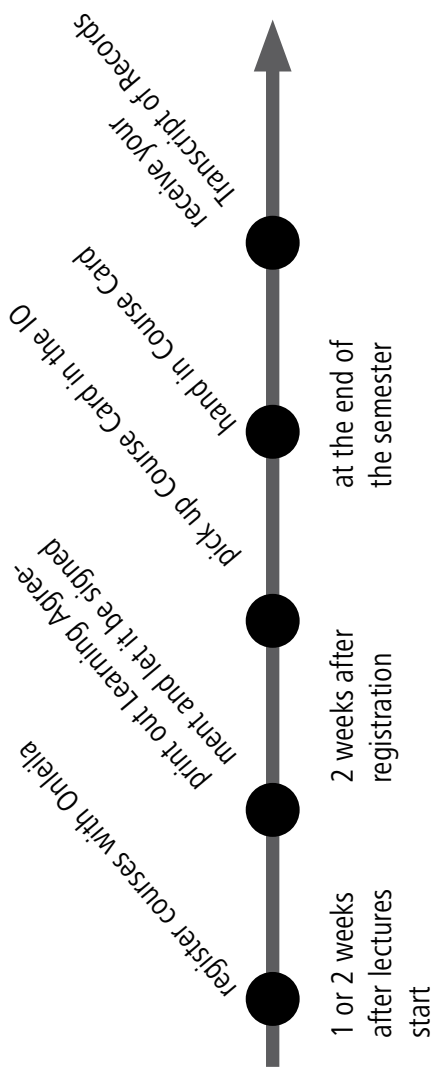


# Guest Studies at Friedrich Schiller University



What to do



## General information

### **ECTS**

is the abbreviation for the European Credit Transfer and Accumulation System. It was developed by the European Commission and is an achievement points system used throughout Europe. It is a formal instrument used in the organization, evaluation and certification of student work-load. The goal of ECTS is to create a simplified and standardized process for recognizing, transferring and accumulating student achievement points between different European universities.

### **ECTS CREDIT / CREDIT POINT / ACHIEVEMENT POINTS**

in modularized study courses, achievement points (credit points) are awarded for individual modules in accordance with the European Credit Transfer System (ECTS). They measure the amount of time that is needed for completing one unit of study and therefore provide for a better comparison of course accomplishments. One achievement point is equivalent to 25-30 working hours. In addition to achievement points, grades are also awarded for the modules in accordance with the module exams.

At many institutes, guest students can also attend individual courses within a module and therefore achieve ECTS-Credits and a grade.

### **ONLEILA**

is an online service for all international guest students, who study one or two semesters at the FSU Jena but who are not working towards a degree here. Guest students use Onleila to register their courses and create all of the important documents that they will need for their studies and for their achievements to be recognized by their home universities.

### **LEARNING AGREEMENT**

is an agreement made between home and guest universities, as well as between students. It documents the study program to be completed abroad and it ensures that all academic achievements in individual courses will be recognized by the home university.

You will receive your Learning Agreement via E-Mail after you have registered your courses with Onleila.

### **COURSE CARD (KURSKARTE)**

is a card, which is used to keep track of a student's course accomplishments in individual courses and modules. The Course Card is the prerequisite for the Transcript of Records. You receive the Course Card in the International Office after you have registered your courses with Onleila.

## **TRANSCRIPT OF RECORDS**

is the data transcript of your successfully completed courses and modules, listing grades in accordance with the local evaluation system, ECTS credits received and ECTS grades.

## **(ERASMUS) COORDINATOR / DEPARTMENTAL COORDINATOR**

is the contact person of an institute for all international guest students. The coordinator can advise you about all content-related aspects of your course of studies (e.g. course selection, tests). He or she will also sign your Learning Agreement.

## **INSTITUTIONAL COORDINATOR**

is your contact person in the International Office. She can advise you about the recognition of your achievements in Jena and can guide you through the process of academic and exam administration (Onleila, Learning Agreement, Course Card, Transcript of Records).

## **Time**

## **SEMESTER**

(lat. 6 month period of time) is the term for half of an academic year. In Germany, the academic year is divided into two semesters, the summer semester and the winter semester. The semester length is not the same thing as the lecture period.

## **WINTER SEMESTER**

typically begins at the FSU Jena on October 1<sup>st</sup> and ends on March 31<sup>st</sup>. It is divided into the lecture period and the free period.

## **SUMMER SEMESTER**

typically begins at the FSU Jena on April 1<sup>st</sup> and ends on September 30<sup>th</sup>. It is divided into the lecture period and the free period.

## **LECTURE PERIOD**

denotes the period of time during the semester, in which courses take place (generally about 14 or 15 weeks). It is sometimes also known as the course time period.

## **FREE PERIOD**

directly follows the lecture period and is also sometimes known as semester break. It lasts about 8 to 12 weeks. No courses take place during this time. Instead, the time is used for completing tests, internships, writing term papers and relaxing.

## Types of courses

### **COURSE (LEHRVERANSTALTUNG)**

is an educational activity used for academically portraying and dealing with a specific topic within a department. There are different types of courses, e.g. lecture, recitation, block seminar, seminar, colloquium. Courses are mainly held within the lecture period. In most courses, ECTS credits can be obtained if an examination is passed.

### **MODULE**

consists of multiple courses (e.g. lecture and seminar), which must be attended regularly in order to be admitted to the exam. The exam content covers all courses belonging to the module and the grade corresponds to the entire module. As a guest student, you can participate in select courses / module components in many institutes. Be sure to speak with your instructor beforehand.

### **LECTURE (GERMAN: VORLESUNG, V)**

is a type of course in which the instructor presents the material in the form of a speech. This means that students are usually expected to listen, think about the material and take notes during the lecture. Therefore, intensive preparation and follow-up are necessary. The lecture can be combined with a discussion; however this is usually not the case. Asking questions is possible, but it is usually not customary.

### **LECTURE SERIES**

mostly team-taught series of interdisciplinary lectures about a specific topic with several different speakers.

### **SEMINAR (S)**

(lat.) is a type of course, which is characterized by academic discussions and in which students learn about or broaden their knowledge of academic work and research methods. Due to this, the class size is usually limited in seminars. A seminar is led by a member of the academic faculty, instructor, etc. Students are expected to contribute to and participate in a seminar (e.g. by giving oral presentations). A seminar can be designated – depending on the level – as a basic, intermediate, advanced, special, or even project-oriented seminar.

### **BASIC SEMINAR**

#### **(GERMAN: PROSEMINAR, PS)**

is the term for a seminar designed for beginning students in a department. It introduces students to the subject's basic research problems. Fundamental approaches and research perspectives are described and discussed. Additionally, students are made aware of the important general methods for academic work when dealing with theoretical problems within the subject.

**ADVANCED SEMINAR (GERMAN: HAUPTSEMINAR, HPS / OBER-SEMINAR, OS)**

is the term for a continuative seminar. A good understanding of the topic is required for participation.

**BLOCK SEMINAR / COMPACT SEMINAR/BLOCK COURSE**

the entire seminar, usually spread out over the course of the lecture period, is offered in one block (e.g. over one or more weekends). It is more intensive and makes use of other learning methods.

**PROJECT SEMINAR**

is the term for a continuative seminar, which is highly hands-on. The course's foundation is made up of complex tasks. These are independent topics or segments of research projects, which are to be dealt with for users (clients). Through the use of project seminars, competencies in goal-oriented teamwork should be promoted above all.

**RECITATION (GERMAN: ÜBUNG, Ü)**

is a type of course, in which theoretical knowledge is applied to practical examples and problems. Recitation courses can also serve the instruction of foreign languages.

**TUTORIAL**

(accompanying) recitation / course at a college or university.

**REVISION COURSE**

is the term for a type of course, which serves to review and supplement subject material, which was elsewhere acquired (e.g. in a lecture). Revision courses are mostly held in the School of Law, for example as examination preparation.

**PRACTICAL (P)**

is the term for a type of course, in which the (limited number of) participants plan, conduct and evaluate experiments. They acquire competencies and learn about methods, which gives them the skills they need for conducting independent, experimental work.

**COLLOQUIUM**

is the term for a type of course, in which discussions take place about a specific topic, with the goal of exchanging academic experiences and results. Often, representatives from other institutes will be invited to lead a colloquium as it relates to specific research questions.

## Types of examinations

### **TERM PAPER**

is the name for an academic paper, which is written at the end of a course. The student must write the paper independently and usually has several weeks time for the writing process. The paper must be turned in to the instructor in written form by the agreed upon due date.

### **WRITTEN EXAM**

a written examination, which is to be completed under supervision and within a set period of time. A written exam can be completed during or at the end of the semester.

### **ORAL PRESENTATION**

the elaboration and development of an academic topic, which must be orally presented within the framework of a seminar.

Talk to your instructor about the examination in your course.

## Course listings

### **FRIEDOLIN**

is the FSU Jena's Online-Portal and Campus Management System. It can be found under <http://lsf.uni-jena.de>. At the Friedolin website, you can find the schedule of classes, module catalogs and in-

formation about university structure. It is not possible for you to use Friedolin to register for courses and tests. Please speak personally with your instructors for this.

### **COURSE LISTINGS**

is the schedule of all university courses. It can be found under <http://lsf.uni-jena.de>.

### **CLASS SCHEDULE**

is the plan for organizing the course of studies within a specific semester. At the FSU Jena, students must create their class schedules independently by selecting courses from the course listings. After you have chosen which courses you would like to take, speak personally with your instructors about participating. Then register your courses with Onleila in order to create all of the important documents that you will need for your time as a guest student.

### **MODULE CATALOGUE**

replaces the academic regulations in modularized degree programs. It presents general information about the subject, structure and progression of the course of studies as well as information about the systems for grading, achievement and examinations.

**N.N.**

is the abbreviation for lat. "nomen nominandum". It indicates that the name of the instructor has not yet been announced. This abbreviation is mainly found in the course listings, when it has not yet been determined who will conduct a course.

**SWS**

is the abbreviation for weekly semester hours (German: Semesterwochenstunde). It indicates the number of hours that a course comprises per week (generally: 1 SWS = 45 minutes) throughout the semester's lecture period (approx. 14-15 weeks).

**S.T.**

is the abbreviation for lat. "sine tempore" (without time). It means that the course begins at the time that is specified. For example, 9:00 s.t. means that the course begins exactly at 9:00 sharp.

**C.T.**

is the abbreviation for lat. "cum tempore" (with time). It means that the course begins 15 minutes later than is specified. For example, 9:00 c.t. means that the course begins at 9:15.

**further information****INTERNATIONAL OFFICE**

[www.uni-jena.de/international.html](http://www.uni-jena.de/international.html)

Office hours:

Mo, We, Fr: 10:00 – 12:30

Tu, Th: 13:30 – 16:00

**INTERCAMPUS**

[www.distributed-campus.org/intercampus](http://www.distributed-campus.org/intercampus)