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Englisch für Angestellte der Hochschulverwaltung

**Selbstlernmaterialien
und Glossare**

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5. English for Academic Advisory Offices

Reading

Unit 1 began with the question/answer “What do registrars do? Everything!”

The English title “academic advisory offices” limits the area to academia, but *Studienberatung* covers everything from a student’s arrival at university through post-graduation. So, what does *Studienberatung* do? It advises students on everything that a registrar’s office does, and more.

Universities around the world may share these responsibilities but define them differently. Vancouver Island University (VIU), for instance, has around 16,000 students, of whom around 10% are aborigines and another 10% international.¹ Advising services are thus offered to all Canadian students with special services for the aboriginal and the international student. In addition to a *Student Handbook*, there is an *Aboriginal Student Handbook*.²

VIU addresses challenges through advising and counselling services that Canadian students, students

¹ <https://www2.viu.ca/about.asp> (all links were last accessed in November 2017).

² <https://www2.viu.ca/sas/documents/Aboriginal-Student-Handbook.pdf>

with disabilities, First Nation students, international students and first-generation students may face during their academic life and in preparing for careers. Non-academic staff available for students includes not only advisors, counsellors, recreation and health specialists but also a First Nation Director and First Nation Elders. As “VIU is fortunate to host a large number of Aboriginal students”³ the diversity of First Nations and cultures makes the educational experience perhaps more “international” than we usually imagine.

Task

Your home university most likely offers advisory and counselling services to your students. Do you offer special advisory and counselling services to non-German students? To first generation students? To ethnic minorities? Why or why not?

Check out your competitors. Do they offer other advisory/counselling services to first generation and/or ethnic minorities? Are the services offered to full-time non-German students comparable to those of your university? Or do they perhaps offer other services that might be more efficient or effective than those of your home university?

³ <https://www2.viu.ca/aboriginal/>

Listening

Did you know that global student advisory services also offer podcasts?

Since the reading example was from a Canadian university, here is a listening example from Universities Canada: Their magazine *University Affairs* offers the series “The Dean’s podcast”. Episode 14, for example, is a special on “Why become a university administrator?”.⁴

Other possibly interesting podcasts include this series on aspects of the first year at university from University College Dublin, Ireland,⁵ or ones on difficulties international students might face when coming to Edinburgh University.⁶

There are many other free materials—handbooks, podcasts, further education tips—available online to keep you and your university cutting-edge. These benefit you, your colleagues, your academic staff and your students.

⁴ <https://www.universityaffairs.ca/career-advice/career-advice-article/deans-podcast-episode-14/>

⁵ <http://www.ucd.ie/teaching/resources/enhancingfirstyear/fo-cusonfirstyearpodcast/>

⁶ <https://www.ed.ac.uk/global/student-advisory-service/welfare/culture-shock>



Exercises

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

(to) submit – (to) make – (to) cope
(to) receive – (to) provide

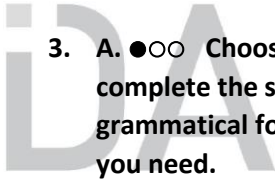
- a. If you need any further help, we can certainly _____ a follow-up appointment.
- b. Please _____ your application by the end of September.
- c. If a member of your family has died, you are entitled to _____ bereavement counselling.
- d. You can be sure we _____ confidential advice.
- e. Do you think you can't _____ with all the performance requirements in your studies?

(⇒p.34)

2. ●○○ Match the German expressions to the English ones.

- | | |
|--|--|
| a. durch öffentlichen Aushang bekannt geben | 1. to attend a certain number of weekly hours per semester |
| b. eine Leistung anrechnen | 2. to pass an exam |
| c. eine festgelegte Zahl von Semesterwochenstunden absolvieren | 3. to do a PhD (degree) |
| d. Widerspruch einlegen | 4. to post by public notice |
| e. sich von einer Prüfung abmelden | 5. to meet the admission requirements |
| f. eine Prüfung bestehen | 6. to withdraw from an exam |
| g. die Zulassungsbedingungen erfüllen | 7. to file an objection |
| h. promovieren | 8. to transfer a credit |

(⇒p.34)



3. A. ●○○ Choose the correct verb from the box to complete the sentences. Watch out for the right grammatical form. There are two more verbs than you need.

(to) promote – (to) organise – (to) enclose – (to) offer
(to) coordinate – (to) cooperate – (to) participate

- a. We _____ (koordinieren) international student, faculty, and staff mobility with various partner universities worldwide.
- b. Our centre _____ (zusammenarbeiten) closely with a wide range of private associations and regional schools.
- c. Various student groups _____ (fördern) personal contact between Germans and international students.
- d. We _____ (veranstalten) workshops for students with learning difficulties.
- e. Our language centre _____ (anbieten) a variety of German language classes and challenging short programs in English.

(⇒p.34)



B. ●●○ Underline the correct word in italics.

- a. The Student Advice Centre *provides – helps – serves* a wide range of services for all prospective and current students as well as doctoral candidates.
- b. We are *enrolled – participated – involved* in co-organising open days for pupils of public schools.
- c. Our institution *contributes – represents – participates* in major education fairs nationally.
- d. We can also *establish – communicate – produce* contacts between students and prospective employers.
- e. In recent years, we have steadily *enlarged – confirmed – expanded* the opportunities for students seeking professional psychological support or help.
- f. Some of our offers aim to *achieve – enhance – withdraw* our university's long-term international profile.

(⇒p.34)

Did you know that universities have noticed that foreign students are even more reticent than non-foreign students about using counselling services?

Drexel University was featured in *The Chronicle of Higher Education* for their “mental health kiosk,”⁷ a first in the United States. It attempts to make it easier for students to seek counselling. Both article and video are interesting, but you may find the negative critique of the project even more interesting.

Other universities try to offer extra information to international students, who statistically are much less willing to approach an exams committee, to go to court, to use student-counselling services. Julia F. Kronholz writes about some of the initial research and solutions in “Counseling International Students” (2014).⁸ Among examples of universities’ varied approaches to help international students use counselling services are Leiden University and Michigan State University.⁹

Does your university offer special counselling services for non-German students?

⁷ http://chronicle.com/article/Video-How-One-University-Uses/232195/?cid=gn&utm_source=gn&utm_medium=en

⁸ *VISTAS Online* (http://www.counseling.org/docs/default-source/vistas/article_22.pdf?sfvrsn=10).

⁹ <http://students.leiden.edu/your-study/guidance/coaching/counselling-international-students.html>; <https://oiss.isp.msu.edu/health-wellness-and-safety/international-student-and-scholar-support-program/>



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

- | | |
|-----------------|---|
| a. to submit | 1. an examination |
| b. to transfer | 2. a student visa into a residence permit |
| c. to meet | 3. a complete application |
| d. to embark on | 4. any queries to xyz |
| e. to complete | 5. a fee into a bank account |
| f. to direct | 6. a degree |
| g. to convert | 7. the admission requirements |
| h. to fail | 8. a course of study |

(⇒p.35)



B. ●●○ Complete the sentences with verbs from the previous exercise.

- a. Can I _____ my diploma into a German degree?
- b. If you don't really like your subject, you might want to _____ on a different course of studies.
- c. It takes three years to _____ the degree.
- d. Sorry, but your application didn't _____ the requirements.
- e. Sorry, we don't accept cash. You have to _____ the money into our account.
- f. You are only allowed to _____ the exam once.
- g. You may _____ that query to the registrar's office.
- h. You need to _____ all forms and documents by 1 April.

(⇒p.35)



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

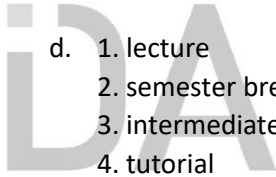
- Example:
1. student
 2. teacher
 3. university
 4. professor

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

- a.
 1. overall mark
 2. final mark
 3. average grade
 4. graduate

- b.
 1. to sit an exam
 2. to take an exam
 3. to stand an exam
 4. to do an exam

- c.
 1. viva/defence
 2. doctoral dissertation
 3. promotion
 4. thesis proposal



- d.
 1. lecture
 2. semester break
 3. intermediate seminar
 4. tutorial

- e.
 1. exam(ination) regulations
 2. combination of subjects
 3. hall of residence
 4. major field of study

- f.
 1. information leaflet
 2. advanced-level term paper
 3. written exam
 4. regular attendance

- g.
 1. pressure to perform
 2. nervous breakdown
 3. failure
 4. minor /subsidiary subject

- h.
 1. failing an examination
 2. blocked course
 3. non-appearance
 4. being caught cheating

(⇒p.35)

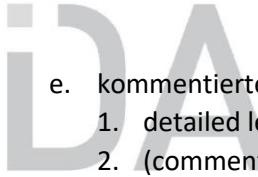


6. ●●● Circle the appropriate translations.
Sometimes more than one answer is possible.
- a. Aufbaumodul
 - 1. advanced module
 - 2. supplementary module
 - 3. multi-stage module
 - 4. interdisciplinary module

 - b. erforderlich
 - 1. required
 - 2. mandatory
 - 3. compulsory
 - 4. obligatory

 - c. Hochschulzugangsberechtigung
 - 1. university entrance certificate
 - 2. higher education entrance qualification
 - 3. entrance requirement
 - 4. certificate of admission to higher education

 - d. Regelstudienzeit
 - 1. expenditure of time
 - 2. standard period of study
 - 3. regular duration of study
 - 4. time of attendance



- e. kommentiertes Vorlesungsverzeichnis
 - 1. detailed lecture register
 - 2. (commented) course catalogue
 - 3. annotated university calendar
 - 4. commented study guide

- f. Leistungspunkte erwerben
 - 1. to obtain credits
 - 2. to earn credits
 - 3. to collect credits
 - 4. to purchase credits

- g. eine Veranstaltung nachbereiten
 - 1. to do/perform follow-up course work
 - 2. to revise your notes after class
 - 3. to afterwork a class
 - 4. to work after a lecture

(⇒p.37)

Did you know that universities in other countries also reach out to potential first-generation students, hoping to attract them and then to accompany them throughout their studies?

Germany has been motivating school leavers for decades to become the first in their families to attend higher education institutions (HEI). Other countries also have had programmes for decades, but the coverage by *The New York Times*¹⁰ in April 2015 has increased attention in the English-speaking world to the challenges of winning first-generation students and then identifying the challenges they might have to meet at university—not academic ones.

Why mention this at all in a language unit for university advisors? “First generation college students have some of the lowest study abroad participation rates among U.S. college students,”¹¹ and this is probably true for ‘first-gen’ students in other countries. Since they face different problems at home, it is highly likely that student advisors working with first-generation exchange or full-time students will be met with completely other challenges/problems/questions than usual.

¹⁰ In the “Education Life” section: Laura Pappone, “[First-Generation Students Unite](http://www.nytimes.com/2015/04/12/education/edlife/first-generation-students-unite.html? r=0)”, 8 April 2015. <http://www.nytimes.com/2015/04/12/education/edlife/first-generation-students-unite.html? r=0>

¹¹ <http://www.ifsa-butler.org/first-generation-scholar-program.html>



7. ●○○ Find two possible translations for the German expressions.

a. einen Schwerpunkt setzen		
b. Kommunikationsfähigkeit		
c. Kontakte knüpfen		
d. sich hohe Ziele setzen		
e. Vertiefung		
f. Zusatzqualifikationen		
g. Unterlagen einreichen		

- | | |
|--------------------------------|-------------------|
| 1. additional qualification | 2. to focus on |
| 3. to submit documents | 4. further skills |
| 5. ability to communicate well | 6. to network |
| 7. in-depth study | 8. to think big |
| 9. to have good verbal skills | 10. to emphasise |
| 11. to socialise with somebody | 12. immersion |
| 13. to hand in documents | 14. to aim high |

(⇒p.37)



8. A. ●○○ Match the German expressions to the English ones on the following page.

a. (aktiv) mitdenken	
b. eigene Fähigkeiten erkennen	
c. ein Seminar nachbereiten	
d. eine Schnuppersitzung anbieten	
e. gut mit Stress umgehen können	
f. kritikfähig sein	
g. Pläne umsetzen	
h. seine Ausbildungsziele planen/festlegen	
i. sich auf ein bestimmtes Thema konzentrieren	
j. um Rückmeldung bitten	

(⇒p.38)



B. ●●○ Now find the correct verb to complete the expressions.

1. the ability to give and r_____ criticism
2. to a_____ for feedback
3. to c_____ well with stress
4. to f_____ on a special topic
5. to i_____ one's own skills or abilities
6. to m_____ out your education goals
7. to o_____ a taster session
8. to p_____ follow-up course work
9. to p_____ plans into action
10. to s_____ some initiative

(⇒p.38)

Did you know that there are current student evaluations of the Bologna Process?

Thanks to *University World News* our attention was drawn to “Bologna with Student Eyes: Time to meet the expectations from 1999”, a report from the European Students’ Union (ESU).

Nic Mitchell reports on “European student union’s warning over Bologna dream” in the 10 July 2015 issue.¹² The ESU report is based on surveys from 38 of the 47 participating countries. Mitchell’s article touches on key points from the 2015 report.

The entire report is also available online, “a reality-check of what has been agreed upon by national governments within the Bologna Process and what the actual reality is for students.”¹³

Since *Englisch für Angestellte der Hochschulverwaltung* addresses internationalisation at German universities, chapter 9, “Mobility and Internationalization,”¹⁴ might be the most interesting section for you.

¹² <http://www.universityworldnews.com/article.php?story=20150710095540501>

¹³ <https://bwse2015.esu-online.org/Main+findings>

¹⁴ You can access and download the pdf-version here: <https://www.esu-online.org/?publication=bologna-with-student-eyes-2015>



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

- | | |
|---------------------------|---------------------------|
| a. taster session | 1. Studiengang |
| b. open day | 2. Prüfungsordnung |
| c. degree course | 3. Studiengebühren |
| d. admission requirements | 4. Semesterbeitrag |
| e. exam regulations | 5. Studentenwohnheim |
| f. tuition fees | 6. Schnupperstunde |
| g. hall of residence | 7. Zugangsvoraussetzungen |
| h. semester contribution | 8. Tag der offenen Tür |

(⇒p.38)



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

- | | |
|---------------------|-------------------------------|
| a. to hand in | 1. a buddy programme |
| b. to fulfil | 2. a hall of residence |
| c. to join | 3. an application |
| d. to pay | 4. an exam |
| e. to sit | 5. the admission requirements |
| f. to meet | 6. the application deadline |
| g. to live in | 7. the counselling service |
| h. to get help from | 8. tuition fees |

(⇒p.38)

10. ●●○ Choose the correct word from the box to complete the telephone phrases.

about – calling – for – give – over – read
speak – speaking – spell – take

- a. This is John Smith _____.
- b. I'm phoning _____ my application.
- c. I'm phoning _____ some information.
- d. Sorry, could you _____ up a little?
- e. Could you _____ a message?
- f. Could you _____ me your name?
- g. Sorry, could you _____ your name, please?
- h. Could I go _____ that again?
- i. Let me _____ that back to you.
- j. Thanks for _____!

(⇒p.39)

11. ●●○ Underline the ten grammatical mistakes in the following email and correct them.

Dear Ms Hüskes

I'm an incoming student for course of Applied Linguistics (Master of Science) at your University. I come from Japan, and I will arrive in Germany at 8 October because my visa is still in process. I was able to find a lot of informations on your website but I would still like to clarify a few details.

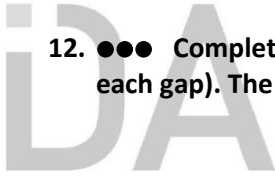
1. The course that I'm interested in is hold in English. Does this mean that I don't have to know the German language when I start studying?
2. I have a IELTS certificate for English and I would like to know what is the minimum score required from your University.
3. Can you tell me how many the tuition fee is for non-EU students? And is it possible to apply to a grant?

Thank you very much on advance for your help. I'm looking forward to hear from you.

Yours sincerely

Hitomi Sushi

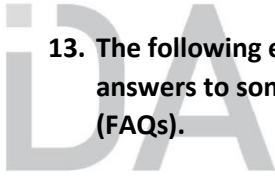
(⇒p.39)



12. ●●● Complete the email phrases (one word for each gap). The first letter is given.

- a. We a _____ for the late reply.
- b. F _____ to our conversation last week, I am sending you the information you requested.
- c. Please find a _____ our application documents.
- d. You will be p _____ to hear that...
- e. Please r _____ the form by 30 June.
- f. I hope this does not cause any i _____ to you.
- g. We hope this a _____ all your questions.
- h. I hope I was of a _____.
- i. Should you have any further questions, please do not h _____ to contact us.
- j. Yours s _____

(⇒p.40)

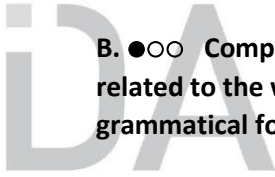


13. The following exercises A to G contain possible answers to some Frequently Asked Questions (FAQs).

A. ●○○ Underline the correct word in italics.

- a. Be *healthy/mentally/hardly*. Make sure you eat and drink *fresh/well/good*. Try to *match/make/get* some exercise. This can *help/harm/find* you sleep and de-stress.
- b. Talk to someone. *Speak/Discuss/Talk* your worries with your personal tutor, your professors, your friends or *co-livers/flatmates/roomfriends*. You will see that you are not alone in feeling *worried/sad/vulnerable* about exams.
- c. Do *nothing/anything/something* about it. See what tips your professors can *make/give/supply* you. Form study groups with your *work/likely/fellow* students. Look at *past/last/fast* exam papers and see where you need to *fail/improve/correct*.
- d. *Register/Contact/Apply* the student counselling services. Talking to someone *qualified/advisory/major* can improve the quality of your sleep and your mental health. *Think/Memorise/Remember*, everyone at our university wants to help you.

(⇒p.40)



B. ●○○ Complete the sentences using a word related to the word in brackets. Use the correct grammatical form.

- a. Our University _____ (provision) German language classes.
- b. There are different types of courses, _____ (dependence) on how and what you want to study.
- c. Courses are _____ (offer) for prospective full-time students as well as exchange students.
- d. There is an online test to _____ (assessment) your level of German first.
- e. _____ (enrolment) students do not have to pay a fee for these classes.
- f. Please use this link for further information and the _____ (register) form.
- g. You can also send the form by e-mail, as an _____ (attach).

(⇒p.40)

**C. ●○○ Complete the missing parts of the words.**

- a. First of all, you could talk to your neigh_____ in your lectures or in your dormi_____.
- b. We would also sug_____ getting in touch with other students, for example through:
- “In-group” (a platform for inco_____ students at our university)
 - A mentor from the orien_____ week
 - Buddy programmes for international and exchange students
 - Lear_____ groups.
- c. You can also parti_____ in public events from our university or eng_____ in a students’ initiative at your fac_____.
- d. If you have personal problems, we would reco_____ you to contact the coun_____ service.

(⇒p.41)

D. ●●○ Complete the sentences with the words from the box.

information – buddy programme – studies –
student advisory – orientation day –
fellow students – exam regulations

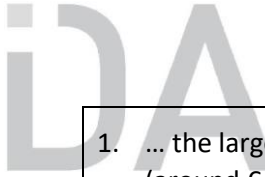
- a. Should you decide to study at our University, a(n) _____ will be provided by your specific department.
- b. It's an event where you will be given some _____ about organisational issues.
- c. You can become familiar with the campus and get to know your _____.
- d. We will also give some advice on _____.
- e. At the beginning of your first semester, you can register for a _____.
- f. This means an older student will guide you through your _____.
- g. If you have any further questions, please do not hesitate to contact the _____.

(⇒p.41)



E. ●●○ Match the sentence halves with those on the following page.

a. The living costs highly depend on the city or region ...	
b. Rent usually takes up ...	
c. It is normally cheaper ...	
d. You should consider food expenditures, ...	
e. Public transport costs and some cultural offers are included in ...	
f. If you want to buy some clothes, ...	
g. There are also ...	
h. If you summarise all costs, ...	



1. ... the largest part of your budget (around € 200-360).
2. ... some additional costs for communication, books and health insurance (ca. € 160).
3. ... the semester contribution, which is between € 60 and € 270 per semester.
4. ... to live in Halls of Residence or a shared flat.
5. ... you probably need between € 570 and € 1100 per month.
6. ... you have to calculate another € 60.
7. ... which can amount to approximately € 150.
8. ... where you want to study or live.

(⇒p.41)



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

- a. or open days at our university make your decision to help you taster sessions you should attend
- b. do or sometimes have to you can for more orientation, an internship
- c. with more details about deadlines once you have decided and the application process on a study course, we can provide you
- d. to hand in on time important your application it is
- e. you will receive should you fulfil a place in the admission requirements, your chosen course
- f. you will also get to the orientation week, where you will be invited all further information

(⇒p.41)

**G. ●●● Circle the correct preposition.**

- a. The library *at – on – for – about* our University is stocked *by – with – over – for* many of the textbooks that you are required to read.
- b. *On – To – For – In* addition, most course materials are available online *with – on – under – in* our e-learning platform.
- c. The advantage *in – to – of – for* this is that you do not have to buy all the textbooks or materials you need *by – for – with – to* your classes.
- d. It may, however, be necessary to look *at – after – for – into* the most recent edition elsewhere if you can't find it *on – above – for – in* the library.
- e. Our online notice board is a good example *for – on – with – of* a useful tool when it comes *through – to – on – about* finding second-hand textbooks.

(⇒p.42)



H. ●○○○ Now match the following FAQs with their respective answers in exercises 10 A to G.

- a. I'm feeling isolated and lonely at university. Where can I get help?
→ Exercise 10 _____
- b. Is there an orientation programme for new international students?
→ Exercise 10 _____
- c. I cannot sleep at night and I constantly think about my upcoming exams. What can I do?
→ Exercise 10 _____
- d. Do you offer German language support lessons for international students?
→ Exercise 10 _____
- e. Do I need to buy all of my textbooks and course materials?
→ Exercise 10 _____
- f. What course should I enrol in and when is the enrolment deadline?
→ Exercise 10 _____
- g. What is the cost of living in Germany?
→ Exercise 10 _____
(⇒p.42)

**Key****1.**

- a. make
- b. submit
- c. receive
- d. provide
- e. cope

2.

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

3 A.

- a. coordinate
- b. cooperates
- c. promote
- d. organise
- e. offers

3 B.

- a. provides
- b. involved
- c. participates
- d. establish
- e. expanded
- f. enhance

4 A.

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

4 B.

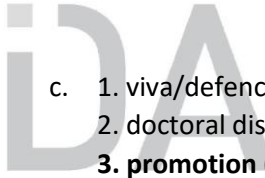
- a. convert
- b. embark
- c. complete
- d. meet
- e. transfer
- f. fail
- g. direct
- h. submit

5.

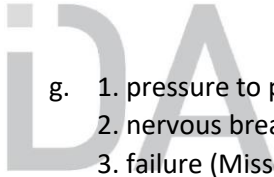
- a.
 1. overall mark (Gesamtnote)
 2. final mark (Endnote)
 3. average grade (Durchschnittsnote)

4. graduate (Absolvent)
⇒ a graduate is a person
- b.
 1. to sit an exam
 2. to take an exam

3. to stand an exam
4. to do an exam
⇒ you cannot stand an exam



- c. 1. viva/defence (Verteidigung (der Doktorarbeit))
2. doctoral dissertation (Doktorarbeit)
3. promotion (Werbung; Beförderung)
4. thesis proposal (Exposé (der Doktorarbeit))
⇒ promotion is not part of a doctoral programme
- d. 1. lecture (Vorlesung)
2. semester break (vorlesungsfreie Zeit)
3. intermediate seminar (Proseminar)
4. tutorial (Tutorium)
⇒ the semester break is not a type of class
- e. 1. exam(ination) regulations (Prüfungsordnung)
2. combination of subjects (Fächerkombination)
3. hall of residence (Studentenwohnheim)
4. major field of study (Studienschwerpunkt)
⇒ a hall of residence is not relevant for organising your degree course
- f. **1. information leaflet (Merkblatt)**
2. advanced-level term paper (Hauptseminarsarbeit)
3. written exam (schriftlicher Test)
4. regular attendance (regelmäßige Anwesenheit)
⇒ an information leaflet is not a way of earning credits



- g. 1. pressure to perform (Leistungsdruck)
2. nervous breakdown (Nervenzusammenbruch)
3. failure (Misserfolg)
4. minor (AE)/ subsidiary subject (BE) (Nebenfach)
⇒ a minor (AE) or subsidiary subject (BE) is not a personal problem when studying

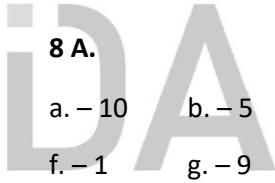
- h. 1. failing an examination (durchfallen)
2. blocked course (Blockveranstaltung)
3. non-appearance (Nichtantritt)
4. being caught cheating (Täuschungsversuch)
⇒ a blocked course is not a reason for re-taking an examination

6.

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

7.

- a. – 2; 10 b. – 5; 9 c. – 6; 11 d. – 8; 14
e. – 7; 12 f. – 1; 4 g. – 3; 13

**8 A.**

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

8 B.

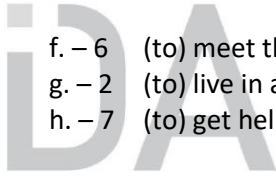
1. receive
2. ask
3. cope
4. focus
5. identify
6. map
7. offer
8. perform
9. put
10. show

9 A.

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

9 B.

- a. – 3 (to) hand in an application
b. – 5 (to) fulfil the admission requirements
c. – 1 (to) join a buddy programme
d. – 8 (to) pay tuition fees
e. – 4 (to) sit an exam



- f. – 6 (to) meet the application deadline
- g. – 2 (to) live in a hall of residence
- h. – 7 (to) get help from the counselling service

10.

- a. speaking
- b. about
- c. for
- d. speak
- e. take
- f. give
- g. spell
- h. over
- i. read
- j. calling

11.

- 1. for course of → for **the** course of
- 2. at 8 October → **on** 8 October
- 3. informations → **information**
- 4. is hold in English → is **held** in English
- 5. a IELTS certificate → **an** IELTS certificate
- 6. required from your → required **by** your
- 7. how many the tuition → how **much** the tuition
- 8. apply to a grant → apply **for** a grant
- 9. on advance → **in** advance
- 10. to hear from you → to **hearing** from you

**12.**

- a. apologise
- b. Further
- c. attached
- d. pleased
- e. return
- f. inconvenience
- g. answers
- h. assistance
- i. hesitate
- j. sincerely

13 A.

- a. healthy – well – get – help
- b. Discuss – flatmates – worried
(**Attention:** *'Co-livers' and 'roomfriends' are wrong because these words do not exist in English!*)
- c. something – give – fellow – past – improve
- d. Contact – qualified – Remember

13 B.

- a. provides
- b. depending
- c. offered
- d. assess
- e. Enrolled
- f. registration
- g. attachment

13 C.

- a. neighbours – dormitory
- b. suggest – incoming – orientation – learning
- c. participate – engage – faculty
- d. recommend – counselling

13 D.

- a. orientation day
- b. information
- c. fellow students
- d. exam regulations
- e. buddy programme
- f. studies
- g. student advisory

13 E.

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

13 F.

- a. To help you make your decision, you should attend taster sessions or open days at our university.
- b. For more orientation, you can or sometimes have to do an internship.



- c. Once you have decided on a study course, we can provide you with more details about deadlines and the application process.
- d. It is important to hand in your application on time.
- e. Should you fulfil the admission requirements, you will receive a place in your chosen course.
- f. You will also be invited to the orientation week, where you will get all further information.

13 G.

- a. at – with
- b. In – on
- c. of – for
- d. for – in
- e. of – to

13 H.

- a. – C
- b. – D
- c. – A
- d. – B
- e. – H
- f. – F
- g. – E

Glossary English-German

A

ability to give and receive criticism	Kritikfähigkeit
ability to work in a team	Teamfähigkeit
aborigine	Ureinwohner/in
absence from an exam(ination)	Versäumnis (einer Prüfung)
academic leave of absence	Beurlaubung
academic qualifying course	Studienkolleg
Academic Student Advisory and Counselling Centre	zentrale Studienberatung
academic subject choice	Studienfachwahl
academic transcript	Studienbuch, Leistungsnachweis
academic year	Studienjahr
access to records	Akteneinsicht
account	Konto
accredited translator	(beeidigter) Übersetzer
acknowledgement/proof of application	(Studien-) Anmeldebestätigung
additional qualification/skill	Zusatzqualifikation
additional workload	Mehrbelastung
administrative appointment/formality	Behördengang
admission	Zulassung
advanced module	Aufbaumodul
advise, to	empfehlen, raten
advising appointment	Beratungstermin
advising on exam regulations	Prüfungsberatung
advisor	Berater/in
advisory forum	Beratungsforum

advisory service(s)	Beratungsangebot(e)
aim high, to	(sich) hohe Ziele setzen
A-levels (BE)	Abitur
allocate, to	zuweisen; zuordnen
allowance for student disadvantages	Nachteilsausgleich
annotated university calendar	kommentiertes Vorlesungsverzeichnis
apologise, to	sich entschuldigen
application deadline	Bewerbungsfrist
application form	Zulassungsantrag
application procedure	Bewerbungsverfahren
apply (for), to	bewerben
appointment	Termin (<i>förmlich</i>)
approach graduation, to	Studienausgangsphase; Ende des Studiums
appropriate	passend, geeignet
approximately	ungefähr
aptitude test	Feststellungs- /Eignungsprüfung
area of specialisation	Studienschwerpunkt
artistic independent assignment	künstlerische Studienarbeit
artistic study work	künstlerische Studienarbeit
ask (for), to	anfragen
assessment	Bewertung, Beurteilung
attempt to deceive	Täuschungsversuch
attend, to	teilnehmen an
available for a fee	kostenpflichtig
average mark (BE) / grade point average (AE)	Notendurchschnitt

**B**

BA/BSc degree certificate/diploma	Bachelorurkunde/-zeugnis (der Geistes- bzw. Naturwissenschaften)
Bachelor's certificate	Bachelorurkunde
bereavement	Trauerfall
bereavement counselling	Trauerfallseelsorge
block(ed) course	Blockveranstaltung
bureaucratic procedures to be followed	zu befolgende Behördenvorgänge/Verwaltungsvorgänge
by appointment	nach/mit Terminvergabe

C

calculating the overall grade	Gesamtnotenberechnung
career change	Quereinstieg
career service/guidance/consulting	Karriereberatung
central theme	roter Faden, zentrales Thema
Centre for the Allocation of University Places	Stiftung für Hochschulzulassung
certificate	Nachweis, Zertifikat
certificate of admission to higher education	Hochschulzugangsberechtigung
certificate of enrolment	Studienbescheinigung
certificate of residency	Meldebescheinigung
certificates issued abroad	ausländische Urkunden/Nachweise
certification	Beglaubigung
change of degree programme	Studiengangswechsel

change of programme (major/minor)/courses	(Haupt-/Neben-)Fach-/Kurswechsel
change of residence	Wohnortwechsel
change of university	Hochschulwechsel
cheat, to	täuschen, schummeln
choice of field of study	Studienfachwahl
clarify, to	klären, verdeutlichen
class (one session)	Lehrveranstaltung
classifieds	Kleinanzeigen
classmate	Kommilitone/Kommilitonin
co-examiner	Beisitzer
combination of subjects	Fächerkombination
combined degree course	Kombinationsstudiengang
commencement of the semester	Vorlesungsbeginn
commented course catalogue	kommentiertes Vorlesungsverzeichnis
common thread	roter Faden
communication skills	(gute) Kommunikationsfähigkeit
compact course	Blockveranstaltung
compensation of a disability/disadvantage	Nachteilsausgleich
complaint	Beschwerde
complementary module	Ergänzungsmodul
complete	vollständig
complete, to	ausfüllen
compulsory	erforderlich, verpflichtend
compulsory attendance	Anwesenheitspflicht
compulsory elective	Wahlpflichtfach
compulsory module	Pflichtmodul
confirmation of equivalence	Äquivalenzbescheinigung

confirmation of student status	Studienbescheinigung
consult, to	befragen, heranziehen
consulting service(s)	Beratungsangebot(e)
contact (person)	Ansprechpartner/in
contact hours (per week)	Semesterwochenstunden
continuing education	Erwachsenenbildung, Weiterbildung
cope with sth., to	mit etw. zurechtkommen
coping with stress	Stressbewältigung
counselling service(s) (BE)/ counseling service(s) (AE)	Beratungsangebot(e)
counsellor (BE)/counselor (AE)	Berater/in
country of origin	Herkunftsland
course (semester)	Lehrveranstaltung
course certificate	Schein, Leistungsnachweis
course description book	kommentiertes Vorlesungsverzeichnis
course offer	Studienangebot
course schedule	Studienverlaufsplan
course specialisation	Studienschwerpunkt
course with a limited number of places	Lehrveranstaltung mit begrenzter Teilnehmerzahl
course without numerus clausus	zulassungsfreier Studiengang
course(s) of study/studies	Studiengang
courses subject to federally restricted access	bundesweit zulassungsbeschränkte Studiengänge
covered in the exam	prüfungsrelevant
credit	Leistungsnachweis
credit point	Leistungspunkt

credits for study periods/course performance/examination performance	Anrechnung von Studienzeiten/Studienleistungen/Prüfungsleistungen
CV (curriculum vitae)	Lebenslauf

D

deal (with), to	erledigen, bearbeiten
Dean's Office	Dekanat
decision-making process	Entscheidungsfindung
degree	Abschluss
degree certificate	Urkunde
degree certificate	Abschlusszeugnis
degree course objective	Studienziel
degree course/programme	Studiengang
degree subject choice	Studienfachwahl
degree-seeking student	Vollzeitstudierende/r
Departmental Advisory Office	Studienfachberatung
deputy (head of department)	Stellvertreter/in (der Leitung/des geschäftsführenden Direktors)
design of courses of study	Gestaltung (des Studiums)
diploma	Abschlusszeugnis
diploma from a university already attended	Hochschulnachweis
diploma supplement	Abschlusszeugniszusatz, Diplomzusatz
direct admission	Direktzulassung
disability/ disadvantage compensation	Nachteilsausgleich
discussion of your course timetable with ...	Stundenplanbesprechung mit ...

distance learning	Fernstudium
do follow-up course work, to	Veranstaltung/Kurs nachbereiten
doctoral candidate	Promovend/in, Doktorand/in
doctoral dissertation	Doktorarbeit
doctoral programme	Promotionsprogramm/-studium
doctoral study	Promotionsstudium
documentary proof (of possession) of sufficient funds	Nachweis über die Finanzierung des Studiums
dorm(itory) application (AE)	Wohnheimantrag
drop-out	Studienabbruch
duration of study	Studienzeit

E

education fair	Bildungsmesse
elective (course)	Wahlfach
elective module	Wahlmodul
embark on s.th, to	etw. beginnen, angehen
emphasise, to	betonen, hervorheben
enhance, to	hervorheben, stärken
enquire (BE) / inquire (AE), to	anfragen
enquiry (BE) / inquiry (AE)	Anfrage
enrol in(to), to (BE) / enroll in(to), to (AE)	sich immatrikulieren/ einschreiben (in)
enrolment (BE)/ enrollment (AE)	Immatrikulation
entrance examination	Feststellungs- /Eignungsprüfung
entrance/entry requirement	Zugangsvoraussetzung
entry-level/placement test	Einstufungstest

evaluation	Bewertung, Beurteilung
exam consultation	Prüfungsberatung
exam nerves/ exam(ination) stress	Prüfungsangst
examination board	Prüfungsausschuss
examination period	Prüfungszeitraum
examination procedure	Prüfungsverfahren
examination regulations	Prüfungsordnung
examination requirement	Prüfungsvoraussetzung
excessive demand	Mehrbelastung, Überlastung/-forderung
exchange students	ausländische Gaststudenten
exempt s.o. (from an exam), to	jd. befreien (von einer Prüfung)
exemption	Ausnahme, Befreiung
expand, to	ausdehnen, erweitern
expenditures	Ausgaben
explore, to	erkunden, erforschen
extend, to	ausweiten, verlängern

F

faculty	Fakultät; Fachbereich; Lehrkörper
fail (an exam), to	(Prüfung) nicht bestehen, durchfallen
failure	Misserfolg, Versagen
failure to attend	Nichtantritt
false hopes/expectations	falsche Erwartungen
familiarisation	Eingewöhnung
family commitments/ obligations	familiäre Verpflichtungen
fellow student	Kommilitone/Kommilitonin

fill in/out, to	ausfüllen
final examination	Abschlussprüfung
final mark	Gesamtnote
finals	Abschlussprüfung(en)
financial support	finanzielle Unterstützung
first contact point, first point of reference	erste Anlaufstelle
first-level degree	grundständiger Studiengang
first-year (student)	Studienanfänger/in, Erstsemester/in
focal module	Schwerpunktmodul
follow-up session	Folgetermin
follow-up work	Nachbereitung
foreign educational qualification	ausländischer Bildungsabschluss
foreign language proficiency	Fremdsprachenkenntnisse
foreign university entrance certificate	ausländische Hochschul- zugangsberechtigung
Foreigners'/Aliens' Registration Office	Ausländerbehörde
forgery	Fälschung
form	Formular
foundation course	Studienkolleg
Foundation for University Admissions	Stiftung für Hochschulzulassung
foundation/basic module	Basis-/Grundlagenmodul
free attempt	Freiversuch
free of charge	kostenlos
fresher	“Ersti”
full-time student	Vollzeitstudierende/r
further to	bezugnehmend auf
further training	Fortbildung

G

German language proficiency	Deutschkenntnisse
German Language Proficiency Test for Admission to University	DSH (Deutsche Sprachprüfung für den Hochschulzugang)
German University Entrance Certificate	Abitur
grading period	Korrekturzeitraum
grant	Stipendium, Zuschuss
grant confirmation	Stipendienzusage
grief	Trauer
guided campus tour	Campusführung

H

halls application (<i>BE</i>)	Wohnheimantrag
handle, to	umgehen (mit)
hardship claim/application	Härtefallantrag
heightened competition	zunehmender Wettbewerb
hesitate, to	zögern
higher education entrance qualification	Hochschulzugangsberechtigung
Higher education institution (HEI)	Hochschule, Hochschuleinrichtung
high-school diploma (<i>AE</i>)	Abitur

I

if applicable	gegebenenfalls
immersion	Vertiefung
in advance	im Voraus
in the long run	langfristig
inconvenience	Unannehmlichkeit
independent	eigenständig
in-depth study	Vertiefung

individual degree course	eigenständiger Studiengang
induction day	Einführungstag
information brochure/booklet	Infobroschüre
information desk	Informationsstand
information leaflet	Merkblatt
information session/event	Informationsveranstaltung
info-table	Informationsstand
inquire, to	befragen; herausfinden
inspection of graded exams (by students)	Klausureinsicht
interdisciplinary	fächerübergreifend
International Registration Authority	Ausländerbehörde
internship	Praktikum
internship report	Praktikumsbericht
interrupt one's studies, to	Studienunterbrechung; Unterbrechungssemester
introductory session/day	Einführungsveranstaltung/- tag
invalid	ungültig
invigilator	Prüfungsaufsicht
italics	Kursivschrift
job orientation	Orientierungspraktikum
job-oriented	praxisnah

K

knowledge multiplier	Multiplikator/in
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L

lab work (<i>practical</i>)	Laborarbeit
language practice/exercise	Sprachübung

language requirements	Sprachvoraussetzungen/- kenntnisse
lateral entry	Quereinstieg
lawsuit	Klage
lecture period	Vorlesungszeit
lecture-free time	vorlesungsfreie Zeit
legally certified financial declaration	notariell bestätigte Finanzierungserklärung
length of study	Studienzeit
letter grade	Prädikat (<i>Note</i>)
letter of consent/endorsement	akademische Betreuungszusage
level of prior academic achievement	Vorbildung
limited entry	N.C. (numerus clausus)
loan	Darlehen
long-term	langfristig
loss of motivation	Motivationsverlust

M

main subject, major (subject)	Hauptfach
major field of study	Studienschwerpunkt
make an appointment, to	einen Termin vereinbaren
mandatory	erforderlich, verpflichtend
mandatory module	Pflichtmodul
map (of the campus)	Lageplan (der Universität)
match, to	zuordnen
maximum duration of studies	Höchststudiendauer
medical/doctor's certificate	ärztliches Attest
minor (subject), minor field of study	Nebenfach
mobile foreign student	Bildungsausländer/in

module option	Wahlmodul
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N

nervous breakdown	Zusammenbruch
non-appearance	Versäumnis (einer Prüfung)
non-mobile foreign student	Bildungsinländer/in
not free of charge	kostenpflichtig
not graded	unbenotet
notarisation	Beglaubigung
notification of admission	Zulassungsbescheid
notify s.o. of a new address, to	(sich) ummelden

O

objection	Widerspruch
obligatory	verpflichtend, erforderlich
obtain (a degree), to	(einen Abschluss) erwerben
odd one out	nicht dazugehörig/passend
office hours	persönliche Sprechzeiten
Office of Academic Affairs	Studierendensekretariat
officially certified copy	amtlich beglaubigte Kopie
on the exam	prüfungsrelevant
on-the-job training	betriebliche Weiterbildung, Ausbildung am Arbeitsplatz
open admission	zulassungsfrei
open day (BE)/ open house (AE)	Tag der offenen Tür, Studieninformationstag
organisation of studies	Gestaltung (des Studiums)
orientation/guidance internship	Orientierungspraktikum
orientation/introductory week	Einführungs-/ Orientierungswoche

overall mark (<i>BE</i>)/grade (<i>AE</i>)	Gesamtnote
overlap	Überschneidung
overworked, to be	überarbeitet sein

P

part of the exam	Teil der Prüfung
participate, to	teilnehmen
partnership	Partnerschaft
part-time employment (within the university) as student assistant	studentische Nebentätigkeit; HiWi-Stelle
pass (an exam), to	(eine Prüfung) bestehen
payment	Bezahlung, Entgelt
PhD student	Promovend/in, Doktorand/in
PhD supervisor	Doktorvater/-mutter
PhD thesis	Doktorarbeit
plagiarism (<i>in written work</i>)	Plagiat
postgraduate studies	weiterführender Studiengang
practical	praxisnah
practical component/orientation	Praxisbezug
practical/hands-on exam	praktische Prüfung
pre-internship	Vorpraktikum
prejudice (against)	Vorurteil (gegenüber)
preliminary test	Eignungsprüfung
premature termination of studies	Studienabbruch
preparatory class	Vorbereitungskurs
preparatory college/course (<i>for foreign students</i>)	Studienkolleg
prerequisite	Voraussetzung

present, to	präsentieren
pressure to perform	Leistungsdruck
pre-studies placement	Vorpraktikum
pre-study work experience	Vorpraktikum
prevent, to	vorbeugen
previous	vorhergehend
procrastination	Aufschub, Verzögerung
professional field work placement	Berufsfeld-Praktikum
professional/academic qualification	Vorbildung
programme for medical specialists	Facharztausbildung
programme organisation	Studienorganisation
programme structure	Studienverlauf
promise of a grant	Stipendienzusage
promote, to	fördern
proof	Nachweis
proof of (academic) achievement	Leistungsnachweis
proof of graduation	Abschlusszeugnis
proof of health insurance coverage	Bescheinigung über Krankenversicherungsschutz
proof of matriculation	Studienbescheinigung
prospective students	Studieninteressierte
protest	Widerspruch
provide proof/a certificate, to	nachweisen (durch eine Bescheinigung/ein Zeugnis)
provide, to	zur Verfügung stellen
psychological counselling /support	psychologische Beratung

public health officer	Amtsarzt/Amtsärztin
public school (<i>BE</i>)	Privatschule

Q

qualifying examination	Eignungsprüfung
qualifying for a professional career	berufsqualifizierend
query/question	Anfrage
question hour(s)	Fragestunde

R

range of courses	Lehrangebot
receive, to	erhalten
recognised illness	anerkannte Krankheit
recommend, to	empfehlen
reflect, to	nachdenken, reflektieren
register (the new address), to	ummelden
Registrar's Office	Studierendensekretariat
registration (of residency)	(Wohnort-)Anmeldung
registration deadline	Meldefrist
registration of marks	Noteneintrag
registration with the municipal/local authorities	Anmeldung (bei den lokalen Behörden)
regular duration of study/studies	Regelstudienzeit
reject, to	ablehnen
rejection	Ablehnung
rental agreement/contract	Mietvertrag
request	Anfrage; Bitte
request for removal from the register of students, request to cancel registration	Antrag auf Exmatrikulation

request, to	anfragen
require, to	benötigen
required module	Pflichtmodul
requirement	Voraussetzung
re-registration	Rückmeldung
residence permit	Aufenthaltserlaubnis
Residents' Registration Office	Einwohnermeldeamt
restricted admission	N.C. (numerus clausus)
re-take of an exam	Wiederholungsprüfung
reticent	zurückhaltend
revise your notes after class, to	eine Veranstaltung nachbereiten

S

scholarship	Stipendium
school-leaving certificate	Schulabschlusszeugnis
seek (help/ support), to	(Hilfe/Unterstützung) suchen, aufsuchen
select, to	(aus)wählen
selection committee	Auswahlkommission
self-directed	eigenständig
semester break	vorlesungsfreie Zeit
semester contribution	Semesterbeitrag
semester of study (in a particular degree course)	Fachsemester
seminar certificate	Schein, Leistungsnachweis
service(s)	Dienstleistung
severe illness	schwere Krankheit
shared apartment/flat/house	Wohngemeinschaft
show, to	nachweisen
skim, to	querlesen

socialise, to	unter Leuten sein, Kontakte knüpfen
speak up, to	lauter sprechen
special focus	Studienschwerpunkt
specialisation module	Vertiefungsmodul
specialist partnerships (with companies/businesses)	Fachpartnerschaften (mit Unternehmen)
standard period of study	Regelstudienzeit
statutory health insurance for students	gesetzliche studentische Krankenversicherung
student (ID) card	Studierendenausweis
student (research) assistant	studentische Hilfskraft
Student Advice Centre	zentrale Studienberatung
student loan	Studienkredit
student representatives /committee	Fachschaft (Studierendenvertretung)
student semester bus/rail/public transport pass	Semesterticket
Student Services (<i>organisation providing social, financial and cultural support services to students in Germany</i>)	Studentenwerk
student visa	Visum für Studienzwecke
student withdrawal	Studienabbruch
study course	Studiengang
study course correction	Kurskorrektur
study course selection	Studienwahlprozess
study entry	Studieneinstieg
study plan	Studienverlaufsplan
study routes	Wege (ins Studium)
study taster	Schnupperstudium
study/student information day	Studieninformationstag

study/work group	Arbeitsgruppe
subject grade	Gesamtnote
submit, to	einreichen/ vorlegen
subsidiary subject (<i>BE</i>)	Nebenfach
substitute	Stellvertreter/in
supplementary module	Aufbaumodul
sue, to	klagen (vor Gericht)
sufficient	ausreichend
supervisor	Prüfungsaufsicht, Betreuer/in, Vorgesetzte/r

T

take a semester off, to	Urlaubssemester nehmen
taster/trial offer	Schnupperangebot
teacher training	Referendariat (Lehramt)
technical	fachspezifisch
telephone consultations	telefonische Sprechzeiten
tenancy agreement/contract	Mietvertrag
term/seminar paper	Hausarbeit
term time	Vorlesungszeit/Semester
termination of enrolment	Exmatrikulation (wg. Studienabschluss)
thesis defence	Verteidigung der Doktorarbeit
thesis proposal	Exposé
time spent/involved/required	Zeitaufwand
tool	Werkzeug, Mittel
town/city hall	Stadtbüro, Rathaus
transcript of records	Noten-/Leistungsübersicht
transcript of records and courses taken	Modul- und Lehrveranstaltungs- bestätigung

transferred credit	angerechnete/anerkannte Leistung
transition into employment/ working life	Übergang ins Berufsleben
tuition fees	Studiengebühren

U

undergraduate programme	grundständiger Studiengang, Bachelorstudium
undue hardship	besondere Härte
University Admissions Foundation	Stiftung für Hochschulzulassung
university department	Fachbereich
university entrance certificate	Hochschulzugangsberechtigung
unlimited entry	zulassungsfrei

V

valid	gültig
verbal skills	sprachliche Ausdrucksfähigkeit
verification	Nachweis
violation	Verstoß
visa for study purposes	Visum für Studienzwecke
viva (voce)	Verteidigung der Doktorarbeit
volunteer work	Ehrenamt

W

ways into higher education	Wege ins Studium
weekly hours per semester	Semesterwochenstunden (SWS)

withdraw (from an exam), to	zurücktreten (von einer Prüfung)
withdrawal	Exmatrikulation (freiwillig)
withdrawal of matriculation	Exmatrikulation
work experience	Praktikum
workload	Arbeitsaufwand
work-related	praxisnah
written test	Klausur, schriftliche Prüfung

Y

years of study	Studienzeit
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