

Freiburg 2017-18



Study Abroad Handbook

A useful guide to your
study abroad experience



OVERSEAS STUDY

Read this handbook **now** and **again** before you leave the U.S.
Consult it *again* before you register for classes overseas.

*The usefulness of this handbook depends on student input.
If you find erroneous information, please contact overseas@iu.edu.
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PROGRAM CONTACTS

Office Address:	IES Abroad Freiburg Erbprinzenstrasse 12 D-79098 Freiburg in Breisgau
Office Hours:	9 a.m.- 8 p.m. (Friday until 5 p.m.)
Telephone:	(011-49) 761-36761
Cell phone:	(011-49) 160-979-62205
Fax:	(011-49) 761-381484
E-mail:	<i>merle.peitsmeyer@ies.uni-freiburg.de</i>
Program Coordinator:	Ms. Merle Peitsmeyer Housing questions should be directed to: Ms. Katie Kraker (<i>katie.kraker@ies.uni-freiburg.de</i>)
Web address:	www.uni-freiburg.de

Center Emergency Numbers:

Use these dialing instructions and numbers below for emergencies onsite, including travel delays in Europe. These staff members speak English.

If you are calling from Germany dial: 0+ number below

Calling from another country dial: 00 49 + number below

Mr. Alexander Breisacher	174.302.1659
Ms. Joanna King	173.725.3949
Ms. Katie Kraker	170.913.0418
Ms. Merle Peitsmeyer	160.979.6205

The Indiana University-Purdue University-University of Minnesota program is a cooperative arrangement between these three institutions and IES Abroad. IES Abroad provides special staff support and assistance for IU, Purdue and UMN students while they are enrolled at the University of Freiburg. For certain administrative purposes, the Office of Overseas Study at IU serves as the lead institution in coordinating the program with IES. Note: IU, Purdue and UMN students are not part of the regular IES programs in Freiburg and, consequently, will not participate in regularly scheduled IES Abroad courses, excursions and activities, except those mutually agreed upon.

This handbook provides information relevant for all IU, Purdue and UMN students going on the Freiburg spring semester or academic year program. Contact your school's study abroad advisor regarding general travel preparation information, school-specific academic program and degree requirements, tuition and program fees, scholarships and financial aid, and contractual arrangements. You should use this booklet and other supplemental materials now as you prepare to leave, and later while you are abroad. Since many student questions are addressed in this handbook, please consult it before contacting your study abroad office.

This handbook is also available on the Web:
<http://overseas.iu.edu/programs/handbooks/freiburg.pdf>



ICONS IN THIS GUIDE



Helpful Program Information

Information to help prepare you for study abroad



Student Advice

Suggestions from study abroad returnees



Savvy Traveler Tips

Traveling tips to get you where you're going

GOALS & OBJECTIVES FOR STUDYING ABROAD

The goals and objectives of a study abroad program are as diverse as the students, faculty and administrators involved. Some goals may be common (e.g. language acquisition), while others may be more personal (e.g. becoming independent). Some goals may seem more important to some than to others (e.g. desire for academic integrity in course work vs. desire to travel).

Study abroad programs will provide a more enriching experience if they incorporate a wide range of goals. The first step toward the achievement of these goals is acknowledging and defining them before the programs begins. Once you are abroad, the process continues with a structured and cooperative approach to achieving these goals. We've begun the process by outlining some goals for your program.

Freiburg Program Goals

- Competence with the German language and knowledge of German culture
- Integration into the academic and social environment of the University of Freiburg
- Immersion experience in a supportive environment
- Personal development and growth

Program Elements that Support these Goals

- Resident staff to provide personal and academic advising
- A special course each semester taught by German faculty for program participants
- Attendance in University of Freiburg courses with German students
- Course work integrated into students' academic goals
- Access to university and community organizations/clubs
- Housing with German and international peers

The Program in Freiburg

2017-18 Calendar

Arrival in Freiburg (academic year students).....	September 1
Fall orientation	September 2 - 3
Fall presession	TBA
Winter semester	TBA
Center Course.....	TBA
Add deadline.....	TBA
Drop/Withdraw deadline	TBA
Christmas vacation	TBA
Semester break	TBA
Arrival in Freiburg (spring students).....	February 27
Spring orientation	TBA
Spring presession	TBA
Spring semester	TBA
Center Course.....	TBA
Add deadline.....	TBA
Pentecost Break	TBA
Drop/Withdraw deadline	TBA
End of semester	July 21

The winter semester (October to February) is interrupted by recesses too short for extended travel except at Christmas. The semester is followed by a two-month lecture-free period during which many University of Freiburg students write seminar papers or prepare for comprehensive examinations. You may study, travel or explore the Freiburg area.

Arrival in Freiburg

You should arrange a flight that arrives on the arrival date specified. You will not be able to check into dormitory housing before then. If you must arrive in Freiburg early, you will need to make your own temporary arrangements. Program staff will be available to help you settle in on arrival day and there will be an arrival day dinner, so please plan accordingly. Orientation will begin the next day. The first few days are designed to acquaint you with Freiburg and the other students on the program.

EuroAirport Basel (Bâle)/Mulhouse or Zürich, Switzerland, and Frankfurt or Stuttgart, Germany, are the closest international airports to Freiburg. You will need to fly to one of these airports and then take a train to *Freiburg im Breisgau, Germany*. **(Be aware that there are two other Freiburgs, one in Switzerland and another one in Germany)**. Cabs are available at Freiburg's main station. You will receive further arrival instructions before departure.

For up-to-date train schedules and reservations, call: Rail Europe:1-800-TGV-RAIL. You can also find information at www.bahn.de. Please note that you need to be fairly quick when changing trains, which is one good reason to travel light.

How to get from the airport to Freiburg im Breisgau:

1. Frankfurt (www.frankfurt-airport.com): You will arrive at one of two terminals.

Terminal 1: When arriving in Terminal 1 first collect your baggage, clear customs and follow the signs to the long-distance rail-station ("Fernbahnhof"). You will likely be leaving from one of the platforms 4-7.

Terminal 2: When arriving in Terminal 2 first collect your baggage, clear customs, and follow the signs to the Sky Line railway, which you will take to Terminal 1. Here you will follow the signs to the long-distance railway station ("Fernbahnhof").

Buy a ticket to FREIBURG IM BREISGAU. The train ride takes about two hours, goes directly to Freiburg, and leaves once every hour. The one-way trip costs €67. Credit cards are accepted. From the Frankfurt airport website (www.frankfurt-airport.com), you can locate train departure times in advance of your arrival.

2. Stuttgart (www.stuttgart-airport.de): If you arrive in Stuttgart, follow the railway signs to the S-Bahn after going through customs at the airport. Buy a ticket for the S-Bahn (€3). The S-Bahn connects the airport to the city of Stuttgart; you will arrive at the Stuttgart train station. Buy a ticket to Freiburg im Breisgau, which costs approximately €54. Trains to Freiburg run about every hour throughout the day, and require changing trains in Karlsruhe. The trip takes approximately two hours and 45 minutes.

3. Munich (www.munich-airport.de): (*München* in German) After gathering your baggage and going through customs, head to the Flughafen-S-Bahn S1 (train). This will take you into the Munich city center, or the München-Hauptbahnhof (main station). At the main station you will need to change to a train. Here you can also buy tickets to Freiburg, if you have not already done this at the airport, which will then cost approximately €93 and have one or two transfers (4.5 - 5.5 hours).

If you need assistance, all airports and train stations have information desks with English-speaking staff who are there to help you. You will also be able to exchange money at foreign exchange offices at airports and train stations or use ATMs.

Upon Arrival in Freiburg

Whether you are traveling by train from the airport you arrive at, or by bus from Basel-Mulhouse airport, you will arrive in Freiburg at the main station (*Hauptbahnhof*). The Office of Overseas Study will send you detailed information regarding your arrival in Freiburg. For PU and UMN students you will receive this information from your campus study abroad office. IES Abroad will also be in contact shortly before your arrival with further information regarding your first days in Freiburg.

Visas, Residency and Work Permits

As a U.S. passport holder you are not required to have a German visa stamped in your passport before you enter the country. Shortly after your arrival in Freiburg, the Program Coordinator will help you register your place of residence with the appropriate office in the Baslerstrasse. The process, which is called *Anmeldung*, costs nothing and simply informs the authorities where you are residing in Freiburg. Later, you will return to another office in the same building and obtain an *Aufenthaltsbewilligung*, a document that allows foreign students to reside in Germany for a limited time. You have 90 days after arrival to obtain that document, so we suggest you wait to do so until you have your full-time student ID.

U.S. passport holders are allowed to work 90 days a year in Germany without special permission. If you work more than that, your employer must fill out a form explaining why it is necessary to hire a non-European Union worker. Regardless of how many hours you work per year, you are legally obliged to obtain a tax card (*Lohnsteuerkarte*).

If you hold a non-U.S. passport, you may be required to apply for a residence permit prior to entry. For more information, please see: http://www.germany.info/Vertretung/usa/en/05__Legal/02__Directory__Services/01__Visa/__Study__Visa.html

Freiburg

Freiburg provides an exceptionally appealing site for a study abroad program. The city is located in southwestern Germany, close to the French and Swiss borders. There are many attractions nearby, including the Black Forest, the wine regions of Kaiserstuhl and Alsace, and the Vosges Mountains. Basel's Euro Airport is only 70 km to the south. The local transport pass called "Semester ticket" gives you reasonably priced access via tramways, trains and buses to all parts of the city and beyond.

Freiburg was founded in 1120 and is reputed to receive more sunshine each year than any other city in Germany. With a population of 229,000, Freiburg has the feel of a small town, but the attractions and amenities of a major city: museums, concert programs (including opera and jazz), and parks. The picturesque downtown area retains its medieval pattern of small squares and narrow cobbled streets, many of which are now traffic-free pedestrian malls. Children delight in splashing in the small streams dating from the Middle Ages that still flow through the center of town. Freiburg is small enough that everything is within easy walking or biking distance, and you can always get your bearings by locating the soaring spire of the Gothic Freiburger Münster. For more information about Freiburg, look at the city's official web page (www.freiburg.de).



University of Freiburg

The University of Freiburg, named Albert-Ludwigs Universität, was founded in 1457 and is the fifth oldest university in Germany. Today, the university is attended by 23,000 students in 11 departments. The university is extremely popular outside of Germany. There are about 3,400 international students from 120 different countries and a large number of international staff members. There are large groups from Italy, Turkey (most of them are German-born or immigrants), France, and about 385 students from the U.S. and Canada. Course listings and a general overview of the university can be found at www.uni-freiburg.de in both German and English.

Academic Program

Pre-session

Before your regular university semester begins, you will participate in the *Internationale Sprachkurse* organized by the University of Freiburg's "Sprachlehrinstitut" (Language Teaching Center) for foreign students. This language program is taught primarily by native speakers, and you will be grouped with other international students on the basis of an initial placement exam. The classes, which meet for three hours every weekday morning, will help you improve your proficiency in German reading, writing, speaking and listening. The language program is supplemented by exercises in the language labs, practical orientation to the University, and a variety of lectures and seminars in the afternoons. Among the topics that have been offered in recent years are German History 1945-1989, Kafka, History of German Film, and Writers in Exile.

Optional excursions to the region around Freiburg, including Strasbourg and Bodensee, are offered during the pre-session. You are advised to register and pay early for these popular and inexpensive trips.

Pre-session Grades and Credits

All IU, Purdue and UMN students take the pre-session courses for a letter grade. The basis on which this is given may vary from one placement level to another, depending on the emphasis of the course.

IU students receive 3 credits in German G396 or G496 (for students who have completed G330). Purdue awards 3 credits of GER 302. Students who have already had 302 will receive credit for "German Review" that will not count in the major or minor. UMN students will receive 4 credits for Ger 3011 or Ger 3012.

Academic Year Curriculum

Toward the end of the pre-session, you will develop a reasonable course of study for the semester. The course catalog (*Vorlesungsverzeichnis*) is available online at www.studium.uni-freiburg.de/studium/lehrveranstaltungen to find classes at the University of Freiburg. You will meet with an IES Abroad staff member to discuss your planned course of study and to work out a feasible schedule from the various courses offered. Follow the proposed schedule that you planned with your advisor in the U.S. as closely as possible. Students whose command of German is strong should enroll in 2-3 University of Freiburg courses with German students during the semester. Those who need to develop higher levels of language proficiency to participate fully in university

life in Freiburg will have a schedule that relies more heavily on the language and culture offerings of the Sprachlehrinstitut department and a program course just for IU, Purdue and UMN students arranged by IES Abroad. UMN students are required to take the IES Abroad program course.

Sprachlehrinstitut

Sprachlehrinstitut (SLI) is the University of Freiburg department that provides German language training and classes on German culture and literature for international students and future German instructors. The program advisor, in concert with the responsible academic advisor at your home university, will advise which SLI courses (if any) suit your needs. You should be aware that these courses usually carry only two credits, and thus a combination of SLI and other courses will be needed to meet the minimum requirement of 12 credits per semester for IU and Purdue and 13 credits per semester for the UMN. The SLI course information is available at www.sli.uni-freiburg.de.

The German department at IU will allow G400 as an equivalency for the SLI Grammar course. However, if you have already had G400 at IU, you will receive G396 for the language course. G396 is an elective and does not count as part of the required courses in the German major.

Purdue students may use certain combinations of SLI language skills courses to meet their GER 401 and 402 requirements—that is the courses in grammar, composition, and vocabulary-building. Three 2-credit SLI language skills courses are considered the equivalent of two 3-credit courses at Purdue.

UMN students may enroll in these courses but will need to work with the German department to get approval for use toward German major or minor requirements. Since most SLI courses meet for 2 hours a week, students will receive only 2 credits per course.

SLI content courses are not guaranteed 400-level credit in the German major for either IU or Purdue students. Students have to petition for those with the syllabus, bibliography and a detailed explanation of the required work load. And since most of the SLI courses meet for only 2 hours a week, they will only receive 2 credits unless the contact hours and content warrant 3 credits.

University of Freiburg Courses

Most University of Freiburg courses meet for two to four hours a week. They may be organized as 1) *Vorlesungen*, lecture classes with up to 300 students that require no student participation, 2) *Übungen*, discussion groups of up to 100 in which student participation is expected but only loosely monitored, and 3) *Proseminare* or *Hauptseminare*, have vastly larger enrollments than seminar classes in the U.S. Students typically take at least one *Hauptseminare*, which are intended for advanced-level students. The University of Freiburg also offers a limited number of classes for foreigners. These courses are regular university courses that are geared toward the development of language skills and needs of international students. These courses are with fewer native

“ Being in Freiburg for an academic year allowed me the personal freedom to explore my already known interests while discovering new ones.



STUDENT ADVICE

students to allow international students to communicate more freely.

Most courses do not require advance registration, so you are encouraged to sit in on a number of courses during the first week of the semester to identify those you will take for credit. It is beneficial to attend as many courses as possible so you can best determine which are most appropriate for your academic needs. (*Note: Every class is required to have 2-4 spots for international students. Still, many classes tend to fill up quickly. If you don't visit them before final roll is set up, you won't be able to take the class.*) All courses from the German department require advance registration. An IES Abroad staff member will assist you with the registration process.

Class offerings vary widely from semester to semester, and final schedules will not be available until after you arrive in Freiburg. In some cases, by the time the massive official catalog is published, German students who had inside information may already have signed up for classes, done some reading, and chosen their research topic.

It is helpful to get course descriptions (*Kommentiertes Vorlesungsverzeichnis*) from the individual departments. These can be purchased or downloaded from web sites and offer more detailed information about individual courses than the full course listing. They are also available at the end of the previous semester, i.e., earlier than the full course listing.

Comprehensive listings of course offerings are rarely printed ahead of time. However, the courses are listed on the web: www.studium.uni-freiburg.de/studium/lehrveranstaltungen. Here you'll find links to all the University departments, but not all departments have up-to-date course listings on the web. Double clicking on any link will take you right to the department where you will find the courses listed, some with course descriptions and recommended readings. Course registration notices are placed on department guide boards, and students go to department offices to sign up for courses. Some departments have online registration.

Making course selections early in the semester can save you trouble. In theory, it is easy to add courses, but in practice it is difficult to do so after the second week of the semester. Often there is a reading list, and topics for *Referate*, class presentations, must be chosen the first week of the semester. If you join a class late, it can be very difficult to catch up.

Due to the differences between German and American university systems, students enrolled in *Vorlesungen* rarely receive a grade. Therefore, you should expect to pair the *Vorlesung* with an *Übung* or program-arranged tutorial or make special arrangements with the professor in order to receive credit for the course.

In German university classes there are seldom specific reading or homework assignments (except *Proseminare*), especially in the lecture courses, and there is no feedback on student progress during the semester. Much of the reading and studying is left to your initiative. Therefore, American students tend to underestimate the rigors of academic work. They mistakenly interpret the absence of specific assignments to mean there is no homework.

Pace yourself from the beginning of the semester to make time for readings, oral presentations that also require written preparation (*Referate*), and term papers (*Hausarbeiten*). German universities place emphasis on lengthy term papers and

cumulative final exams. The term papers may need to be completed before you leave Freiburg. Professors expect you to work independently and to budget your time wisely. Make sure to visit them a few times throughout the semester during their office hours (*Sprechstunden*). You should be prepared to have a great deal of free time and to use it effectively.

Be prepared for a lot of reading and writing. For those students who have little experience writing research papers and documenting sources, the seminar sometimes offered during the pre-session will be particularly valuable. Writing conventions are different in Germany and it helps to be aware of this from the outset. Often individual departments have their own guidelines. Talk to your professors about their expectations and standards.

At the end of the semester you will either have to turn in a research paper or do an oral or written exam. Throughout the semester the IES Abroad will offer writing assistance. There will be a small workshop at the beginning of the semester where you will get an introduction on how to write a German research paper. Giving presentations will also be covered. As you start writing a paper you can meet and discuss the paper with an IES Abroad staff member. You should also use the consultation hours of the professor to discuss the paper with her/him. Before you turn in the paper at the end of the semester you should always give the paper to IES Abroad for proofreading. German professors are very fussy about the right format and correct grammar and spelling.

Course Load

In addition to the pre-session, Purdue and IU students must complete a minimum of at least 12 credit hours each semester, and UMN students must complete a minimum of 13 credit hours. All students must take at least one integrated course with German students that is not a foreign language course other than German and that is not taught in English per semester.

As long as you do not drop below the minimum load of 12 or 13 semester credits per semester, you may drop a winter or summer semester course without penalty by the deadline date noted on the program calendar.

Students are not usually required to purchase books for classes except *Proseminare*, though it varies. Instead, reading materials need to be checked out or reserved for reading at the main library or a departmental library. Also, professors will generally reserve relevant course materials in the main or departmental libraries. Because there is often only one copy of each book (even those high in demand), you should try to check out required and recommended materials early in the semester, and be prepared to make lots of copies of books you may not remove.

Credits and Course Equivalencies

In general, you will receive credit for one U.S. course for each University of Freiburg course with its attendant tutorial. SLI courses, however meet only one or two hours per week, so you should verify whether you need to enroll in more SLI courses to maintain the required minimum enrollment.

Each university has developed policies for assigning its own course titles and credit for the Freiburg course work. **Be sure to bring back syllabi, course descriptions, reading lists, and papers** so that home campus faculty can judge the content of the class if

questions of course equivalencies arise. Not all distributional requirements can be fulfilled in Freiburg, and some students, notably in the sciences, may find it difficult to compose a program in their major field which is similar to that of students at home. Problems of this kind can be identified beforehand through careful advising.

It is your responsibility to be familiar with and abide by the academic regulations of your home institution. See the relevant student handbook, bulletin or guide to university regulations.

The program advisor is the primary onsite academic advisor and all academic questions should first be referred to him/her. You should also contact the home school advisors for clarification or consultation.

Enrollment Restrictions

1) Credit for courses conducted in English is limited to students with an academic need for doing so (for example, English majors) and is further limited to one course per semester.

2) Approval for American Studies courses, even if they are taught in German, lies with your home campus advisors. Contact them before committing yourself to an American Studies course.

3) You may not take a beginning-level foreign language course. If you have already begun the study of another language on your home campus, you may continue that study in Freiburg although some home departments may require a placement test before granting credit applicable to the major or minor. Be aware that the foreign language in Freiburg will be taught via German, making it twice removed and much more difficult. (Note: Purdue students may begin a Germanic language other than German if they take the course for the entire year. This course does not count as their one required University of Freiburg course.) Please note that these types of courses will have an additional cost to the student of approximately €60.

Tutorials

Two types of tutorials are open to you: 1) Tutorials offered by the University of Freiburg that are obligatory and supplement a Vorlesung or Seminar. 2) Tutorials offered by the program, which hires German graduate students and sometimes professors themselves to conduct tutorials for a limited number of University classes. The tutors will evaluate your performance and offer guidance in coping with the German academic system. They do not provide remedial instruction. Students are not awarded extra credit for participating in tutorials.

Pass/Fail Policies

IU students may take one course per semester pass/fail or pass/no pass. Such courses count for elective credit only; they cannot satisfy major, minor or distribution requirements. Check with your study abroad advisor regarding deadlines. Courses in your major may only be taken pass/fail once you have satisfied all major requirements. Indiana University students electing the pass/fail option must fill out an IU pass/fail form (available at the program office) by the deadline set at the program site. Courses taken pass/fail count for elective credit only, and a student may not take courses in their major pass/fail unless all of their major requirements have been fulfilled. Students that fail a course taken as pass/fail will receive a letter grade of "F" factored into their cumulative GPA.

A Purdue student may choose the Pass/Not Pass (P/NP) option for any course approved for direct credit. Students on the Freiburg program receive a letter grade, by default, for all Liberal Arts, Science, and Management courses. If a student wishes to take a course P/NP, s/he must first discuss the matter with and secure permission from his or her academic advisor. If permission is granted, the academic advisor must sign, date, and return the Pass/Not Pass form (see Purdue My Study Abroad page) to the Study Abroad Office before the 8th week of the semester. *Late forms are not accepted.* Once a form is turned in, the decision cannot be reversed.



NOTE: Courses that count toward a student's major requirements usually cannot be taken P/NP. If a student takes a course that has not been approved for direct credit, i.e., a Psychology course with is in the College of Health and Human Sciences, the student receives a P or NP grade automatically.

UMN does not allow students to take courses pass/fail unless they are also carrying at least 13 credits with a standard (letter) grading method. Pass/fail credits can be taken, but they must be in addition to the 13 credit minimum. P/F credits do not count towards the 13 credit minimum.

Drop/Add/Withdrawal Deadlines

The last day to add a winter semester course is Oct. 28 and the last day to add a summer semester course is May 5. The last day to drop a class is Dec. 16 (winter) and up until June 16 (summer). Dropping a class cannot put you under the required minimum of 12 credits per semester (not including the pre-session). A dropped course that puts you under 12 credits will be recorded as an F. Note: UMN students are required to take a minimum of 13 credits.

Grades

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You will receive a grade in each course, based on an exam, *Referat*, or a term paper or all three. The professor will assign a grade in German terms, and IES will equate this grade to U.S. grades according to a standard program scale that has been developed over a number of years based on German and U.S. grading practices.

Completion of Coursework

You must submit all papers and complete all course work by the end of the summer semester and before you leave Freiburg. German students have the option of completing their second semester coursework in August, but you do not. If your coursework is not completed in July, you will receive an F for the course. IU, Purdue and UMN will not award an Incomplete grade except in cases of medical emergency. For safety's sake, hand papers to your course instructor in person. Do not mail them or slip them under an office door. To document the fact that you have completed your coursework on time and to protect yourself in case a professor misplaces your work,

leave a duplicate copy of every paper with the program coordinator at the IES office and keep one for yourself.

GRADE CONVERSION KEY			
German Letter Grades	English Translation	German Number	American Letter Grades
sehr gut	very good	1	A
sehr gut – gut	very good – good	1-	A
gut +	good +	2 +	A-
gut	good	2	B+
gut – voll befriedigend	good– fully satisfactory	2-	B
voll befriedigend	fully satisfactory	2-3	B
voll befriedigend–befriedigend	fully satisfactory–satisfactory	3+	B-
befriedigend	satisfactory	3	C+
befriedigend – ausreichend	satisfactory – adequate	3-4	C
ausreichend	adequate	4	C
ausreichend –	adequate –	4-	C-
nicht ausreichend	inadequate	5	D
ungenügend	unsatisfactory	6	F

Language Exchange Program

IES Freiburg coordinates a language exchange program called "Tandem," designed to pair US students who want to practice German, with German University students who want to practice English. It is up to individual student pairs to determine how often they meet and for how long, provided both languages are practiced equally. In the past, Tandem students have chosen to go hiking together, to meet casually in cafés, or to meet more formally to work on specific skills, like grammar. Tandem partners often develop strong friendships and will cook or play sports together. Please note that there is no guarantee that IES will be able to find a Tandem partner for every interested student.

Computers & E-mail

During the orientation period, you will be given a University of Freiburg network account. Computers on campus are in heavy demand, and there are long lines at public terminals. Come prepared for fewer public computing centers, fewer terminals, slower computer speed, shorter hours of access (9 a.m.-8 p.m. weekdays and Saturday morning at the library, other locations differ), and limits on the time you may spend online. You must purchase printer cards to access university printers. You have permission to use the computers in the IES Abroad center, but you will need to supply your own paper.

Bring a laptop computer if you have one. The rooms in Vauban and Stusie have Internet connections through a cable modem.

The University of Freiburg started to install a wireless LAN network in various buildings across the University. The IES center also has a wireless network.

Libraries

Most departments have their own small libraries. They are run primarily as reference libraries, which means students are rarely allowed to check out books, although exceptions are made on weekends. The main library, Universitätsbibliothek or UB is currently undergoing a multi-year renovation process. The library's resources have been relocated to two temporary locations, UB1 (east side) and UB2 (downtown). Since it is a large library and its lending system is different from the one in the U.S., you are encouraged to take one of the regularly-offered introductory tours or attend the library orientation during the pre-session. The forms necessary for obtaining a UB card will be available during the pre-session. Once you get your regular university ID, your UB card will be replaced.

Life in Freiburg

Housing

You will live in a single room in one of the two Freiburg housing complexes where rooms are reserved for IU, Purdue and UMN students. All student housing is administered by an independent housing authority called the Studentenwerk (www.studentenwerk.uni-freiburg.de). The dorms are co-ed, with men and women on the same floor.

- 1) The student housing at **Studentendorf Vauban** (*Merzhauserstraße 154, Freiburg*) is divided into suites of four to eight single rooms with a shared common area, kitchen and bath. Residents may not all be Germans, but they attempt to not place English speakers together. The Vauban complex is near several cafes and restaurants, and you can easily purchase groceries in the area. All IES Abroad rooms are equipped with Internet access. Vaubar, a student-operated bar, is located on the premises and is a good place for meeting German students and for socializing. Trams (every 10 minutes) connect the Vauban area with the center of town where campus is located. Vauban is 10 minutes from the university/city by bike or tram, and most German students choose the bike option. Students taking a direct route can walk the distance in 25 minutes.
- 2) **Studentensiedlung am Seepark "StuSie"** (*Sundgauallee 20, Freiburg*) features a group of high-rise dormitories in a spacious landscaped setting by a lake. IU, Purdue and UMN students live in three-story buildings. Each floor has 12 single rooms, four shared baths, a large kitchen, and a covered deck with tables, benches and grills. All rooms have an ethernet port and residents have Internet access in their room. Study abroad students from other programs live in StuSie so the chances of hearing English are greater. Nearby are soccer fields, basketball and tennis courts, an outdoor pool, an indoor pool with sauna, the lively StuSie Bar, a student cafe, grocery stores and bakery. While you can enjoy the park during the daytime, you should be cautious at night. Campus is easily accessible by a 10-minute tram ride or pleasant 25-minute walk.
- 3) **Alban-Stolz-Haus** is a private residence complex, home to about 300 German and international students. It is run by a Catholic organization, but is open to everyone. Students have their own room and share a kitchen, large living room and showers and toilets with about 17-18 other students on one floor. What is unique about this residence hall is the quality of integration and the amount of recreational activities offered. Active residents plan a comprehensive semester program which includes opportunities such as sports activities, music and dance lessons, day and weekend excursions and foreign language conversations. Alban-Stolz-Haus located in Littenweiler, to the Southeast of Freiburg's center, close to the Pedagogical College (where students can also take courses). It is also near a tram stop, a train station, a student cafeteria, the University sport center, several grocery shops and plenty of nature for walking, jogging or cycling. Students can reach the University and IES Center within 20-30 minutes by bike or tram.

During the first few days in Freiburg you will be required to sign a rental contract. The housing costs for all students are included in the program fee.

Rental contracts are for 12 months without exception (Sept. 1-Aug. 31). Only official withdrawal from the Program or extraordinary circumstances as determined by the University of Freiburg may be considered acceptable reasons for a reduction of the 12-month obligation. Some students have found it possible to end the contract in July so that the room can be rented for one month. You are responsible for knowing the terms of your dorm contract and fulfilling them. You assume all legal and financial responsibilities for the contractual agreements you enter into, including paying for damages. With your lease, you are explicitly prohibited from participating in any possible dormitory rent strikes.

In all dormitories the residents are responsible for cleaning. A plan for sharing the chores will be set up among suitemates.

Blankets, pillows and sheets are provided in all dorm rooms, but kitchen utensils, silverware, dishes, pots, rugs and posters may not be. As a result, you will likely have to make some initial household purchases. If you are lucky, some of these items will be left by your predecessors, and flatmates may be willing to share.

Additional Housing. If enrollment on the program exceeds capacity in Vauban (1) or StuSie (2), it is possible that students will be placed in other dormitories. Details regarding these options will be provided as necessary.

Laundry

Washing machines and dryers are available in the dormitories with the purchase of wash coins (*Waschmünze*). For StuSie, each coin is €2 and can be purchased in StuSie bar. It is recommended that you do not use the dryers—they often tear up fabric and are quite expensive. Instead, hang your clothes to dry. Most floors have communal drying racks, and clotheslines are provided in the washing machine rooms. However, students have reported thefts from these clotheslines so use caution or buy a drying rack that fits in your room. (Vauban includes washing machines where students can pay via credit on their university student card. Credits can be added at the Uni.)

Meals

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There are no dormitory cafeterias. Most German students prepare their own breakfast and a lighter supper in the dorm and eat their main meal as *Mittagessen* in one of the *Mensen* (student cafeterias). During lunch hour, from 11:30 a.m. until 2 p.m., the *Mensen* offer two different main dishes (one vegetarian) with soup and dessert, a so-called "*Schneller Teller*" (often pasta), and a buffet (salad, Nudeln, different other dishes). Several university-run cafes are open mornings and afternoons. These are immensely popular with all students for their sandwiches, desserts and snacks while on campus. Students can put money on their student card to pay for items in the *Mensen* and in these cafes. Freiburg also offers a large variety of good, inexpensive restaurants.

Health Insurance

The cost of health insurance is included in the fees paid for the program. The coverage, through CISI (Cultural Insurance Services International), is for the period of the academic program. For coverage beyond the academic calendar, you will need alternative insurance coverage such as that provided by the ISIC (International Student Identity Card). A detailed CISI policy description defining all items covered and not covered will be mailed to you prior to departure.



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[Freiburg] is an awesome city to study in because you get to know Germans and other international students easily because you all have that commonality: you are all away from home and doing the best you can.

We recommend that you maintain your current health coverage during your study abroad experience if you have a congenital condition (e.g. heart defect), as this is not covered by CISI. Treatment for pre-existing conditions (e.g. asthma), however, is covered. Please note that CISI has several exclusions of coverage (see CISI brochure for additional details):

- Routine examinations
- Vaccinations
- Operations that are not absolutely necessary
- Hearing aids, glasses, contact lenses
- Dental treatment (apart from treatment to relieve pain and injury caused by an accident)
- Contraception
- Diagnosis and treatment of acne
- Injuries caused by high risk sports (e.g. bungee jumping, hand-gliding)
- Physiotherapy as an outpatient

The CISI insurance coverage includes a \$100 annual deductible. Students are responsible for collecting their doctors' bills and receipts for prescribed medication and sending them to CISI, either as an email attachment (scan), fax or by mail, together with a Medical Claim Form. The IES Freiburg staff will assist you with this process. Unless you request otherwise, reimbursements are made by check (in US dollars) mailed to your billing address in the US. See the IES Handbook for CISI policy information.

Money & Banking

The European Union monetary unit is the Euro (€). The euro functions similarly to the U.S. dollar in that it is subdivided into 100 cents. There are eight euro coins denominated in 2 and 1 euros, then 50, 20, 10, 5, 2, and 1 cents. Each euro coin has a common European face and a face designed by country. All coins can be used in every country. There are seven euro notes which are differently sized and colored, and come in denominations of 500, 200, 100, 50, 20, 10, and 5. The notes, unlike the coins, do not have national sides and are completely uniform.

Cash is the most common form of payment in Germany. Most large stores accept German bank cards as well as major American credit cards, but it is necessary to open a bank account in order to pay the rent and other bills. The Program will give you instructions for opening a bank account (*Konto*) at a local bank in Freiburg.

For people with Bank of America accounts, Deutsche Bank offers quick and easy money transfers from the U.S. Sparkasse offers the best money transfer prices for people with accounts at other U.S. banks.

German banks use a money transfer (*Überweisung*) system rather than the written check system used in the U.S. With a money transfer you can move funds from your account directly to the account of the recipient. Specify the name of the person to receive the money (*Empfänger*) and his/her account number (*Kontonummer*) and bank number.

With your bank card you can obtain a computerized notice of account status (*Kontoauszüge*) whenever you want. This statement shows all current activities on your account. It is important to save these *Kontoauszüge* because they are the only record of your account transactions. You will not receive a receipt showing your bank balance after withdrawing money from an ATM. German banks are closed on Saturday, Sunday and during lunch throughout the week and have more limited hours than banks in the U.S., so plan accordingly. You can withdraw money from numerous ATM machines (*Geldautomaten*) most anytime; many are closed between midnight and 6 a.m.

As previously noted, after the first month in Freiburg, housing payments for Purdue and IU students will be automatically deducted from their bank account monthly. The housing costs for UMN students are included in the UMN program fee.

It is not recommended to bring traveler checks. Instead, you can bring some cash and/or withdraw cash from an ATM using your American debit card. Most banks no longer process travelers checks although travelers checks can still be processed at American Express offices which are located in most major cities and airports.

Cell Phones

Cell phones are very popular in Germany and IES is now requiring all students to have a cell phone to facilitate communication. Many of the newer US cell phones can accommodate a SIM card that you would purchase for Germany. You should contact your cell phone service provider to inquire if that would be an option, although it may be more costly than purchasing a pay-as-you-go German cell phone. IES will also provide detailed information about cell phone options. Consider getting the same carrier as your friends since rates are cheaper within networks.

Throughout Europe, coin phones are being replaced by those that accept only prepaid telephone cards that you can readily purchase at post offices or news stands.

All major U.S. carriers issue international calling cards that permit you to bill calls to a charge card or a U.S. telephone number. Calling cards work from all public phones, but not necessarily from all the dorm phones, since they sometimes have a fixed provider.

The best option for international calling is Skype. You can load money into your Skype account and then call mobile and landline phones for \$.02 a minute. Other messaging apps that use wi-fi are popular, such as Viber or WhatsApp.

Public Transportation

With your University of Freiburg student card, you can purchase a comprehensive transport ticket called a *Semester-ticket*, which covers not only the city of Freiburg itself, but the beautiful surrounding area as well and is valid for a full semester. It costs about €89 and becomes available October 1st in the fall and April 1st in the spring. You can buy a *Regiokarte* (one month-pass) for €38 to cover all transportation (tram, bus, local trains) until the semester ticket becomes available. The IES staff will have the *Regiokarte* available to buy when you arrive.

Most students have bicycles in Freiburg. However, it is not advisable to bring an expensive bicycle with you from the U.S. because of the high rate of bicycle theft. Instead, buy a good chain lock when you purchase a used bike.

Social Activities

Cinemas and Theaters

There are two big multiplexes in Freiburg, Cinemax and Harmonie, where you can see new movie releases in comfort. Ticket prices are cheapest Monday through Wednesday. Big US blockbusters are often shown in English with German subtitles. There are also art houses and cheaper alternatives in Freiburg. The Carl-Schurz-Haus presents some American films without dubbing (look for OFA or *Originalfassung*). The Harmonie, Apollo and Friedrichsbau cinemas are smaller and present some art house fare. If you are interested in non-mainstream movies it is worth checking the program of Kommunales Kino and Kandelhof. The University runs two inexpensive film clubs that show older and second run films. With both of them, you buy a year-long membership (*Mitgliedsausweis*) and then pay a minimal charge per film. Aka-Filmklub shows movies on Tuesdays, Wednesdays and Thursday and some Friday nights (usually these are merely projected videos) and Aktion Cinema shows films on Friday nights (but they show 35mm movies). If you are really dead set on seeing a movie in English, then venture to Basel (with *Semesterticket* and *Bahncard*, transportation is cheap). Every movie in Basel is presented in the original language, usually with French and German subtitles.

The Stadttheater offers a wide range of productions: drama, opera, ballet, musical. You can get inexpensive tickets with a student ID. Freiburg also has a couple of privately organized theaters.

Concerts

The architecturally ambitious Konzerthaus opened its doors in 1996. It is a state-of-the-art concert hall that offers a wide range of classical and popular music. It is also the home of the Freiburg Philharmonic Orchestra and the SWF Symphonic Orchestra. In addition to its function as a concert house, the building hosts many national and international congresses.

The Jazzhaus is a locale for high quality jazz, blues, folk and world music concerts as well as popular DJ'ed theme nights but can be quite expensive. It is located in a cozy, vaulted basement near the Konzerthaus. The free monthly Jazzhaus Journal informs you about current events.

Athletics

Almost any athletic activity can be found on Schwarzwaldstrasse, just off the #1 Strassenbahn line, about 20-30 minutes from the Vauban and StuSie dorms: soccer fields, tracks, gyms, etc. The University sport programs include everything from Aikido to windsurfing. There are also health clubs and numerous hiking trails near Vauban, and a pool and miniature golf course near Seepark. Skiing and sledding are immensely popular. You will find sledding almost anywhere there's a hill, and plenty of ski lifts. In less than an hour you can be on a 1000-meter high mountain like Feldberg in the Schwarzwald area. There are also plenty of fresh water lakes for water sports in the summer.

Packing

Without matching the Midwest's extremes of winter cold and summer heat and humidity, Freiburg experiences a robust winter and warm summer. Be prepared for both cold and rain. Homes and other buildings are often kept at lower temperatures than in the States, as heating fuel costs more. German students do not dress up, so you will feel comfortable in casual clothes although they rarely wear t-shirts and sweatshirts. (Consider packing older clothes that can be left behind to make more room for gifts and souvenirs on the trip home.) Bring one good outfit for theater performances, concerts and receptions.

We recommend the following packing list:

- Good rain gear: umbrella, cap, boots, raincoat or poncho
- heavy jacket
- jeans, sweaters
- heavy pajamas, robe, slippers
- sturdy walking shoes, shower clogs
- one dress outfit
- a supply of prescription drugs you take regularly
- prescriptions clearly printed in generic (not brand name) terms
- extra pair of glasses or contact lenses
- glasses or contact lens prescription
- contact lens solution and cleaner (expensive in Germany)
- medications for colds and minor intestinal disorders (available but more expensive in Germany)
- a towel
- laptop computer
- camera
- grammar textbook for review and consultation
- travel alarm clock
- digital music player
- photographs of friends and family

Freiburg was definitely a safe place. From time to time I had trouble with some of the local youth, but that I've experienced all over the world and is to be expected.



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- gifts (school decals, T-shirts, pennants, hometown crafts)
- Favorite recipes, American measuring cup and spoons (the rest of the world is metric)

Take all medications in the original bottle to prevent possible difficulties with customs officials. Bring enough prescription medication to last until you can arrange to get a German prescription for refills. Note that it is illegal for a German pharmacist to refill a prescription outside the EU. You may, instead, take a copy of your U.S. written prescription to a German physician and have him/her write the same prescription. That way the authorization comes from within the country.

Take cosmetics for the year only if you are attached to a particular brand.

Do not take electrical appliances, including shavers, unless they can operate on 220V and at 50 Hertz cycles. American plugs do not fit German outlets, but conversion plugs can be purchased for appliances that will operate on 220V.

Shipping

Customs on new and gift items SENT: To send packages from the U.S.A. to Germany, the sender will have to make a list of the value of the item(s) for customs. If the contents are new and the sender states that the value of the contents exceeds €40 (approximately \$56), the recipient of the package will have to pay customs duty. This can be as much as 50 percent of the declared value, so it is best to avoid shipping anything with a declared value of more than €40.

Customs on excess luggage (clothing) SENT: If you need to ship excess baggage, it may be sent to the IES Abroad Freiburg office before your departure. The most convenient and least expensive way of doing this is to ship them in sturdy cardboard boxes through the post office. Check with the post office for size and weight limitations.

We caution against using U.P.S. or other courier-type services because all of their packages are checked by customs, and there have been problems in the past with exorbitant customs duty and VAT (value added tax) being charged when the package arrives in Germany.

It is important to make clear that the contents are for your private use and will be returned to the U.S. When shipping additional clothing, you should print the phrase **“Gebrauchte Kleidung für Eigenbedarf als Student in Freiburg”** (“used clothing for student’s own use in Freiburg”) on the outside of the boxes, as this will save you from being charged customs duty.

You will have a mailbox, which you can use for regular mail. Have packages directed to IES Abroad.

Vacation Travel

Trains

Traveling by train is the best way to see Europe. In most countries on the continent the trains are punctual, clean, comfortable and inexpensive. They go nearly everywhere. There are various rail passes available. When traveling within Germany, good deals

include the *schönes Wochenendticket* and the *Bahn Card*. Up to 5 people can ride on each *Wochenendticket*, but it can be used only on Saturday or Sunday and the trains you are allowed to use with this reduced ticket are very slow and stop often.

If you plan to travel within Germany on a frequent basis, the price of a national rail pass (Bahn Card) will be justified after just a few trips. It entitles you to a discount on all tickets within Germany for a year. The Eurail pass provides a period of unlimited second-class travel throughout Western Europe (except Britain and Northern Ireland). The Eurail pass must be purchased in the U.S., but you can have someone buy it and mail it to you overseas. (Leave your passport number with them; it must be put on the order form.)

Weigh the pros and cons before investing in a rail pass. Americans often have the false impression that the Eurailpass is the only way you can travel by train in Europe. This is of course not the case—you can buy tickets for individual trips at any train station. A rail pass does give you the freedom to roam about as you wish, interrupting your trip at a moment's notice and not having to spend time at ticket windows. On the other hand, the passes are not cheap; if you want to do selective, concentrated travel you may save money by buying individual tickets or passes available in Europe. After you have lived in Germany for six months, you qualify to purchase InterRail tickets, which is like a Eurail pass but cheaper, for travel in other regions of Europe. For more information, consult www.bahn.de.

Meinfernbus.de

This new bus system offers inexpensive travel between major cities in Germany.

Mitfahrgelegenheit.de

Many Germans, young and old, use this carpooling site to get from city to city. Drivers will post their route and price to the website and riders will reserve a seat online or by phone.

Rental cars

Renting a car in Europe can be expensive, and gasoline costs three times as much as it does in the U.S. Most rental companies have age stipulations as well.

Hitchhiking

Hitchhiking in Europe can be dangerous. Do not attempt it. Hazards include road accidents, frequent thefts and increasing personal assaults.

Bicycling

Many students have bicycled in Europe and found it to be a rewarding experience. You can rent bikes at many train stations or even take bikes onto the trains, and in many countries (most notably France, Belgium, the Netherlands, and England) people and roads are quite friendly to cyclists. You can stay in camp grounds, or bike from hostel to hostel. Look for comprehensive listings of youth hostels and guides to European camp grounds.

Planes

Commercial air travel in Europe is expensive. However, there are student charters to numerous destinations (especially at break times) at bargain-basement prices.

Visit a travel agent to learn about the deals available. For all student charters it is advisable to inquire and book well in advance. Another place to start is www.travel-overland.de.

There are a number of budget airlines serving cities in Europe, including Ryanair and EasyJet. These airports often lie outside the advertised destination, so it may be necessary to take a train or bus from the airport to the city. Prices on websites of the budget airlines frequently do not include taxes and transfers, which will add additional expense.

No matter how you decide to travel, do some advance planning. Read about places that interest you, talk to people who have been there. Try to find out about destinations that you'd never heard of before. Set up a tentative itinerary; even if you don't stick to it (few people ever do!) you will have learned a lot about places you had planned to visit. Most important, be flexible and realistic. Don't set impossible goals like trying to see all of Europe in two weeks. You will only end up exhausted and frustrated. Instead, try to make your travel a relaxing, entertaining experience of discovery, something that will provide fond memories for years to come.

Hostels

Youth hostels provide clean, inexpensive, albeit spartan accommodations throughout Western Europe. You may need to have a hostel card in order to spend the night. Cards are available on the web from American Youth Hostels at www.hiusa.org, or you can also purchase memberships at any youth hostel overseas. Information about Germany's hostels can be found at www.djh.de.