

# CGIS: University of Tübingen in Tübingen, Germany

*Handbook Supplement*

Winter 2012

University of Michigan  
Center for Global and Intercultural Study



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Congratulations on your decision to participate in the Winter 2012 program in Horb and Tübingen, Germany. Please take this information with you when you go abroad, along with the CGIS General Handbook.

## PROGRAM OVERVIEW

The program provides the opportunity to improve the German language proficiency and enroll in classes at the University of Tübingen. The program runs from mid-January to late July and consists of two components: an eight-week intensive German language course at the Hermann Hesse Kolleg (HHK) in Horb and second-semester (Sommersemester) classes at the University of Tübingen.

## PROGRAM DATES

January 25, 2012	Arrival in Horb
January 26, 2012	Begin Language Courses at Hermann-Hesse Kolleg, Horb
Late January	Horb City Hall Registration Requires passport
Late January – Early February	HHK-guided Saturday excursions Examples: Tübingen, Konstanz, Stuttgart, Heidelberg
Late February	Visit from Tübingen assistant housing contracts, preparation for residence permit application, access to online course registration, scholarship recipient forms, forms for German health insurance
Early March	Visit to Tübingen Set up German bank account, dorm deposits & access
March 20, 2012	Last Day in Horb
March 21, 2012	Move Into Dorm Room in Tübingen
Early April	Tübingen City Hall Registration, Tübingen Matriculation, Exchange Student Orientation
April 12, 2012	Registration for Language Courses It is recommended that you arrive early to get a good spot in line, as classes tend to fill
April 16, 2012	<i>Sommersemester</i> classes begin
May 28 – June 2, 2012	University break
July 27, 2012	<i>Sommersemester</i> classes end
July 31, 2012	Housing Contracts end Be sure to schedule your check-out and make your travel arrangements accordingly: <u>you will not be able to check out of the dorm on Saturday or Sunday.</u>
Early August	Residence Permit expires

## ACADEMIC ARRANGEMENTS

As a U-M student participating in a CGIS program, you will be enrolled at U-M at the same time that you are taking classes in Horb and Tübingen. When your Winter term registration appointment opens,

register for **12 credits of the STDABRD course**; this is the only course you will be registered for during your stay in Germany and it serves as a “place holder,” maintaining your status as fully-enrolled. Please see the CGIS General Handbook for the correct section number.

Discuss with the advisor courses you plan to take and how they will count toward your concentration. (If you are planning to satisfy general LSA requirements, discuss this with a general advisor.) It is important that you have met with a U-M concentration and/or general advisor prior to departure. When you arrive in both Horb and then Tübingen, you will be placed into or need to enroll in classes there. Your final choice of classes in Tübingen should be made in consultation with Kalli Federhofer or your U-M advisor.

## PASS/FAIL

CGIS students can take courses Pass/Fail during the program. Please refer to the section on Pass/Fail in the General Handbook for details. The deadline to complete and submit the pass/fail form on the CGIS website (<http://www.lsa.umich.edu/cgis/mgap/acceptance.html> ) and e-mail it to your CGIS Advisor is within 3 weeks of the start of classes in Germany. Late forms will not be accepted.

U-M requires that all students participating on a CGIS program be enrolled for a full load of classes at their host universities. Through this program, most students will receive a total of 9 credits for the coursework done in Horb and another 9 credits for the semester in Tübingen. If you enroll in more than 18 total credits for the semester, you will be charged tuition fees when you come back to U-M.

At the end of the program, Horb and Tübingen will provide CGIS with a transcript of your work and CGIS in turn updates your U-M academic record. The actual courses, credits, and grades will be part of your U-M record, with exact course credits replacing the 12 “place-holder” credits you registered for before going abroad. **Please keep in mind that your grades will appear on your U-M transcript but will not factor into your overall GPA.**

## GRADE & CREDIT CONVERSION

During the Horb portion of the program, you will be placed into a specific German language level based on an on-site language placement exam. The levels will be given a specific name on the U-M transcripts, such as Intensive German, Intermediate Intensive German, or Advanced Intensive German. Regardless of level, you will receive 9 credits for the Horb language class, provided that you have no more than two days of unexcused absences. If you have more days, one credit will be subtracted for having missed 3-6 days without excuse, and additional credits for further absences. The grade for the class will be computed by averaging the 4 components of the class, and then converted using the following scale:

German numerical score	Decimal Score	Descriptive	UM Grades
1, 1-, 1-2, 2+	1.0-1.75	sehr gut	A
2.0	1.76-2.0	gut	A-
2-	2.01-2.25		B+
2-3, 3+	2.26-2.5		B
3.0	2.51-3.0	befriedigend	B-
3-	3.01-3.25		C+
3-4, 4+	3.26-3.75		C
4.0	3.76-4.0	ausreichend	C-
4-	4.01-4.25		D+
4-5, 5+	4.26-4.75		D
5.0	4.76-5.0	ungenugend	D-
5-, 6	5.01-6.0		E

During the semester in Tübingen, students will also earn up to 9 U-M credits. Grades will be converted using the chart above. Contact hours for the Tübingen classes will be converted using the following chart:

Tübingen Contact Hours	UM credits
2	3
3	3
4	4 regular university classes, 3 for ISP classes
5	5

## REGISTRATION FOR FALL 2012

Students in the German programs have had problems in the past because they are usually on the German equivalent of spring break during the registration process for the U-M term: make sure to register for Fall 2012 classes via Wolverine Access while you are in Germany.

## LANGUAGE PROGRAM AT THE HERMANN HESSE KOLLEG IN HORB

The Hermann Hesse Kolleg, established in 1993 and housed in a fifteenth-century building, is a private language school which enrolls students year round. Students will take a language placement exam in Horb and are placed in language courses according to their levels of proficiency. Classes meet for twenty-six hours a week over an eight-week period. Classes will be small (approximately eight to ten students per class), and designed around students' language levels and needs. Classes meet five days a week, with Saturdays available for excursions organized by the HHK.

The Horb component is intended to provide a bridge between U-M language study and direct enrollment in classes at the University of Tübingen. It is likely that the U-M contingent will be the only group of Americans at HHK during this time, with the other students coming from all over the world.

## HORB

Horb is a town of about 8,000 in the state of Baden-Württemberg, on a direct train line from Stuttgart and approximately thirty minutes by train from Tübingen. Many of its residents work for Mercedes Benz which has a plant nearby. Most students will be placed in villages that are 2-3 miles away from Horb. A public bus system is available, but the bus schedule is very limited in the evenings. A 'Nacht-Taxi' is available at night. Families provide two meals (breakfast and dinner) a day during the week and three meals a day on the weekends.

## HOUSING AND ARRIVAL IN HORB

In Horb, as a way of increasing language proficiency, students are housed with German families in and around the town. Prior to departure, your CGIS Advisor will distribute housing preference forms, on which you can indicate any special needs or concerns you may have. You will be notified of your housing placement prior to departure and we encourage you to get in contact with your host family to introduce yourself and discuss your arrival plans.

Students who arrive at the Stuttgart airport on the program arrival date (January 25) can be met at the airport by a taxi service arranged by the HHK; approximately one month before departure, CGIS will enter you in the U-M Travel Registry for your program dates and send you an e-mail prompting you to log in to the system (through Wolverine Access) and update the entry with your specific travel dates and flight information. CGIS will then use this itinerary to notify the HHK and your host family of your arrival

date – students who arrive at the Stuttgart airport on the program arrival date will be met by a taxi service and taken to your residence.

If you plan to arrive before the program arrival date, or at a different airport, you will be responsible for getting yourself to the station in Horb on the program arrival date, and you must arrange with your host family to be met at the station.

After you arrive, please request that your host family list your name on their mailbox so that you can receive mail at your new address.

### **Getting to the Hermann Hesse Kolleg**

On your arrival day, your host family will inform you what time you need to be at the HHK for the start of the language program the following day. Your host family will also show you how to get from your residence to the Horb station (*you will be responsible to pay for your own transportation to the Horb station*).

## **SOMMERSEMESTER AT THE UNIVERSITY OF TÜBINGEN**

After completion of the intensive German program at the HHK, students move to Tübingen to enroll in typically four classes at the University of Tübingen. (Rooms in the dorms in Tübingen will be available starting in March; your last evening in Horb with your host family will be March 20.)

Classes at the University of Tübingen will begin on in mid-April and run through late July. In early April, Kalli Federhofer (U-M German Department) will be advising you about course enrollments at Tübingen. This advising is mandatory and required prior to your registration at Tübingen. You should also get in touch with your concentration and LSA academic advisors should you have questions when you register for courses.

### **COURSES**

Students must take at least five courses in Tübingen: three Advanced Language Courses (DaF Deutsch als Fremdsprache) and 2 University courses, one of them in English) and two regular university courses. (Past participants highly recommend taking one university course in German, and another in English, as classes are a good place to meet local students.)

#### **Language Courses**

You will be expected to take three German language courses geared towards international students. Available options will be listed on the following website: <http://www.uni-tuebingen.de/einrichtungen/verwaltung-dezernat/iii-internationale-angelegenheiten/abteilung-3/deutsch-lernen/semesterprogramm.html>.

#### **University Courses**

Courses at Tübingen are a mix of seminars, Übungen (small classes), and Vorlesungen (lectures). Tübingen, like all German universities, offers tutorials which provide the opportunity to discuss material covered in the Vorlesungen and in which students are graded. To the extent possible, U-M students should enroll in the supplementary tutorial sections. Please check that grades are given for all lecture courses. If not, arrange with the professor at the beginning of the course to take a special exam, write a paper, or complete a similar academic assignment on which your work can be evaluated and a grade given. You are responsible for collecting and submitting your grade reports, called *Scheine*, at the end of the term to Ms. Simone Hahne (address below). With these, the Dezernat für Internationale Beziehungen

will produce and send to U-M an official transcript; CGIS in turn will post these results to your U-M academic record.

As a first step, begin thinking now about the courses in which you wish to enroll. No comprehensive course guide for courses taught at Tübingen is published on the web. A printed catalog of classes will only come out in February. Each department may put its course listings online, and you will find a portal to the academic departments here: <http://www.uni-tuebingen.de/fakultaeten.html>. In order to find the classes offered, go to <http://campus.verwaltung.uni-tuebingen.de/index.html> and from there go to 'Vorlesungsverzeichnis' (under 'Studienangebot').

## University Finals

Most German students complete their final papers during the break after the end of the semester. Copies of all term papers in Tübingen should be turned in to Simone Hahne [simone.hahne@verwaltung.uni-tuebingen.de](mailto:simone.hahne@verwaltung.uni-tuebingen.de) at the Dezernat fuer Internationale Beziehungen. Electronic copies should also be sent to your Undergraduate Concentration Advisor in German <[kallimz@umich.edu](mailto:kallimz@umich.edu)>.

Though most professors do not take attendance, class participation does have some influence on course grades, and professors may refuse to give you any *Schein* at all if your attendance has been irregular. Thus, you may have to make some adjustments in your study habits to be successful. Generally, you will need to be more self-motivated and should expect to receive less regular feedback from professors than you are accustomed to in the U.S.

## HOUSING AT THE UNIVERSITY OF TÜBINGEN

In Tübingen, you will be housed in one of the dorms managed by the Studentenwerk's Housing Office, and are likely to take your meals in one of the university cafeterias (Mensen). All recipients of the Baden-Württemberg Scholarship are required to live in the Wohnheim Prinz Karl, which is in the old part of the city. It is a 500-year-old building in which the student Alois Alzheimer lived in 1886/87. Be aware that housing contracts typically extend into August, but you can move out earlier at the end of the month with six weeks' notice. When you first arrive in Horb, check with Simone Hahne at the University of Tübingen (contact information below) to verify your housing.

## SECURITY DEPOSIT AND RENT

Rental contracts for university housing begin in March for all University of Tübingen students, including exchange students. As a result, you will be required to pay March rent even though you will not arrive in Tübingen until the third week of March.

When you move in, you will be required to pay a security deposit of €400 in cash.

## BEFORE YOU GO: TRAVEL, MONEY, AND VISAS

### TRAVEL

CGIS does not arrange travel for participating students. You are required to arrive in Horb on January 25 and stay until all exams have taken place in late July; your housing contract will end on July 31. **Please note that you cannot move out of your dorm on Saturday or Sunday, so please make travel plans accordingly.**

German professors do not always allow students to take special exams and are unlikely to agree to requests for an early exam. Allow about a week to complete your final papers. In making travel arrangements, you may wish to investigate either flying into Frankfurt and from there taking the train to

Horb, or flying into Stuttgart and traveling by train to Horb. In either case, the German train system is excellent—quick, frequent, and relatively affordable. Train schedules are available at [www.bahn.de](http://www.bahn.de). On this website, also investigate substantial reductions that holders of ‘BahnCards’ receive (BahnCard 25 gives you a 25% reduction on regular ticket fees within Germany; BahnCard 50 gives you a 50% discount. You may purchase BahnCards when you arrive in Germany.) A BahnCard 25 currently costs €57 for students and is valid for an entire year for reduced train fares in Germany. A BahnCard 50 costs €115 for students.

Approximately one month before departure, CGIS will enter you in the U-M Travel Registry for your program dates and send you an e-mail prompting you to log in to the system (through Wolverine Access) and update the entry with your specific travel dates and flight information.

## **MONEY**

Suggested arrangements for handling money while abroad vary from country to country and program to program. As exchange students, you are not required to pay tuition to the host university, but you are responsible for those costs of the program beyond what is covered by the Program Fee. Please read the materials supplied by the University of Tübingen carefully as well as the budget sheet provided by CGIS to calculate expenses and how best to handle your money. Cash machines are common in Germany and Western Europe but make sure that your card has an international pin and that you contact your bank to let them know you will be abroad. Purchase about €150 before you leave; try your ATM card as soon as possible in Germany to make sure that it works.

### **German Bank Account**

As a requirement for on-site residence permit application, students will also open a bank account in Tübingen. It is advisable to make money transfers for the dorm rent in Tübingen from the German bank account. **In order to apply for your residence permit, you will need to have at least 660 Euro in your German bank account at the time of application.**

### **Fees**

In addition to the normal U-M tuition (at the appropriate in- or out-of-state rate), students pay a Program Fee to CGIS. This fee covers the cost of the language program, housing, and other activities at the Hermann Hesse Kolleg in Horb. Please see your CGIS Budget Sheet for details.

### **Budgeting and Exchange Rates**

Most program participants report that they spent more money on food in Tübingen than they were used to spending in Ann Arbor. For these and other expenses, be mindful of exchange rates:

<http://www.xe.com/ucc/>

### **Scholarships**

The University of Tübingen will award Baden-Württemberg scholarships to ten U-M students to help defray the costs of housing and meals in Tübingen. The Baden-Württemberg scholarship will be paid in five monthly installments, beginning in March. In either case, you are responsible for the costs of housing and meals while enrolled at the University of Tübingen. Rent is to be paid in monthly installments at the beginning of each month, paid directly to the University of Tübingen (not U-M CGIS); you will also have to pay a security deposit of €400 when you move in, in cash.

## VISAS

Non U.S. Citizens, please see: [www.germany.info/relaunch/info/consular\\_services/visa/study.html](http://www.germany.info/relaunch/info/consular_services/visa/study.html) to determine if a study visa is necessary.

U.S. citizens studying in Germany do not need to obtain a special visa prior to travel to Germany. Instead, you need to register once you arrive in Horb (the HHK staff will explain this process) and then apply for a residency permit once you move to Tübingen.

While the University of Tübingen staff will assist you with your residence permit application, you are responsible for researching the application requirements: [www.germany.info/relaunch/info/consular\\_services/visa/study.html](http://www.germany.info/relaunch/info/consular_services/visa/study.html)

## German Bank Account and Minimum Funds

You will need to provide evidence that you have sufficient funds in your German bank account to support yourself while living in Germany. The minimum funds required will vary based on your rent, but on average, this amount was 660 Euro.

## Passport Photo

The dimensions of German passport photos are slightly different than those of the U.S., so you will need to have official passport photos taken in Germany, as opposed to bringing them from the U.S.

## ONCE YOU ARRIVE

### HEALTH INSURANCE

All University of Michigan students are required to be covered by HTH Worldwide health insurance while abroad and are automatically enrolled by CGIS. Please refer to the CGIS General Handbook, the CGIS website (<http://www.lsa.umich.edu/cgis/mgap/acceptance.html>), and the HTH website ([www.hthstudents.com](http://www.hthstudents.com)) for more information.

See **CONTACTS** below for the name and address of an approved HTH General Practitioner in Tuebingen.

One you are enrolled in HTH coverage, the CGIS office will contact you to pick up your insurance card; it is very important that you carry this card with you at all times while in Germany (some HTH practitioners will not accept the electronic version of the card.)

### GERMAN HEALTH INSURANCE

In addition to your HTH insurance as explained above, you will also be covered by local German insurance. HTH will provide additional benefits and coverage that will not be available through your German insurance. Therefore, you must maintain the HTH Worldwide health insurance, and you will also need to purchase additional German insurance (as required by the local universities). The cost of German health insurance will cost approximately €65 per month. The HHK will enroll students for German health insurance, and students can extend this insurance to Tübingen. Payment for your German insurance must be made upfront.

Students do have the option of waiving the German insurance during their time in Tübingen but must be enrolled in the German insurance while in Horb. Please note that if you decide to waive the German

insurance coverage in Tübingen you will not be able to get the National German health insurance if you ever decide to return to Germany.

## **ACTIVITIES AND PARTICIPATION**

Past participants highly recommend involvement in student activities such as the tandem partner and mentor programs, and even getting a part-time job can be a great way to integrate into the campus community and make local friends.

At times, you may find that some activities have been arranged for the entire group of students from U-M. In the past, students have been invited to attend a meeting with the Mayor of Tübingen shortly after their move to Tübingen in April, or have been invited to other events planned through the Ann Arbor-Tübingen Sister City program. We strongly recommend that you go to the 'deutsch-amerikanisches institut tübingen', Karlstraße 3, to learn about their activities: <http://rentanamerican.de/?lang=en> Please note that as an official representative of the University of Michigan, you are expected to fully participate in these events. Lack of participation can be quite embarrassing to those organizing the event, especially when organized on behalf of the U-M students. These opportunities will be unique and special, and will hopefully provide some other window to Tübingen life and culture that regular visitors would never experience.

## **COMPUTER ACCESS**

You will have computer access at both the Hermann Hesse Kolleg and at the University of Tübingen, although you will find that the machines are unlikely to be as fast or as numerous as you are accustomed to at U-M. The HHK is wireless though not everyone is satisfied with the accessibility. Students need to purchase a separate plug/adaptor for German electrical outlets. If you plan to take a laptop with you, please know that not all home-stay families may be hard-wired or that you can dial in to your e-mail from either place. Most likely, you will want to continue to use your umich e-mail address, which can be accessed from the web: [www.mail.umich.edu](http://www.mail.umich.edu). Be sure that you are checking your umich account or are having it forwarded to the email account you will be using abroad as important information will be sent to you while you are in Germany. You may also wish to locate a nearby cyber café to use to check your e-mail—this is often the quickest way to get online.

## **CELL PHONES**

Your American cell phone, unless it is a tri-band, will not work in Europe. If you want to use a cell phone while abroad, we recommend you purchase a "pre-paid" cellular phone and use phone charging cards to be able to make calls (including to the U.S.) when you arrive on site. This way, you will not need to sign any monthly contract.

## **A FINAL WORD**

Enjoy your time abroad. You'll find you have more independence than at Michigan, and this can enable you to pursue interests and take advantage of opportunities that might not present themselves in Ann Arbor. If there is anything our office can do to make your stay easier, please let us know.

## CONTACT INFORMATION

### HERMANN HESSE KOLLEG

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### UNIVERSITY OF TÜBINGEN

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### APPROVED HTH GENERAL PRACTITIONER

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## EMERGENCIES

Contact your local program/on-site staff immediately if you are the victim of crime or need emergency assistance. Please also contact the University of Michigan to let us know of the situation as soon as you are able. The University of Michigan Department of Public Safety has a 24 hour number which is (734) 763-1131. They will then contact the necessary on-campus offices, including CGIS, to respond to your situation. You may provide this same 24 hour number to your parents should they experience an emergency and need to get a hold of you while you are abroad and are unable to contact you directly. To contact HTH Worldwide in the event of an emergency, call 1-800-257-4823 or [globalhealth@hthworldwide.com](mailto:globalhealth@hthworldwide.com).