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Congratulations on your decision to participate in the Winter 2018 program in Tübingen, Germany. Please take this information with you when you go abroad, along with bookmarking the CGIS website.

PROGRAM OVERVIEW

The program provides the opportunity to improve German language proficiency and enroll in classes at the University of Tübingen. The program runs from March to late July, beginning with a 2 ½ week preparatory “START” course designed for exchange students and German language learners and continuing into second-semester (Sommersemester) classes at the University of Tübingen. The START course comes with a fee of €300 as reflected in the budget sheet.

Alternatively, a select amount of students may choose to enroll in the “German Kompakt” course, which runs for a full month and comes with an added fee (€825).

Students interested in studying at the Goethe-Institut before the program begins should contact Kalli Federhofer (kallimz@umich.edu) for funding opportunities.

PROGRAM DATES
(Keep in mind which of the Kompakt or START dates apply to you. If you did not apply separately for the Kompakt course, you will follow the START dates by default.)

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 5-April 6</td>
<td>Kompakt course dates (note that, in years that the Kompakt begins in February, you will be responsible for your own housing until Tübingen housing contract begins)</td>
</tr>
<tr>
<td>March 1</td>
<td>Most Tübingen housing contracts begin</td>
</tr>
<tr>
<td>March 12-March 29</td>
<td>START course dates</td>
</tr>
<tr>
<td>March 1-April 16</td>
<td>Tübingen University matriculation, Tübingen course registration</td>
</tr>
<tr>
<td>April 3 – April 13</td>
<td>Welcome Week</td>
</tr>
<tr>
<td>April 16</td>
<td>First day of Sommersemester classes. Course matriculation ends.</td>
</tr>
<tr>
<td>May 21-27, May 1, May 10, May 31</td>
<td>University breaks</td>
</tr>
<tr>
<td>July 28</td>
<td>Final day of Sommersemester classes (Most departments hold exams prior to this date, while term papers may be due later).</td>
</tr>
<tr>
<td>July 31, 2018</td>
<td>Housing contracts end&lt;br&gt;Be sure to schedule your check-out and make your travel arrangements accordingly; you will not be able to check out of the dorm on Saturday or Sunday.</td>
</tr>
</tbody>
</table>
ACADEMIC ARRANGEMENTS

U-M COURSE REGISTRATION

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 Germany. When your Winter term registration appointment opens, register for **15 credits of STDABRD 345**; this is the only course you will be registered for during your stay in Germany and it serves as a “placeholder,” maintaining your status as fully-enrolled.

It is important that you have met with a U-M concentration advisor and/or general advisor prior to departure. Discuss with your concentration advisor the 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.) Your final choice of classes in Tübingen should be made in consultation with your advisors.

REGISTRATION FOR FALL 2018

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 2018 classes via Wolverine Access while you are in Germany.

PASS/FAIL

CGIS students can take courses Pass/Fail during the program. Complete and submit the pass/fail form found in your MCompass documents center and email it to your CGIS Advisor within 3 weeks of the start of classes in Germany. Late forms will not be accepted.

COURSELOAD

U-M requires that all students participating on a CGIS program be enrolled for a full load of classes at their host universities. Students will receive a total of 3 credits for START course (or 6 credits for Kompakt). The remainder of the credits must be taken during the Tübingen Sommersemester. If you plan to obtain more than 18 total credits for the semester, you will be charged tuition fees when you come back to U-M.

POSTING GRADES AT THE END OF YOUR PROGRAM

At the end of the program, 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 15 “place-holder” credits you registered for before going abroad. You MUST submit all final assignments by September 1st, 2018 to your instructors, even if a professor sets the due date for a research paper later than this.

**LSA Students** will receive in-residence credit and the program grades will factor in to your overall GPA.

**Non-LSA Students** should contact your home college to find out what kind of credit (transfer credit versus in-residence credit) you will receive for the program and whether the program grades will factor in to your overall GPA.
GRADE & CREDIT CONVERSION

Grades will be converted using the chart below.

<table>
<thead>
<tr>
<th>Decimal Score</th>
<th>Descriptive</th>
<th>U-M Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0-1.75</td>
<td>sehr gut</td>
<td>A</td>
</tr>
<tr>
<td>1.76-2.0</td>
<td>gut</td>
<td>A-</td>
</tr>
<tr>
<td>2.01-2.25</td>
<td>B+</td>
<td>B</td>
</tr>
<tr>
<td>2.26-2.5</td>
<td></td>
<td>B</td>
</tr>
<tr>
<td>2.51-3.0</td>
<td>befriedigend</td>
<td>B-</td>
</tr>
<tr>
<td>3.01-3.25</td>
<td></td>
<td>C+</td>
</tr>
<tr>
<td>3.26-3.75</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>3.76-4.0</td>
<td>ausreichend</td>
<td>C-</td>
</tr>
<tr>
<td>4.01-4.25</td>
<td></td>
<td>D+</td>
</tr>
<tr>
<td>4.26-4.75</td>
<td></td>
<td>D</td>
</tr>
<tr>
<td>4.76-5.0</td>
<td>ungenugend</td>
<td>D-</td>
</tr>
<tr>
<td>5.01-6.0</td>
<td></td>
<td>E</td>
</tr>
</tbody>
</table>

Contact hours for the Tübingen classes will be converted using the following charts, one for German as a second language courses (DaF) and one for regular university courses. Students must ensure that their classes in Tübingen will receive a minimum of 2 contact hours per week. If a course only receives 1 contact hour from Tübingen, then no U-M credit will be awarded.

<table>
<thead>
<tr>
<th>DaF Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deutsch-Kompakt-Kurs (German Intensive Orientation Course)</td>
<td>6 UM Credits</td>
</tr>
<tr>
<td>START-Kurs (Standard Orientation Course)</td>
<td>3 UM Credits</td>
</tr>
<tr>
<td>Aufbaukurs (German Intensive Course)</td>
<td>6 UM Credits</td>
</tr>
<tr>
<td>All Other DaF Courses</td>
<td>3 UM Credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tübingen University-Wide (non-DaF) Contact Hours</th>
<th>U-M credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>4 regular university classes, 3 for DaF classes</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>
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). Recipients of the Baden-Württemberg Scholarship are allowed 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.

Housing contracts begin in March and last until the end of July.

SECURITY DEPOSIT AND RENT

Rental contracts for university housing begin in March for all University of Tübingen students, including exchange students. Students will be required to pay a housing deposit fee. All students must make arrangements for the return of the deposit money to their personal bank account prior to departing Tübingen in July. Please be aware that it generally takes several months to receive your deposit back (which is only returned if there are no fees for damages or other payments).

COURSES

Classes at the University of Tübingen will begin in April and run through late July. The courses for the summer term 2018 will not be available online until January/February 2018. For your learning agreements (or your academic advisor approval forms) or for a general overview of courses taught in Tübingen, please view the courses of summer term 2017. You find them in the campus system under:

http://campus.verwaltung.uni-tuebingen.de/index.html

Select: „Öffentliches Vorlesungsverzeichnis“. Then in the top red bar select the semester that is appearing and this will then open a list where you can select previous semesters. Select: Semester WS 2017/18.

Students may take up to three Advanced Language Courses (DaF Deutsch als Fremdsprache) designed for German language learners. Past participants recommend taking one university course in German, and another in English, as classes are a good place to meet local students. Seminar courses also tend to be smaller, with more participation, making it easier to meet people.

Language Courses

You will be expected to take 2-3 German language courses geared towards international students, in addition to your orientation language class.

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. PLEASE NOTE: You are responsible for collecting and submitting your grade reports, called Scheine, at the end of the term to the Office of International Relations (address below). With these, the office will produce and send to U-M an official transcript; CGIS in turn will post these results to your U-M academic record. If you do not submit the Scheine to office, you will not receive credit for the class that you took and you may be in jeopardy of falling under the required number of credits for full time status.

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
The University of Michigan: Center for Global and Intercultural Study

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 (as mentioned above) and from there go to ‘Vorlesungsverzeichnis’ (under ‘Studienangebot’).

IF YOU ARE PLANNING TO ENROLL IN SCIENCE COURSES, please send your CGIS advisor a list of these courses as soon as possible, as Tübingen requires advance information in order to place you.

University Finals

Most German students complete their final papers during the weeks after the end of the lecture portion of the semester. Copies of all term papers in Tübingen should be turned in to the Office of International Relations.

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.

BEFORE YOU GO

TRAVEL

CGIS does not arrange travel for participating students.

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.

Train schedules are available at 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.

You are required to submit your travel plans to CGIS before departure.

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 a minimum amount in your German bank account at the time of application (~720 EUR per month).

Fees

In addition to the normal U-M tuition (at the appropriate in- or out-of-state rate), students pay the cost of their HTH GeoBlue Travel Health Insurance ($1.10/day). They also pay the cost of their beginning session (START or Kompakt) directly to Tübingen. Please see your CGIS Budget Sheet for details.

All students 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.
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/

VISAS

Non U.S. Citizens, please see: 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 apply for a residency permit when you transition to Tübingen. The START/Kompakt course organizers will help you with this process, but you are responsible for researching the application requirements: www.germany.info/relaunch/info/consular_services/visa/study.html

German Bank Account and Minimum Funds

As part of the residence permit application, 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 is around 720 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 GeoBlue health insurance while abroad and are automatically enrolled by CGIS. Please refer to the CGIS General Handbook, the UHS website (http://www.uhs.umich.edu/tai), and the GeoBlue website (www.hthstudents.com) for more information.

One you are enrolled in GeoBlue 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 GeoBlue practitioners will not accept the electronic version of the card.)

GERMAN HEALTH INSURANCE

In addition to your HTH GeoBlue insurance as explained above, you will also be covered by local German insurance; your START or Kompakt leaders will help you register. HTH GeoBlue will provide additional benefits and coverage that will not be available through your German insurance. Therefore, you must maintain the HTH GeoBlue 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 €80 per month. Payment for your German insurance must be made upfront.

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, 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](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.

If students would like to participate in the activities below, they can earn 1-2 credits by working with the German department (students would register for Independent Study, German 339 in the Fall and submit a paper describing their experiences). If you’re interested in earning this credit, please contact Kalli Federhofer (kallimz@umich.edu). Also, please find more information below.

**Youth Camp Program (English Language Immersion)**

For Tübingen students who may want to work at a youth camp near the Alps after the Tübingen semester is over.

The organization prefers students, who could stay for both weeks, and it will provide room & board, maybe a compensation, a certificate, and "loads of fun."

Website: [https://www.dai-tuebingen.de/reisen-camps.html](https://www.dai-tuebingen.de/reisen-camps.html)

There is another youth camp in Benediktbeuren (google it and look at the images, one of the most beautiful sites in Germany), again near the Alps. It is taking place in early August. It is close to the 'Kochelsee’ and there seem to be quite a number of activities that involve water.

The d.a.i. (deutsch amerikanisches institut) looks for for camp counselors for both camps, and interested students should let Kalli know as soon as possible. Students may be able to earn an additional credit by writing a report about their experience at this camp.

**Rent an American**

[www.rentanamerican.de](http://www.rentanamerican.de)
[www.facebook.com/rentanamerican](http://www.facebook.com/rentanamerican)
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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 GeoBlue in the event of an emergency, call 1-800-257-4823 or globalhealth@hthworldwide.com