Hörverständnis
loan	Kredit

location map	Lageplan
lose the right of admission to an examination, to	Prüfungsanspruch verlieren

M

main subject	Hauptfach
major (subject)	Hauptfach
major field of study	Studienschwerpunkt
mandatory module	Pflichtmodul
map of the university campus	Lageplan (der Universität)
master's (degree)	Master (-Abschluss)
master's diploma	Masterurkunde
match, to	zuordnen
maternity card/log	Mutterpass
maximum duration of studies	Höchststudiendauer
medical/doctor's certificate	ärztliches Attest
minor (subject)	Nebenfach
minor field of study	Nebenfach
mobile foreign student	Bildungsausländer/in
module handbook/guide	Modulhandbuch

N

non-appearance	Versäumnis (einer Prüfung)
non-mobile foreign student	Bildungsinländer/in
notarisation	Beglaubigung
notary public	Notar/in
(public) notice	Aushang
notice board	schwarzes Brett
notification of change	Änderungsmitteilung
notification of exclusion/disqualification	Ausschlußbescheid

O

occasional student	Gasthörer/in
odd one out	nicht dazugehörig
office hours	persönliche Sprechzeiten
Office of Academic Affairs	Studierendensekretariat
officially certified copy	amtlich beglaubigte Kopie
open admission	zulassungsfrei
organisation of studies	Gestaltung (des Studiums)
overall mark/grade	Gesamtnote
overlap	Überschneidung

P

part-time studies/course	Teilzeitstudium
pass (an exam), to	(eine Prüfung) bestehen
permission	Erlaubnis, Berechtigung
permit (<i>e.g.</i> : residence permit)	Genehmigung, Erlaubnis (<i>z.B.</i> : Aufenthaltsgenehmigung)
PhD student	Promovend, Doktorand/in
PhD supervisor	Doktorvater/-mutter
PhD thesis	Doktorarbeit
placement test	Einstufungstest
plagiarise, to	plagiiieren
power of attorney	Vollmacht
practical training	Praktikum
premature termination of studies	Studienabbruch
premium	(Versicherungs-)Beitrag
preparatory class	Vorbereitungskurs
preparatory course	Brückenkurs
prerequisite	Voraussetzung
prevent, to	vorbeugen, verhindern

programme for medical specialists	Facharztausbildung
programme structure	Studienverlauf
promise of a grant	Stipendienzusage
promote, to	fördern
proof	Nachweis
proof of graduation	Abschlusszeugnis
proof of health insurance coverage	Bescheinigung einer Krankenversicherung
proof of matriculation	Studienbescheinigung
proof of receiving child benefits	Kindergeldnachweis
provide proof/certificate, to	nachweisen
provide, to	zur Verfügung stellen
proxy	<i>Person:</i> Vertreter, Handlungsbevollmächtigter <i>Dokument:</i> Vollmacht
proxy, by	stellvertretend, durch bevollmächtete Vertretung
psychosocial counselling	psychosoziale Beratung
public health officer	Amtsarzt/Amtsärztin
public school	Privatschule
purpose	Verwendungszweck

Q

qualifying for a professional career	berufsqualifizierend
query/question	Anfrage
question time	Fragestunde

R

range of courses	Lehrangebot
------------------	-------------

receive, to	erhalten, empfangen
recognise exams, to	Prüfungsleistungen anerkennen
recognised illness	anerkannte Krankheit
recognition (of courses) for credit	Anerkennung (von Studienleistungen)
recognition (of skills/ competencies)	Anrechnung (von Kompetenzen)
recognized occupational disease	anerkannte Berufskrankheit
recommend, to	empfehlen
reconsider, to	etw. (noch einmal) überdenken / in Betracht ziehen
recruitment	Anwerbung, Einstellung (von Personal)
re-enrolment	Rückmeldung
registering grades/marks	Notenverbuchung
Registrar's Office	Studierendensekretariat [Immatrikulationsamt]
registration (of residency)	(Wohnort-)Anmeldung
registration form	Anmeldeformular
registration of marks	Noteneintrag
registration period	(An-)Meldezeitraum
registration with the municipal/local authorities	Anmeldung (bei den lokalen Behörden)
regular duration of study/studies	Regelstudienzeit
regulations for enrolment/ registration	Immatrikulationsordnung
reject, to	etw. ablehnen
relocation allowance	Umzugsbeihilfe

remedial course	Förderkurs
remedial semester	Angleichungssemester
renewal of registration	Rückmeldung
representative of/for the physically challenged	Schwerbehinderten-beauftragte/r
request	Anfrage; Bitte
request for removal from the register of students	Antrag auf Exmatrikulation
request to cancel registration	Antrag auf Exmatrikulation
require, to	benötigen
required module	Pflichtmodul
required option	Wahlpflichtfach
requirement	Voraussetzung
re-registration	Rückmeldung
research	Forschung, Erforschung
residence authorisation	Aufenthaltsgenehmigung
residence permit	Aufenthaltsbewilligung
residence permit	Aufenthaltserlaubnis
Residents' Registration Office	Einwohnermeldeamt
responsibility	Verantwortung
re-sit	Wiederholungsprüfung
restricted admission	N.C. (numerus clausus)
restricted to a specific study area	Fachbindung
re-take of an exam	Wiederholungsprüfung
retraining, (<i>vocational/occupational</i>)	Umschulung

S

scale of fees/charges	Gebührenordnung
scholarship	Stipendium
school-leaving certificate	Schulabschlusszeugnis

second degree	Zweitstudium
selection committee	Auswahlkommission
semester break	vorlesungsfreie Zeit
semester contribution	Semesterbeitrag
semester of study	Fachsemester
seminar certificate	Schein, Leistungsnachweis
specialisation module	Vertiefungsmodul
specialist partnerships (with companies/businesses)	Fachpartnerschaften (mit Unternehmen)
standard period/duration of study	Regelstudienzeit
statutory health insurance for students	gesetzliche studentische Krankenversicherung
student (ID) card	Studierendenausweis
student (research) assistant	studentische Hilfskraft
student advisor	Tutor/in; Betreuer/in
Student Advisory Service/Office	Zentrale Studienberatung
student body of a faculty	Fachschaft
student exchange	Studentenaustausch
student loan	Studienkredit
student representatives (in faculty/department)	Fachschaftsrat
student representatives/committee	Fachschaft (Studierendenvertretung)
student residence permit, (<i>limited</i>)	Aufenthaltserlaubnis [zu Studienzwecken]
student semester bus/rail/public transport pass	Semesterticket
Student Services (Office)	Studentenwerk
student visa	Visum für Studienzwecke

student hall/hall of residence (BE)/dormitory (AE)	Studentenwohnheim
study course	Studiengang
study course selection	Studienwahlprozess
study entry	Studieneinstieg
study plan	Studienverlaufsplan
study regulations	Studienordnung
study/work group	Arbeitsgruppe
subject grade	Gesamtnote (eines Fachs)
submission	hier: Abgabe, Vorlage
submit, to	etw. einreichen, vorlegen
substitute	Ersatz, Vertreter/in
sue, to	klagen (<i>vor Gericht</i>)
surety	Bürgschaft, Sicherheit
swap university places, to	Studienplatztausch

T

take a semester off, to	Urlaubssemester nehmen
taster/trial offer	Schnupperangebot
(teacher) traineeship	Referendariat (Lehramt)
teacher training	Lehrerausbildung, Lehramt
temporary admission	vorübergehende Zulassung
term/seminar paper	Hausarbeit
termination of enrolment	Exmatrikulation (wg. Studienabschluss)
thesis defence	Verteidigung
third party insurance	Haftpflichtversicherung
time of attendance	Präsenzzeit
town/city hall	Stadtbüro, Rathaus
transcript of records	Noten-/Leistungsübersicht

transfer of credits (from another university, German or foreign)	Anerkennung (von Studienleistungen)
transfer to another university	Hochschulwechsel
transferred credit	angerechnete/anerkannte Leistung
tuition fees	Studiengebühren
tuition waiver	Studiengebührenerlass

U

unauthorized assumption of authority	Amtsanmaßung
undergraduate programme	grundständiger Studiengang, Bachelorstudiengang
undue hardship	besondere Härte
University Admissions Foundation	Stiftung für Hochschulzulassung
university department	Fachbereich
university entrance qualification	Hochschulzugangs- berechtigung
unlimited entry	zulassungsfrei
unscramble, to	etw. entwirren

V

valid	gültig
verification	Beglaubigung, Nachweis
visiting student	Gasthörer/in
volunteer work	Ehrenamt

W

welcome payment	Begrüßungsgeld
withdraw, to	zurücktreten

withdrawal (from a degree/university)	Exmatrikulation (freiwillig)
withdrawal from an exam(ination)	Abmeldung von einer Prüfung
withdrawal of matriculation	Exmatrikulation
work experience	Praktikum
workload	Arbeitsaufwand
written test	Klausur