



FAQ for Newbies!

- **When do classes resume officially?**

Officially, the new term starts on October 14. Some classes may not take place during the first week; whether classes are held or not depends on the particular teacher. Pay attention to mails by teachers or announcements at the institute's blackboards!

Classes for the BA TSIT held in Mannheim start sooner!

Attending the introductory events in week 1 is not an issue, as you are excused for all classes during that time slot.

For further information on the term dates:

<https://www.uni-heidelberg.de/de/studium/termine-und-fristen/weitere-semesterzeiten>

- **How do I create my own schedule?**

You create your individual schedule in the LSF:

<https://lsf.uni-heidelberg.de/qisserver/rds?state=wtree&search=1&trex=step&root120191=107353|105625|105261&P.vx=mittel>

You may pick individual classes and add them to your schedule. You register for the class officially by clicking „Belegen“. Only those officially registered are in the class and on the teacher's list!

- **How many classes should I pick, and which in particular?**

There are no particular rules as to which class is done when. A list with all mandatory classes is part of the *Modulhandbuch* (modular guidelines). Students of the BA ÜBW usually pick about 8 to 10 classes per semester.

For further information:

<https://www.uni-heidelberg.de/fakultaeten/neuphil/iask/sued/imstudium/imstudium.html>

- **What to do if my preferred class is already full?**

Don't panic! First of all, contact the teacher of the class, appear at the first class meeting and discuss the matter with the teacher. Despite full capacities in the LSF, there may still be open slots for the particular class.

In case the class really is full, check parallel classes in different time slots, which usually have plenty of slots for you. Should you still not find a free slot in a particular class, you can still catch up by taking the class next semester.

- **How do I register for the exam?**

At the end of the semester you may register for the final exam of your class. In order to do so, choose „Prüfungsverwaltung“ and then „Prüfungsanmeldung und -abmeldung“. Pick „Punktekonto“ and the particular class you want to register for. Pay attention to the course IDs listed in the LSF, which help you navigate the lists. Only the official registration in the LSF is viable in order to register for the final exam!



- **What is the ‘final exam’ of my class?**

The type of ‘final exam’ necessary for class depends on the teacher and module it is part of. For instance, you may take several written tests, give oral presentations, write scientific essays or do a combination of these tasks. Not every class is graded with a specific grade—some are just registered as *bestanden (pass)*/ *nicht bestanden (fail)*. For further information refer to the *Modulhandbuch* and ask the teacher in charge.

- **Where can I find my final grades?**

Grades are displayed in the LSF, under the function „*Prüfungsverwaltung*“ and „*Notenspiegel*“. Teachers usually takes a couple of weeks to grade exams, so registering the final grade and putting it online may require some time.

- **Is class attendance mandatory?**

Basically, attending or not attending class is up to you. In some classes, active participation during meetings is the basic requirement to pass, while others not require any attendance at all. Again, this depends on your teacher and the particular class.

- **What level in my B and C language is required in order to study at the IÜD?**

Generally, students should start with a level of B2 in each working language. As your B language is used actively and the C language passively, your skills should be more advanced in your B language. If you lack the linguistic basics, practice or vocabulary in any of your languages (including German!), class will be hard. You do not study at the IÜD in order to learn a language! Should you lack basic skills or require more practice, extra work outside of classes is necessary.

- **What can I do to improve my linguistic skills?**

The university offers several programs for language acquisition and improvement. The ZSL (Central Language Lab) offers language courses for beginners and advanced learners; the “*Tandemprogramm*” organized by the IDF pairs up students aiming to improve their linguistic skills; the “*Sprachcafé*” organized by the Studierendenwerk gives a platform to student meetups and discussions in a multilingual environment. International students may equally participate in IÜD specific German classes hosted by ZSL to improve on their German.

For further information:

<https://www.uni-heidelberg.de/zsl/fremdsprachen/wichtig.html>

<https://www.idf.uni-heidelberg.de/institut/tandem.html>

https://www.studentenwerk.uni-heidelberg.de/de/ici_club

<https://www.uni-heidelberg.de/fakultaeten/neuphil/iask/sued/imstudium/zusatzkurse.html>



- **What are “Ergänzungsbereiche” (complimentary subjects)?**

Studies at the IÜD do not only revolve around language, translation and culture, but also around science. Every student chooses courses for their „Sachfach“: this may entail courses in sciences, medicine, technology, economics and humanities. You pick different courses based on your interests in order to achieve 12 credits, mostly introductory lectures. Depending on the faculty and subject, some courses may take place at other institutes and have different course requirements than IÜD classes.

For further information:

<https://www.uni-heidelberg.de/fakultaeten/neuphil/iask/sued/imstudium/ergaenzungsbereiche.html>

- **Is there mandatory reading for classes?**

There is no mandatory literature or reading for your studies. Should certain works be essential to a class, they will be noted in the LSF or announced by the teacher. Every student should possess several monolingual dictionaries for their working languages, which can be used during exam.

- **Which dictionaries are approved for the exams?**

Generally, most monolingual dictionaries for advanced learners are approved by the institute, whereas bilingual and online dictionaries are usually not permitted.

A detailed list of approved dictionaries:

https://www.uni-heidelberg.de/md/sued/imstudium/worterbucher_wise_2018_19.pdf

- **Where can I borrow books?**

There two main facilities for students to lend books, including dictionaries:

- 1) The library at the IÜD (specialist literature, workspaces, scanners)

For further information:

<https://www.uni-heidelberg.de/fakultaeten/neuphil/iask/sued/seminar/bibliothek.html>

- 2) The UB branch Altstadt (borrowing books, dictionaries, workspaces, book scanners, printers etc.)

For further information: <https://www.ub.uni-heidelberg.de>

The Uni ID is required in order to lend books! In addition, the libraries at the institute for English or Romance studies, and the IDF are available to all students.

- **What is the Uni-ID and what is it used for?**

The Uni ID is the personal identification of every student, used as library card, means of payment or locker key etc. You may use it as identification during exams or locker key at the gym, in order to borrow books or pay for your lunch at the cafeteria. If you lost your ID, you may contact the student administration in order to get a new one.



For further information:

<https://www.stw.uni-heidelberg.de/de/campuscard>

<https://www.uni-heidelberg.de/de/studium/studienorganisation/studierendenausweis>

- **What is the “*Regelstudienzeit*” (standard period of study)?**

Study Program	Semesters	Years
BA ÜBW	6	3
BA ÜBW+	8	4
BA TSIT	6	3
MA ÜBW	4	2
MA KD	4	2

Generally, extending your studies beyond the “*Regelstudienzeit*” is not an issue for the university. Each student may create their own schedule, take leaves of absence and manage their study time accordingly. A regular student at the IÜD participates in exchange programs and does internships abroad, so that they usually extend their study periods for one or two semesters.

- **What exchange and study abroad programs can I join?**

Studying at the IÜD, you may participate in different international programs, e.g. Erasmus (studies) and Erasmus+ (internships). Among the most popular programs is the Erasmus program for studies and internships within the EU. Participating in this program enables students to spend min. 3 and max. 12 months abroad and be subsidized by the Erasmus fund. If you would like to go abroad during the next winter term, the deadline for applications is in January for most countries.

Possible destinations:

Language	Destinations	Duration
English	Cardiff, Kent, Edinburgh, Durham, Dublin, Gent	3 - 12 months
French	Bruxelles, Mons, Liège, Grenoble, Paris, Genève	
Italian	Bologna, Macerata, Milano, Siena, Trieste	
Portuguese	Coimbra, Porto, Lisboa	
Spanish	Madrid, Salamanca, Granada, Barcelona etc.	

Additionally, you may work internships abroad, incl. a mandatory internship for the BA ÜBW. Regarding all matters involving internships and job opportunities please refer to the “*Praktikacenter*”.

For further information:

https://www.uni-heidelberg.de/fakultaeten/neuphil/iask/sued/internationales/international_studieren.html



<https://www.uni-heidelberg.de/fakultaeten/neuphil/iask/sued/imstudium/praktikacenter.html>

- **What is the “*Fachschaft*”?**

We are looking for new members!

The *Fachschaft* represents student interests, both academically and personally. We are the intersection between the students and the faculty or university, facilitating communication and problem solution. We also organize several regular or annual events, such as Pizza Parties, Christmas and Summer Parties and regular student meetings. If you take issue with a specific teacher, want to improve the learning environment or organize cool parties, we are the place to be! Right now, the *Fachschaft* is looking for new members supporting us with our social media and event management. If you feel like joining and supporting us, let us know by mail and attend our weekly meetings!

The *Fachschaft* holds weekly meetings on Wednesday at 17:30 at their office near the Cafete.

Contact : iued@stura.uni-heidelberg.de

www.facebook.com/FachschaftIUED

- **What is the “*BuTo Programm*” ?**

Who better to help new students than other, experienced students themselves? As part of the *BuTo Programm*, senior students called *Tutors* and *Buddies* coach new students with regards to university matters, personal matters etc. While tutors mainly tend to German students, buddies take of new international students, who start off new at the IÜD. This program promotes not only cultural, but also academic and personal exchange and is free for everyone. For further information:

https://www.uni-heidelberg.de/fakultaeten/neuphil/iask/sued/imstudium/buddy_programm.html

- **What is the “*Cafete*”?**

The *Cafete* is like a recreation room for IÜD students, located in the *Haus zum Riesen* on the ground floor. Here you may take a break between classes, study or meet up with fellow students. The *Cafete* is open to all students during the regular hours. Nearby you may also find a *Ruheraum*, which may be used for regular prayers etc. Many activities and events of student life, such as the regular Pizza Parties at the beginning of the semester or the annual Christmas Party, take place here as well.

- **Where can I grab some lunch or a quick coffee?**

Heidelberg university hosts more than twelve different cafeterias and cafes all over the city, which are managed by the *Studierendenwerk*. At every facility you may use your university ID as means of payment in order to receive discounts and special offers. While some cafeterias offer set menus, others host large buffets with a variety of dishes to choose from. At the cafes and cafeterias, you may meet up with friends for lunch, take a break between classes or enjoy some of the parties and events hosted by the *Studierendenwerk*.



All cafeterias and menus here:

https://www.stw.uni-heidelberg.de/de/mensen_neu

https://www.stw.uni-heidelberg.de/de/speiseplan_neu

- **What sports and athletic activities does the university offer?**

Students may participate in a variety of athletic activities, both for free and for a fee, and use the university's athletic facilities, e.g. pools and gyms. You may register for scheduled athletic activities and classes through a specific website at the beginning of the semester, while the usage of general facilities usually does not require prior registration. The university offers classes and activities ranging from martial arts or general fitness and wellbeing to team sports, dancing and aquatics.

For further information:

<https://www.hochschulsport.issw-hd.de/>



Overview of the most important contacts at the institute:

Department	Contact Person	Email
Administration	Claudia Huber, Vera Gennis	verwaltung@iued.uni-heidelberg.de
<i>Prüfungsamt</i>	Christiane Koch Petra Narrog	christiane.koch@iued.uni-heidelberg.de petra.narrog@iued.uni-heidelberg.de
IT	Michael Prien	edv@iued.uni-heidelberg.de
Specific Departments (BA + MA ÜBW)		
English	Michael Prien incl. BA TSIT	fachstudienberatung.englisch@iued.uni-heidelberg.de
French	Anna Körkel	anna.koerkel@iued.uni-heidelberg.de
Italian	Laura Gelati	laura.gelati@iued.uni-heidelberg.de
Portuguese	Filomena Mendão de Sousa Alberti	filomena.sousa@iued.uni-heidelberg.de
Russian	Nicola Fath	nicola.fath@iued.uni-heidelberg.de
Spanish	Dr. Frank Harslem, Adriana Cruz	fachstudienberatung.spanisch@iued.uni-heidelberg.de
<i>Fachstudienkoordination</i>	Bettina Fetzer	bettina.fetzer@iued.uni-heidelberg.de
<i>Praktika-Center</i>	Annika Straube	praktika.center@iued.uni-heidelberg.de
<i>Student Representation</i>	<i>Fachschaft</i>	iued@stura.uni-heidelberg.de

For any further questions just contact the Fachschaft at iued@stura.uni-heidelberg.de and join their weekly meetings!