



**Ludwigsburg
University of
Education**

**Academic Year
2009/2010**



Education and Culture DG

Lifelong Learning Programme

**STUDYING WITHIN THE SCOPE OF THE LIFELONG LEARNING-PROGRAMME OF THE EU
at Ludwigsburg University of Education**

*ECTS Informationpack
Information for international students*

ECTS

European Credit Transfer System

© 2009

Akademisches Auslandsamt, PHL
Redaktion: Dr. Peter Dines, Kerstin Bischoff

Gestaltung: Etzemüller & Combre de Sena, Stuttgart

Contents

Addresses and opening times	4
Introduction	7
ECTS	7
Participating institutions	9
Ludwigsburg and its region	10
The University of Education	11
Study opportunities	12
Registration, Timetable, Accommodation, Health insurance	13
Things to be done before departing for Ludwigsburg	14
Things to be done on arrival in Ludwigsburg	15
Things to be done before leaving Ludwigsburg	16
Special information for students from non-EU countries for students participating in teaching practice for students staying longer than one semester	16
Important terms and expressions used	17
Check list	18
Attachment:	
Plan of the Pedagogical University	19

Important dates 2009/2010

Winter semester 2009-2010

Lectures:	12 th October 2009 – 6 th February 2010
Period of additional lectures:	8 th February 2010 – 27 th February 2010
Christmas holiday:	21 st December 2009 – 9 th January 2010

Public holidays in Baden-Württemberg:

German National Day	3 rd October 2009
All Saints' Day	1 st November 2009
Epiphany	6 th January 2010

Rooms in our halls of residence are
rented from 1st October till 31st
March

Summer semester 2010

Lectures:	19 th April – 23 rd July 2010
Whitsun Holiday	24 th May – 28 th May 2010

Public holidays in Baden-Württemberg:

Easter	April 2 nd , 4 th , 5 th 2010
May Day	1 st May 2010
Ascension Day	13 th May 2010
Whitsun	23 rd May and 24 th May 2010
Corpus Christi	3 rd June 2010

Rooms in our halls of residence
are rented from 1st April till 30
September.

Addresses and opening times

Pädagogische Hochschule Ludwigsburg (Ludwigsburg Pedagogical University)

Address:
Reuteallee 46
D-71 634 Ludwigsburg
<http://www.ph-ludwigsburg.de>

Rector
Prof. Dr. Martin Fix

International Office

Ludwigsburg University of Education
Reuteallee 46
D-71 634 Ludwigsburg

→ you will find us in the main building no 1, first floor, next to the big staircase

International Office e-mail: international@ph-ludwigsburg.de

General opening times: Mon to Thu 10.30 – 13.00 h

Director and LLP Coordinator

Dr. Peter Dines

Office: 1.213
Tel. ++49 (0)7141-140 432
Fax ++49 (0)7141-140 445
Office hrs: Tues 14.00 - 15.00 h
Thurs 13.00 - 14.00 h

Assistant Director and responsible for Incomings:

Ms. Kerstin Bischoff

Office: 1.212
Tel. ++49 (0)7141-140 697
Fax ++49 (0)7141-140 445
Office hrs: Mon 10.30 – 1 p.m.
Wed 10.30 – 1 p.m.
Thur 10.30 – 1 p.m. h and 14.30 – 16.30 h

Admin. Assist. responsible for Outgoings:

Ms. Martina Wippermann

Office: 1.212
Tel. ++49 (0)7141-140 880
Office hrs: Mon 15.30 – 16.30 h
Tues 12.00 – 13.00 h
Thur 12.30 – 13.30 h

Secretary

Ms. Fabienne Deniaud-Bartke

Office: 1.212
Tel. ++49 (0)7141-140 421
opening hours: Mon – Thur 10.30 – 1 p.m.

Central Registration Office/Academic Affairs and Student office

Opening times: Mon, Wed 09.30 - 12.00 h and 13.30 – 14.30 h
Thurs 09.30 - 12.00 h
Closed on Fridays!

responsible for exchange students: Ms Anneliese Alberts Room 1.376
Please ask for **Ms. Anneliese Alberts**, responsible for exchange students!
Tel. ++49 (0)7141-140 264

Student Services Stuttgart
(Studentenwerk Stuttgart)

Ms. Menges

responsible for building
Tel. ++49 (0)7111-9574 473
Fax ++49 (0)7111-9574 450
e-mail: c.menges@sws-internet.de

Students' Village
(Studentendorf)

Caretakers' office and office hours:
Montessoriweg 24
71 634 Ludwigsburg
Tel. ++49 (0)7141-363 64

Mon - Thu 13.30 - 14.30 h
Fr 8.30 - 9.30 h

Mr. Dandin
responsible for
Montessoriweg
1,3,5,6,7,8,9,14
Pestalozziweg 4,6

Mr. Hartmann
responsible for
Montessoriweg
11,16,18,20,24

State Health Insurance
(Allgemeine OrtsKrankenkasse)

AOK Ludwigsburg
Hauptverwaltung (Regional Main Office):
Gottlob Molt-Str. 1

D-71 636 Ludwigsburg
Tel. ++49 (0)7141-136 0

Ludwigsburg Aliens' Office
(Ausländeramt der Stadt Ludwigsburg)

Wilhelmstr. 9
D-71 68 Ludwigsburg
Tel. ++49 (0)7141-910 0 (Switchboard)

Opening hours:
mon and thur 8 am to 6 pm
tues and wedn 8 am to 1 pm
fri 8 am to 12 am

Libraries

Ludwigsburg Pedagogical University

Opening times:	Semester period	Vacation period
Reading zone	Mon-Fri 09.00 - 17.00 h	Mon-Fri 09.00 - 16.00 h
Borrowers' desk	Mon-Thurs 09.45 - 16.15 h	Mon- Fri 10.00 - 12.30 h
	Fri 09.45 - 15.30 h	Fri 13.30 - 15.00 h

other important libraries:

o **Württembergische Landesbibliothek Stuttgart**
(Württemberg State Library)
Konrad-Adenauer-Str. 8, D-70 173 Stuttgart

o **Universitätsbibliothek Stuttgart**
(Stuttgart University Library)
Holzgartenstr. 16, D-70 174 Stuttgart



Ludwigsburg Palace

Welcome to Ludwigsburg

First of all, thank you for your interest in studying at our Pedagogical University. We would be very happy to welcome you in Ludwigsburg, should you decide to follow a foreign students' course here. This university actively supports the goals of European integration in the education sector and wishes to strengthen and if possible extend its ties with both European and non-European institutions of higher education. For this reason, it is very important to us that our international students enjoy their stay in Ludwigsburg and complete their courses here successfully. An important pre-condition for this is a well-planned and efficient information policy. This information package has been designed to provide our international students with optimum information on their stay here, and is available to interested students and their home universities free of charge. A brochure like this will not be able to answer all your questions, of course, and if you have further queries you should not hesitate to contact the International Office at our University. Any suggestions on your part for improving communication would be most welcome.

Prof. Dr. Martin Fix
Rector

Dr. P. Dines
Director of the International Office

Kerstin Bischoff
Assistant Director



Market Square, Ludwigsburg

Introduction

This information package describes Ludwigsburg University of Education (Pädagogische Hochschule Ludwigsburg) and the study opportunities it provides for international students participating in ECTS. The package also contains several other important items of information which you will need if you would like to study in Ludwigsburg. Even if your home university is not yet officially participating in ECTS, you can still use the procedure, provided that your home university has no objections. Much of the information contained here will in fact be of relevance for international students NOT participating in ECTS. Please read this information carefully.

ECTS – the European Credit Transfer System

What is ECTS?

ECTS – the European Credit Transfer System – was developed by the European Commission in order to provide generally valid and accepted procedures for the recognition of study qualifications gained by students on courses outside their home country. It is also intended to provide more binding conditions, more flexibility and a greater degree of clarity in the organizing and running of courses for foreign students. ECTS gives students the opportunity to clarify definitively with their home university how many courses or classes they should attend while they are abroad and under what conditions the qualifications they obtain will be recognized by the home university on their return.

How does ECTS operate?

Ludwigsburg University of Education has undertaken to participate in ECTS within the framework of the LLP- (Erasmus)- Programme. This means that both students from universities outside Germany and students of Ludwigsburg University of Education have the opportunity to receive from their home institutions official and binding recognition of study qualifications obtained abroad. For this to be done, a Learning Agreement must be concluded between the student and the home university before he or she starts to study abroad. The Learning Agreement is drawn up by the home university. You will find an example of a Learning Agreement in the appendix to this information package. The table below shows how many ECTS points in which types of class can be obtained at Ludwigsburg Pedagogical University. Classes are listed in the main section of the University prospectus and categorized according to type: lectures (Vorlesungen), seminars (Seminare), main seminars (Hauptseminare), etc. Category abbreviations used in the prospectus are given in the table.

You should note that for recognition as a ERASMUS student a **minimum of 30 ECTS points per semester** and a minimum of 60 ECTS points per study year must be obtained.

Type of class or practical prospectus	ECTS points*	Abbreviation used in University
Lecture** (Vorlesung), normally without credit	2	V
Practical class** (Übung), Tutorial <u>with</u> credit	3	Ü
Practical class** (Übung), Tutorial <u>without</u> credit	1-2	Ü
Seminar**, Introduction, Lecture** <u>with</u> credit	4	PS, S, V
Seminar**, Introduction without credit	2	PS, S
Main seminar** (Hauptseminar) <u>with</u> credit	6	HS
Main seminar** (Hauptseminar) without credit	3	HS
Introductory practical (Einführungspraktikum) and day practical (Tagespraktikum) at school	6	EP, TP
science practical (naturwissenschaftl. Praktikum)	3	NP
field trip (Exkursion)	3 (or more according to duration)	EX
Tutorial (undergraduate)	3	
Tutorial (postgraduate)	6	
Block practice (Blockpraktikum), industry practical (Betriebspraktikum)	6	BP

Independent academic assignments and projects are given ECTS points according to work involved.
The weighting in individual cases is arranged by agreement between Ludwigsburg and the home university.

In addition to the Learning Agreement, a further important document is the ERASMUS certificate. When you have completed your courses in Ludwigsburg, your results are entered on a Transcript of Records and sent to your home university. The transcript shows the names of the classes you have attended, the number of ECTS points acquired, the German marks and grades given to you by the lecturers, and the ECTS marks, which allow your home university to convert your results into the form normally used in your home country. In addition to that, you will receive a ERASMUS certificate that confirms which classes you have successfully attended and your results. It may be used, for example, as confirmation for a future employer that you have successfully completed a course of study abroad.

The ECTS grade system

Below is an explanation of the ECTS grade system with a conversion table for the German grade system.

ECTS grade	% Percentage of successful students obtaining this grade	Description	
A few	10	EXCELLENT	– outstanding performance and only a minor errors
B some	25	VERY GOOD	– above the average standard, but with errors
C with	30	GOOD	– good, solid overall performance, but some noticeable errors
D quite	25	SATISFACTORY	– an acceptable performance, but with obvious shortcomings
E	10	SUFFICIENT	– the performance satisfies minimum requirements
FX	-	FAILED	– improvements are required before the credit can be awarded
F	-	FAILED	– considerable further work is required

ECTS grade scale

At the start of the semester you should always ask your German lecturers what you must do to obtain a grade for the particular classes you wish to attend. Requirements for individual classes are not regulated in a general or overall way by the University, but are decided on by the particular lecturer concerned.

If you have any questions on these points, please contact Ms. Kerstin Bischoff in the International Office.

Grade	Description	Respective ECTS grade
1	SEHR GUT (VERY GOOD)	A
2	GUT (GOOD)	B
3	BEFRIEDIGEND (SATISFACTORY)	C
3,5	BEFRIEDIGEND-AUSREICHEND (SATISFACTORY-SUFFICIENT)	D
4	AUSREICHEND (SUFFICIENT)	E
5	MANGELHAFT (DEFICIENT)	FX
6	UNGENÜGEND (INSUFFICIENT)	F

The German grade scale converted to ECTS grades

A	Päd. Akademie Krems Akademienverbund – Päd. Hochschulen der Diözese St. Pölten, Päd. Akad. Kirchliche Pädagogische Hochschule Wien Universität Klagenfurt
BG	Sofia University (Bulgaria)
CH	Pädag. Hochschule Zürich Haute Ecole Pédagogique Vaud, Lausanne
CY	University of Nicosia, Cyprus
CZ	Masaryk University in Brno (Tschechien)
DK	University College UCC, Kopenhagen
E	Universitat de Barcelona Universidad de Granada
EE	University of Tartu (Tartu Ülikool), Estland
F	Université Jean Monnet, St. Etienne Université Stendhal Grenoble III Université de Franche-Comté (Besançon/Montbéliard) Université de Paris Dauphiné (Kulturmanagement)
FIN	University of Joensuu - Joensuu Yliopisto Korpilahhti College Helsinki University Academy University of Vasa Åbo Akademi University Humak University of Applied Sciences
H	Eötvös József Főiskola, Baja Janus Pannonius Universität Pécs Kőrösi Csoma Sándor Főiskola Békéscsaba Nyiregyháza Főiskola Pädagogische Hochschule Kecskemet Magyar Táncművészeti Főiskola/Hungarian Dance Academy Szent István Egyetem/Szent István University
HR	University of Osijek (Kroatien)
I	Università Cattolica del Sacro Cuore di Milano (Brescia/Milano) Università degli Studi di Parma Università degli Studi di Verona
L	Université du Luxembourg
LIT	Siauliai University Lithuania
N	Høgskolen i Agder – Agder College (Kristiansand) Høgskolen i Oslo – Oslo College Høgskolen i Finnmark Universitet Norges Teinisk-Naturvitenskapelige Trondheim
NL	Marnix Academie, Utrecht
P	Instituto Politécnico de Bragança
PL	Cracow Pedagogical University Poznan College of Foreign Languages Universität Warschau University of Zielona Góra Witelon University of Applied Sciences in Legnica
RU	Babes-Bolyai University Cluj-Napoca, Rumänien
SE	University of Gävle, Schweden Linköping University
SRB	Kragujevac University (Serbien) University of Novi Sad
TR	Canakkale Onsekiz mart Üniversitesi
UK	University College of York St. John Institute of Education, University of London

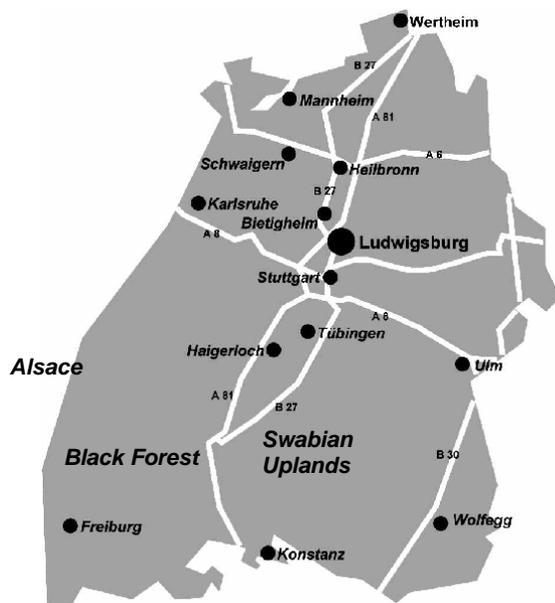
Weitere Partneruniversitäten der PH Ludwigsburg:

AUS	Victoria University Melbourne
C	Tianjin Normal University
ISR	Israeli State College at Beit Berl
J	Yamanashi University
RA	Instituto Superior „San Miguel“, Cordoba (Argentinien)
RUS	Pädagogische Universität Samara
T	Bangkok University (Kultur- und Medienbildung)
USA	California Polytechnic State University California University System Carnegie Mellon University Pittsburgh (Kulturmanagement) Greensboro College at Greensboro Montana State University Billings Oregon University System University of North Carolina at Charlotte University of North Carolina at Pembroke University of Kentucky (Lexington) University of Tennessee at Chattanooga Hollins University, Virginia Shawnee State University, Ohio Western Carolina University at Cullowee Willamette University



Palace Favorite, Ludwigsburg

Ludwigsburg and its region



Situated approximately 20 km north of Stuttgart, the capital of Baden-Württemberg, Ludwigsburg with its 85,000 inhabitants is the center of a greater urban district and belongs to the Central Neckar Region. It has both a thriving local industry and important cultural attractions, at a glance at some of its institutions reveals: on the one hand, about 50 industrial plants, and 1200 smaller firms specializing in trades and services; on the other hand, Germany's largest and best-preserved Baroque palace, a well-known international festival of classical and modern music held annually, its Pedagogical University, three further professional training institutions, and a film academy.

In Marbach, 2 stops away from Ludwigsburg on the suburban train system, is the German Literary Archive, housing important original manuscripts of major German writers and a large research library.

Thanks to its convenient central position in south-west Germany, Ludwigsburg is within relatively easy reach of many interesting places and regions. It is about 2 hours to France (Strasbourg and Alsace) and 4 to Austria and Switzerland. On the doorstep are the Swabian Uplands (the "Alb") and the Black Forest, both of which offer opportunities for hiking in the summer and ski-ing in the winter. Lake Constance is also not far away. Munich, Frankfurt, and other large cities in central and southern Germany are easily accessible by comfortable Intercity rail-link.



State Art-Gallery, Stuttgart

Ludwigsburg University of Education



Ludwigsburg University of Education is located on the northern outskirts of the town and shares a campus with two colleges. The campus can be easily reached from Stuttgart by the suburban train system (S-Bahn), **line S 4 in the direction of Marbach**. There is a station directly on the campus (**„Favoritepark“**). Also on campus are the student dormitories (run by the Stuttgart Student Services), where most of the international students are housed together with many of their German fellow students.



Opportunities for study

The Pedagogical University offers a range of subjects for study, all of which can be studied on their own or combined with educational studies or classes on teaching methodology. The following subjects can be taken:

Faculties	Subjects	Faculties	Subjects
I Education and Social Sciences	Educational Science Early Learning General Studies Psychology of Education Sociology Geography History Politics Protestant Theology Catholic Theology Philosophy	III Special Education	Education for Special Needs: Mental Disabilities Education for Special Needs: Physical Disabilities Education for Special Needs: Speech Disorders Education for Special Needs: Learning Disorders Education for Special Needs: Behavioural Disorders
II Arts, Sciences and Physical Education	German * English French Culture Management Elocution and Speech Training Art Music Physical Education Mathematics Computer Science Biology Chemistry Physics Technical Studies	Language Courses	Italian Russian Spanish Turkish
		Areas of Further Study	Work and Occupation Intercultural Education Counselling Ethics Computer Science Media Education Drama Education Ecological Education
			* incl. German as a second language

In addition, opportunities are provided for participation in teaching practice at the following school types: primary-level elementary school (Grundschule), secondary-level elementary school (Hauptschule), secondary modern school (Realschule), school for special needs (Sonderschule). Placements are either “day practicals”, i.e. one morning at school per week for a whole semester, or “block practicals”, i.e. one block period of 3-4 weeks’ daily teaching at a school during the semester vacation.

There are approximately 5000 students at Ludwigsburg Pedagogical University; most of them are training to become teachers. As a rule they study four subjects: Education, plus one major subject and two minor subjects.

The University has an intake of approximately 50-60 international students per semester, who come from among the many partner-universities worldwide with which Ludwigsburg maintains international and exchange relations. International students in Ludwigsburg have a free choice of subjects; i.e. by arrangement with their home university and the ECTS Co-ordinator in Ludwigsburg. They may combine whatever subjects they wish, as long as they are not following a set-course programme (such as Langues Etrangères Appliquées - LEA).

The Study Year in Ludwigsburg is divided into two halves: a winter semester and a summer semester. Their official durations are 1st October - 31st March and 1st April - 30th September respectively. The periods during which actual teaching takes place are a little shorter, i.e. approx. 15th October – beginning of February (Winter Semester) and approx. 15th April - 21st July (Summer Semester).

It is **not** possible to provide a complete list of available courses in this information package. To give an idea of the range of classes on offer, however, we have included some extra copies with a **choice** of courses which we think may be of particular

Registration

Because of administrative regulations, we may accept from now on only those students as international guest students who have handed in their complete registration forms with all signatures and stamps in time, which means till the **15th January** for the summer semester and till the **15th June** for the winter semester.

Timetable

Contrary to the practice in many other countries, students at German universities must construct their own timetable. This applies to international students as well, who have to take into account the "Learning Agreement" that they have decided on with their home university. In addition they have the guarantee of being able to select courses themselves in accordance with their own interests. Help in the choice of these courses is given by the Ludwigsburg International Office.

Note: As a rule, classes meet once a week for one two-hour session. In the official terminology of the University one such two-hour session is called "2 semester-week hours" (2 "Semesterwochenstunden", SWS).

Accommodation

Rooms are available for international students in the students' village, adjacent to the University. Rent charges are about **1.360 Euros per semester for a single room including internet**. The rent period is **at least 6 months**. Rent contracts run from October 1st to March 31st (winter semester) and from April 1st to September 30th (summer semester). **Rent contracts for shorter periods are unfortunately not possible**. The rent contract can only be terminated in very exceptional circumstances (serious illness, accident etc.). You should take this into consideration when you are deciding whether to rent a room from Student Services or to look for one on the open market. The University itself is unfortunately not able to assist in the search for accommodation outside the students' village.

You may pay the 1.360 Euros for your room either within the first six weeks after your arrival or make a transfer via bank before coming to Ludwigsburg. You will get more details about that in our information letter.

If you don't want to bring your own bed linen, it can also be bought (including duvet and pillow) for about 35 Euros from the caretaker. And also other things like cooking utensils are relatively cheap in Germany: we recommend buying them here rather than transporting them across half of Europe!

The International Office assumes automatically that students who are registered here by their home universities will require a room in the students' village. However, if you prefer to look for private accommodation you should inform the International Office of this by 15th June (for the winter semester) or 15th January (for the summer semester).

The rooms in the students' village contain the following:

Desk, chair, wardrobe
Bed with mattress

Also:
Communal kitchen (with refrigerator and cooker)
Communal dining table and living-room
Communal bathroom and toilet

Health Insurance

In order to study at the University you must have health insurance. European citizens can take this out in their home country (**blue European Insurance Card** called **EHIC**), or you may take out student's health insurance in Germany (normally with the State Insurance Scheme "Allgemeine Ortskrankenkasse", AOK, for a special students' premium of approx. 65 Euros per month). In this latter case you should nevertheless take out travel insurance in your home country, so that you are insured for medical treatment on the journey and during your first few days here. If you bring a foreign certificate of insurance with you, this must be approved by the AOK. But please make sure that this certificate will cover **all** the costs of medical treatment! **If that's not the case, it's better to get a German insurance after your arrival.**

Things to do before you leave home

I Students' village

If you are taking accommodation in the students' village, you will receive a letter from the International Office telling you what your address there is and which caretaker is responsible for you. **Before you leave home you should inform the International Office and the caretaker when you are likely to be arriving at the students' village**, so that you can pick up your key. You should certainly try to arrive during the caretaker's office hours. **We regret that arrivals at weekends (Saturdays, Sundays) and on holidays or after 4 p.m. are generally not possible.** In Germany, there is no personnel on campus round the clock! Students live there on their own like in private flats!

In case of problems with your date of arrival, please send immediately an email to the International Office: **international@ph-ludwigsburg.de**
You may also contact Ms. Menges of Student Services, **e-mail: c.menges@sws-internet.de**.

Another important point: when planning your departure, please bear in mind that your rooms will be checked by the caretaker just before you leave. **This means that departures are not possible at weekends (Saturdays, Sundays). Please think of this when booking a flight back home!**

II Learning Agreements

You should have consulted your studies tutor at your home university and should be in possession of a Learning Agreement issued to you by your home university. Remember: it is your right to have the courses you have attended in Ludwigsburg recognised by your home university, provided those courses were entered in your Learning Agreement.

If difficulties arise with your Learning Agreement (e.g. courses stated in it produce timetable clashes), this is no cause for anxiety. The Learning Agreement can be altered subsequently with the permission of your home university and the university here.

III Registration

In order to be able to study in Ludwigsburg, you must register at the University as a student. This is done shortly after your arrival in Ludwigsburg. To be able to register here, you need to bring one or two things with you from home:

- 4 passport photos (in colour, only the face, good standard quality)
- 3 copies of **every** printed or written page of your passport
- Proof that you have health insurance (for EU-students EHIC-card)



Things to do on your arrival in Ludwigsburg

Registration

After you have moved into your room, the next important step is university registration/enrolment. In order to be registered you need:

1

Confirmation that you are registered at your home university. This confirmation is issued by the International Office here. You will get this paper at the information meeting.

2

A bank account, which you should open for example with the Kreissparkasse Ludwigsburg-Eglosheim. **Please don't open an account on your own**, you will be helped and informed about what to do by the tutors after your arrival.

3

A receipt from the bank that you have already paid the **98 Euros** contribution (73 + 25 Euros). Note that this **social contribution** is not a tuition fee but helps to subsidise such student services as meals in the students' refectory and rooms in the Students' Village. Unlike the German students, you have to pay **neither** the tuition fees (about 500 Euros per semester) **nor** the administration fees (about 100 Euros). You only have to pay the 98 Euros social contribution!

The International Office will tell you exactly how to proceed to get this receipt and how to get registered. Please bear in mind that you must register in person and must have all relevant documents with you.

4

Confirmation from the AOK that your home country's insurance is accepted here in Germany or that you have German student **health insurance**. If you bring your own foreign health insurance with you, this must be completely approved by the AOK. Alternatively you may take out student health insurance with the AOK. You will get more information and help during the Welcome Program.

5

A residence permit / visa issued by the Aliens' Office in Ludwigsburg. More details concerning this residence permit will be given to you after your arrival in Ludwigsburg

Please remember:

Taking part in the Information Meeting (usually in the week before the semester starts) is mandatory! Time and place will be announced to you in a letter.

You are also invited to join the free Welcome Programme (Orientation-Weeks with courses in German language at different levels).

Health Insurance:

AOK Ludwigsburg-Bietigheim
Gottlob-Molt-Str.1
D-71 636 Ludwigsburg
Tel. ++49 (0)7141-136 0

Aliens' Office in Ludwigsburg:

Ausländeramt der Stadt
Ludwigsburg
Wilhelmstr. 9
D-71 638 Ludwigsburg
Tel. ++49 (0)7141-910 0

And in addition:

Ms. Bischoff or a tutor will show you how to use the **computer** net place here at the University .so that you can immediately start working on the Internet. **There is also the possibility to get connected to the Internet in your own room at the residence! The fee is included in your rent. So don't hesitate to bring your laptop with you!**



Palace Ludwigsburg

Things to do before you leave Ludwigsburg

After you have studied in Ludwigsburg there are several things to do before you leave for home

Please check / do before leaving Ludwigsburg:

1

Give notice of departure to the Citizens' Registration Office in Ludwigsburg. This is important, because otherwise you could have problems if you wish to come back to Germany for a longer period.

2

Arrange a date with the Student Services for moving out of your room. This can be done via the caretaker or Frau Menges (Studentenwerk Stuttgart).

3

Get confirmation (signature!) from the caretaker that you have returned your room key. There is a form to complete on your "Sammelschein" that you must then hand in to the International Office.

4

Give the International Office the list of courses you have attended, together with grades and signatures of the relevant lecturers (= Sammelschein). This is necessary for the issue of a ERASMUS certificate for your courses and results.

5

Go to the Students' Office to exmatriculate in person.

6

Close your bank account some days before departure

Special information

◆ For students/citizens from non-EU countries

If you have been given a study place at Ludwigsburg University of Education, you will need a visa to enter Germany. The visa must be applied for at a German Consulate or the Germany Embassy in your home country. For this you need confirmation of acceptance in Ludwigsburg by the International office. Please apply for your visa early enough. **And remember: a visa will only be issued to you outside Germany, in your home country!**

This last point does **not** apply to American citizens and citizens of Israel, New Zealand, Switzerland, Canada, Japan and Australia, who may obtain a visa **after** entering the country here at Ludwigsburg for about 50 Euro (**free** for scholarship holders).

◆ For students participating in teaching practice

In order to take part in teaching practicum you should inform the International Office promptly in order to make a reservation for you. Please let us know in your application forms.

◆ For students staying longer than one semester

Students staying longer than one semester must re-register at the end of each semester by paying the semester contribution in time. You will be informed of re-registration dates when you enrol or later during the information meetings.



Palace Emichsburg, Ludwigsburg

Glossary of important terms

Like any other institution, German universities have their own specialised terminology which is not easy to understand, particularly if one is new to the university system. Here are a few expressions you will encounter constantly during your stay here:

Here you will find a glossary of important terms relevant to courses of study in Ludwigsburg. The standard forms used in ECTS procedures you will find in the appendix from page 59.

Vorlesung, die (Lecture)

In a one- or two-hour lecture a certain topic is presented and discussed academically. As a rule students only listen in lectures and do not make any contribution to the proceedings themselves. However, in exceptional cases students may submit extra work in order to obtain more than two credits.

Übung, die (Practical class)

In a practical class students are strongly involved. They are expected to apply their practical skills and abilities. Typical practical classes are those that take place in the foreign languages.

Seminar, das

In a seminar the foremost consideration, as a rule, is theoretical knowledge acquired by students themselves. Normally students present the results of their own studies of the particular topic and discuss these with other students under the supervision of a lecturer. Seminars are of various levels: introductory seminar (Proseminar) – seminar (Seminar) – main seminar (Hauptseminar).

Kolloquium, das (Colloquium)

This is a discussion with a lecturer on a particular academic topic. This type of class corresponds to the “tutorial” in English-speaking countries. In addition, a colloquium can also serve as a kind of test.

Studienleistung, die (Student assignment)

To receive credits students must carry out monitored assignments: write an essay (Hausarbeit), give a presentation (Referat), and/or pass a written or oral test. On the basis of such work, students are awarded grades. The kind of work actually required for particular practical classes or seminars is decided on by the individual lecturer. Often students must complete various tasks in order to receive their credits.

Schein, der (Full credit)

A German student gets a credit in the form of a “Schein“, a slip of paper with the student’s name, the department, and the name of the class on it. Also stated on the paper is the work the student has done to get the credit, and as a rule also the grade awarded. International students receive a Collective Credit Slip (“**Sammelschein**“) from the International Office, on which all classes attended and all credits and grades obtained are entered.

Testat, das (Audit)

If no assignment is required for a particular class, only half the credit points are given, which in many cases is simply a confirmation of attendance.

Hausarbeit, die (Essay)

The student writes an (academic) essay on a particular topic dealt with in the class. Form and substance of such an essay can vary. Individual consultation with the particular teacher is the best way of finding out exactly what is required. Essays are sometimes written in the semester vacation. But this is a matter for decision by the individual lecturer and should be discussed with him or her.

Referat, das (Presentation or Project)

Often students give (short) talks on certain aspects of topics dealt with in seminars. Such talks are called “presentation” or “project” (Referate). Students giving papers are expected not simply to read out their notes, but also to speak freely and use various media to enhance their presentation.

Klausur, die (Seminar test)

This is a written test usually held at the end of a semester.

Check list

Before you leave for Ludwigsburg, please check:

1

Do you have all the necessary documents with you?

- **valid** passport (or in the case of EU citizens identity card) and 3 copies of all important pages
- 4 passport photos (in colour, only the face, good standard quality)
- Visa (applicable to non-EU citizens apart from Americans and some other countries)
- EHIC card for European citizens or another foreign health insurance

2

Have you informed the International Office of your arrival time? If not, please write immediately an email to international@ph-ludwigsburg.de !

Please remember: it is generally not possible to arrive after 4 p.m. or at weekends or at public day (3rd October) !

3

Do you have enough cash money (in Euros!) with you

- to pay your semester contribution (students' services etc., about EUR 100)?
- to pay the 35 Euros for bed linen, pillow etc. if necessary?
- to pay - if necessary - your German health insurance premium (approx. EUR 65 per month with the AOK) ?

Please take care of your money while travelling! Immediately after having opened a German bank account (will be done with the help of the International Office), you should put your money there. Please be aware that in Germany, cheques and credit cards are not accepted everywhere!

The minimum living costs per month in Germany are at present about 600-700 Euro. For your study period of six months in Ludwigsburg you should there fore reckon with total costs of at least 3600 Euro.

Finally, all of us here at the Pedagogical University hope that your period of study in Ludwigsburg brings you enjoyment and success. Should you encounter any problems which you cannot solve yourself, the International Office will be happy to assist.



Caligari Arts Cinema at the Film Academy, Ludwigsburg



Anhang / Attachment

ANHANG / ATTACHMENT:

***Plan of the Ludwigsburg University of Education/
Übersichtsplan Pädagogische Hochschule***

Orientation map for your arrival / Anreiseplan

Important ECTS documents / Wichtige ECTS-Dokumente

Übersicht PHL / Plan of the Ludwigsburg University of Education

a

Studentendorf / Students' Village / Foyer d'étudiants

b

S-Bahn-Haltestelle / Train Station / Arrêt du train „Favoritepark“ (S 4)

2

Nordtrakt / North Building / Aile nord

1

Hauptgebäude Lehrtrakt / Main Building / Bâtiment principal

c

Parkplätze / Parking Lot / Parking

10

Mensa / Refectory / Restaurant universitaire

3

Sportgebäude / Gymnasium / Halls de sport

4, 5, 6, 7

Südtrakt / South Building / Aile sud

8

Sportakademie Wohnheim / Sports Academy Hostel / Foyer de l'Académie de Sport

d

Akademisches Auslandsamt / International Office / Bureau des Relations Internationales (Gebäude 1, 1. Stock/ first floor, Raum / Office / Salle 1. 212 und 1. 213)

