

# Welcome

to the information event for exchange students of  
the Faculties of Humanities

*Geistes- und Kulturwissenschaften (GuK)*



Koordinatorin für Internationales (Departmental Coordinator)  
der Fakultät Geistes- und Kulturwissenschaften (GuK)

Dr. Katharina E. Scheffner

Am Kranen 12, KR12/03.01, 96045 Bamberg

studium-international.guk@uni-bamberg.de | <https://www.uni-bamberg.de/guk/studium/erasmus>

# Contact



Erasmus Departmental Coordinator  
Dr. Katharina Scheffner

Assistant: Ms Meagan Cook

contact:

[studium-international.guk@uni-bamberg.de](mailto:studium-international.guk@uni-bamberg.de)



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# Festivities during Winter Semester

- Christmas/Santa Claus by the International Office
- winter events by the student bodies of the faculties and the different institutes



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# German University System

- smallest organisational unit: **professorship** or **chair**
- Usually they have **one major topic** in both research and teaching
- Chairs are responsible for the organisation of their exams
- GuK: 12 institutes with 74 professorships & chairs
- Huwi: 3 institutes with 32 professorships & chairs



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# The Faculty of Humanities

... with 4.176 students is the largest faculty of our university. Besides, there are:

- Human Sciences & Education - Humanwissenschaften (Huwi)
- Social Sciences, Economics & Business Administration – Sozial- und Wirtschaftswissenschaften (Sowi)
- Information Systems & Applied Computer Science - Wirtschaftsinformatik & angewandte Informatik (WIAI)



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# Faculty of Humanities

18 Bachelor's Degrees

36 Master's Degrees

<https://www.uni-bamberg.de/guk/studium/studienangebot/>



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# Important Links for day-to-day organisation

- printing & scanning with campusprint
  - Installation & Helpdesk: <https://www.uni-bamberg.de/?id=130273>
  - Online access: <https://campusprint.uni-bamberg.de>
  - Print stations, prices, and mobile prints: <https://www.uni-bamberg.de/?id=74184>
- Using internet, programmes & computers:
  - e-mail: <https://mailex.uni-bamberg.de/>
  - VPN: <https://www.uni-bamberg.de/?id=90342>
  - Office 365: <https://www.uni-bamberg.de/?id=90095>



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# Important Links for day-to-day organisation

- Library

- Opening hours: <https://www.uni-bamberg.de/?id=5652>
- OPAC: <https://katalog.ub.uni-bamberg.de/>
- EZB: <http://rzblx1.uni-regensburg.de/>

- Sports centre: <https://www.uni-bamberg.de/?id=7114>



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# Dates for Winter Semester 2024/25

- Lecturing period: 14.10.2024 – 07.02.2025
- Holidays:
  - All Saints (1.11.2024)
  - Closure for Christmas (24.12.2024 – 06.01.2025) with the holidays (all shops closed!):
    - 25. & 26.12.2024
    - 1.1.2025
    - 6.1.2025
  - Additional lecture free day (23.12.2023)



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# The semester: register for your courses

- Registration: check out the course description at UnivIS <https://univis.uni-bamberg.de/>
- If you have any doubts or special requests, consult your lecturers, e.g. send an e-mail
- ... or consult your lecturer before or after your first lesson



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# About ECTS-Credits

Please note!

Usually, on <https://univis.uni-bamberg.de> you find information on the maximum amount of ECTS-Credits you can get for each course.

If the number of Credit Points given on UnivIS doesn't match the number of Credit Points you need, please always contact the teacher of that course. In case of a problem you can always contact us, too!

For students of Human Sciences & Education: courses usually have 3 ECTS.



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# Some important abbreviations

- SS / SoSe = summer term
- WS / WiSe = winter term
- s.t. = sine tempore
- c.t. = cum tempore (with academic quarter); 10:00 c.t. = 10:15
- N.N. = „nomen nominandum“, „nomen nescio“ = tba (to be announced)
- SWS = Semesterwochenstunde (2 SWS: 2 academic hours a week = 90 minutes a week)
- ECTS = European Credit Transfer System
- LP = „Leistungspunkt“ (= ECTS)



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# Some important abbreviations

Abbreviations for university buildings (examples):

- U5 = An der Universität 5 (U5/210= An der Universität 5, 2. Stock, Raum 210)
- M3 = Markushaus (= Markusplatz 3)
- H/KR12 = Hochzeitshaus (= Am Kranen 12)
- Ho2 = Hornthalstraße 2



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# Types of courses

## 1. Vorlesung (V/VL)

An oral presentation during one semester by a university teacher, about a particular subject, used to convey critical information, history, background and theories. Usually there is no limit on the number of listeners, discussions between students and teachers are quite rare while questions are welcome. The students are required to prepare for the lessons. At the end of the term, a *Vorlesung* may close with an exam on the subject material.



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# Types of courses

## 2. Seminar (S)

A *Seminar* focuses on a particular subject and addresses a smaller group of students. Every student is requested to participate. This is often accomplished through active discussions in class or through an oral presentation given by each student („*Referat*“). Assigned readings will be discussed, questions can be raised and debates can be conducted. At the end of the semester, the participants usually have to submit a seminar paper on a certain topic.

### Proseminar (PS)

A *Proseminar* is an introductory seminar, which requests participation of the students through presentations, group work, discussions. Furthermore, the lecturer will help you with techniques of finding, reading and processing literature and you might be asked to fulfil some exercises before you are supposed to write your seminar paper.



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# Types of courses

## Hauptseminar (HS)

*Hauptseminare* are usually offered to advanced Bachelor students or Master students. In a *Hauptseminar*, everyone present is requested to participate in discussions and with an oral presentation and required to prepare for the lessons. At the end of the semester, the participants usually have to submit a seminar paper on a certain topic.

## Oberseminar (OS)

An advanced seminar for degree candidates, that usually supports the preparation of a student's future bachelor or master thesis. During the semester the participants give small presentations about their ongoing research work. Discussions and feedback given by the teacher and the other students improve the quality of each participants work.

## Blockseminar

A seminar that doesn't take place in a weekly term, but in blocks, e.g. on a weekend, for several hours a day.



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# Types of courses

## 3. Übung (Ü)

An *Übung* (=practical training course) improves certain skills and competences through work on an exemplary topic. Like a seminar, it requires active participation (e.g. by an oral presentation given by each student) and has a limit on participants, unlike a *Vorlesung*. Usually, a language course is considered as *Übung*. At the end of the term, the *Übung* may close with an exam on the subject material.

## 4. Tutorium (TUT)

A Tutorial, usually held by older students, is offered in addition to *Vorlesung* or a *Seminar* to consolidate the subject material.



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# Communication Science

Don't confuse courses of  
Communication Science  
with „Regional Studies“!

prerequisites: study Communication Science (KoWi) as  
a major or minor subject

**and have a solid knowledge of German**



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# Language Centre

- Special courses and events
- Foreign languages
- Business Languages
- German as a Foreign Language (DaF)

vgl. <https://www.uni-bamberg.de/sz/>



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# German as a Foreign Language

Full programme:

<https://univis.uni-bamberg.de/>, then select:

- > Vorlesungsverzeichnis
- > Zentrale und wissenschaftliche Einrichtungen
- > Sprachenzentrum
- > Deutsch als Fremdsprache



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# Dates for general FlexNow registration

For further details see in UnivIS!

Dates for the FlexNow registration of courses at the  
Language Center:

<https://www.uni-bamberg.de/sz/service/flexnow-anmeldung-zu-kursen-und-klausuren/>



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# English & American Studies

## Placement Test

English Studies/American Studies placement test: **compulsory** for students of English Studies/American Studies/English (Bachelor major subject/minor subject, Master, all teaching post, vocational education/social pedagogy) and all students who want to take any courses of the English & American Studies department!

**Registration** for the placement test **is not necessary** in advance! Test is not valid for Business English!

The placement test lasts 90 minutes and takes place on  
Monday, 7<sup>th</sup> of October 2024, 6 – 8 pm at MG1/00.04.

It is in multiple choice format and contains questions on vocabulary, grammar and text comprehension.



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# Students of all Faculties (HaF)

Hörer aller Fakultäten

## HaF Placement Test

Information on the Placement Test HaF

[here](#)

It will take place ONLINE

Dates: 10.10.2024, 2-4 pm  
11.10.2024, 10-12 am  
14.10.2024, 12-2 pm  
16.10.2024, 8-10 am  
18.10.2024, 10-12 am

Registration via FlexNow (up to three days before the test)!

Please register latest (!) during the first week of classes for the courses you would like to take.

If you have any doubts, please contact **Catherine Irvine:**

[catherine.irvine@uni-bamberg.de](mailto:catherine.irvine@uni-bamberg.de)



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# Course advisors for the faculties GuK

<https://www.uni-bamberg.de/guk/personen-und-einrichtungen/personenuebersicht-univis/>



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# Students help students

- <https://feki.de/>
- Groups at Facebook
- Round Tables (check the homepages of the chairs)
- Specialized tutorials



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# contact:

Organisational questions:

Akademisches Auslandsamt: Julia Agrikola, Ruslana Khariv

Kapuzinerstr. 25/room 203 (K25/02.03)

Tel. 0951 863 1049

[international@uni-bamberg.de](mailto:international@uni-bamberg.de)

Course related questions:

Koordinatorin für Internationales/Departmental Coordinator

Not available until January 2025

Am Kranen 12, room 03.01

Tel.: 0951 863 1174

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