

# ISEP Guide to Course Selection

## German/Austrian/Swiss Institutions

### Helpful Translations and Explanations

All German-language universities will have a course catalogue (Vorlesungsverzeichnis) and you can find the link to this in the university's profile page on the ISEP website. Many German-language universities will not post the courses being offered for the next semester until just a couple weeks before the start of the semester. However, you can gather an idea about what courses will be offered in the future by looking at what has been typically offered in the past in the respective semester. For example, if you would like to go abroad in Spring 2012, look at the Spring 2011 course offerings. Generally, you will not officially register for courses until you arrive at your host institution.

When searching for courses, it will be helpful to recognize some of the most commonly utilized German words and abbreviations.

#### Semesters

WiSe/ Winter Semester	Winter (Fall) Semester	Late September – Early February
SoSe/ Sommer Semester	Summer (Spring) Semester	Late February - July

#### Types of Courses

There are several main types of courses offered:

**VO/Vorlesungen (Lectures):** In a lecture, the professor may argue to explain his or her stance on the subject area addressed by the lecture. The students may play only a passive role as listeners, though they can – or even should – ask questions during or at the end of the lecture.

**PS/Proseminare (Pre-seminars):** Proseminars serve as a steppingstone to seminars. Students play a more active role than in lectures, giving presentations and taking part in discussions and debates. The topics are covered more in depth than in a lecture, but perhaps not as thoroughly as in a seminar.

**SE/Seminare (Seminars):** In seminars, however, it is the students who take an active role. In the first session of the seminar, each student selects a topic from a list given by the lecturer (a professor or assistant lecturer). Students

are to then research their selected topic from specific viewpoints and present it to the other participants in the seminar at a later date.

**UE/Übungen (Tutorials):** A tutorial generally deals with what was said in the respective lecture and goes through the lecture content more thoroughly. Active participation is expected from the participants. The tutorials are led by a lecturer who is a professor, an assistant lecturer or an advanced student.

**KO/Konversatorien (Discussion-based classes):** In a Konversatorium, a student has the opportunity to discuss topics and ask questions to the lecturer. The grade for this class is often based a student's level of participation in the class.

All types of courses may be offered in English. Be sure to check the language of instruction. Just because you have found the course description in English, does not mean the class will be taught in English.

For all of these courses, a session usually lasts 90 minutes and takes place once a week. This counts as two weekly credit hours ("Semesterwochenstunden/SWS"). There are, however, courses which comprise of four or more SWS and take place several times a week.

#### Course Levels and Credits

At German-speaking universities, course numbers are not necessarily associated with a year-level as they often are in the U.S. Students enroll in one or more fields of study with flexibility as to course choice. They are expected to graduate in four to six years, but many go on for much longer. Thus, neat distinctions (freshmen, sophomore, etc.) simply do not exist; similarly, exchange students will not be assigned a year-level.

The difficulty of courses varies by instructor or field of study. The course number is not necessarily indicative of the academic rigor of the class. Read the course description carefully to get an idea of what will be expected of students who undertake the class.

These universities utilize the ECTS (European Course Credit Transfer System). In this system one academic year is equal to 60 credits; credits are determined by the workload of an average student, including work done in and out of class. Normally a bachelor's degree requires 180 credits (usually 3 years of courses) and a master's degree requires an additional 120 credits (2 years). However, the time taken by students to reach these levels varies greatly. When reviewing course credits, in some cases two different ECTS numbers are given. In most cases, exchange students always get the higher number.

## Departments

<b>German to English</b>	
<b>Fachbereich</b>	<b>Faculty</b>
Amerikanistik	American Studies
Anglistik	English Studies
Architektur	Architecture
Betriebswirtschafts/lehre	Business
Chemie	Chemistry
Deutsch als Fremdsprache	German as a Foreign Language (DaF)
Geographie	Geography
Germanistik	German Studies
Geschichte	History
Bioingenieurwesen	Bioengineering
Humanwissenschaften	Social Sciences
Informatik	Computer Science
Ingenieurwesen	Engineering
Japanologie	Japanese Studies
Jiddistik	Yiddish
Klassische Philologie	Classics (Latin and Greek)
Kulturwissenschaften	Cultural Sciences
Kunstgeschichte	Art History
Linguistische Datenverarbeitung	Computational Linguistics
Literatur	Literature
Maschinenbau	Mechanical Engineering
Mathematik	Math
Medienwissenschaften	Media Studies
Phonetik	Phonetics
Physik	Physics
Politikwissenschaft	Political Science
Rechtswissenschaft	Law
Romanistik	Romance Studies
Soziologie	Sociology
Sportwissenschaften	Sports Science
Sprache	Languages
Statistik	Statistics
Theologie	Theology
Volkswirtschaft	Economics
Wirtschaftsinformatik	Commercial Information Technology

<b>English to German</b>	
<b>Faculty</b>	<b>Fachbereich</b>
American Studies	Amerikanistik
Architecture	Architektur
Art History	Kunstgeschichte
Bioengineering	Bioingenieurwesen
Business	Betriebswirtschafts/lehre
Chemistry	Chemie
Classics (Latin and Greek)	Klassische Philologie
Commercial Information Technology	Wirtschaftsinformatik
Computational Linguistics	Linguistische Datenverarbeitung
Computer Science	Informatik
Cultural Sciences	Kulturwissenschaften
Economics	Volkswirtschaft
Engineering	Ingenieurwesen
English Studies	Anglistik
Geography	Geographie
German as a Foreign Language (DaF)	Deutsch als Fremdsprache
German Studies	Germanistik
History	Geschichte
Japanese Studies	Japanologie
Languages	Sprache
Law	Rechtswissenschaft
Literature	Literatur
Math	Mathematik
Mechanical Engineering	Maschinenbau
Media Studies	Medienwissenschaften
Phonetics	Phonetik
Physics	Physik
Political Science	Politikwissenschaft
Romance Studies	Romanistik
Social Sciences	Humanwissenschaften
Sociology	Soziologie
Sports Science	Sportwissenschaften
Statistics	Statistik
Theology	Theologie
Yiddish	Jiddistik

## Universität Trier Course Selection Guide

Under the “Academics” tab of the Membership Directory page for this institution on the ISEP website, you will find several links. If you would like to view all courses offered at this site (German and English), follow the link for “Course Overview” Then follow the instructions below.

### Searching for Courses

If you follow the link for “Course Overview” given on the institution’s page, you can click through the "Fachbereiche" (faculties) or click “Kurz,” “Mittel,” or “Lang” to open a bar on the left side of the page. Select “Search for Lectures/ Suche nach Veranstaltungen.”

Following the directions above will lead you to a page that looks like this image:

From here, you can find every course you need, based on any specifications you may have.

If you would like to search for a term, such as “business,” enter your main search term in the box just to the right of “Title of Lecture/Titel der Veranstaltung.” You can search English or German terms here, regardless of the language in which you are viewing the page; however, the search results will only show exact matches. So searching “Chemistry” will not show “Chemie” course titles.

Below this field, you are given several other options by which to search for courses. These are: Modules/ Module, Department/ Einrichtung, Curricula/ Studiengang, Teacher/ Lehrender, and Room/ Raum.

Additionally, it is possible to search for courses by the meeting time/ Uhrzeit (from/ von, to/ bis), by the day/ Wochentag the course meets (Monday/ Montag, etc.) or by the **language of instruction/ Unterrichtssprache** (German, English or French).

Once you have selected your search terms, simply click on “Start Search/ Suche Starten.”

### Viewing the Course Description

Once you have hit “Start Search/ Suche Starten,” your search results will appear on a new page.

Suchen nach Veranstaltungen			
10 Treffer: Veranstaltung: business Semester: WiSe 2010/11			
Seitenansicht wählen: > kurz > mittel > lang			
Vst.-Nr.	Veranstaltung	Vst.-Art	Aktion
210413	Business English Today I Gruppe A - 2.0 SWS - Bachem	Übung	Zur Zeit keine Belegung möglich
210414	Business English Today I Gruppe B - 2.0 SWS - Bachem	Übung	Zur Zeit keine Belegung möglich

By clicking on the course title, you can gather more information about the course. This would include information about how often the course meets (usually weekly/ woch) and how regularly the course is offered (ex: every semester/ jedes Semester). Also, be sure to note the type of course/ Veranstaltungsart: VO-Vorlesung (lecture), UE-Übung (tutorial) or SE-Seminar (seminar), etc. and the language of instruction.