

Bibliography

=> Online help

Terminologie-Datenbank der Uni Zürich

<http://verstaendlich.ch/2011/03/09/englisches-worterbuch-zum-hochschulwesen/>

Leo <http://dict.leo.org> (especially "Forumsdiskussionen")

Linguee www.linguee.doc

Dict.cc English German Dictionary: <http://www.dict.cc/>

Analytic Quality Glossary <http://www.qualityresearchinternational.com/glossary/>

Common Data Set of U.S. Higher Education Terminology

<http://www.uta.fi/FAST/US5/REF/dataset.html>

Graduate Recruitment Bureau: Higher Education Glossary

http://www.grb.uk.com/he_glossary.0.html

=> Software help

Wörterbuch des Hochschulwesens von Garrett Quinlivan, 2.Auflage 2009 pdf

download: <http://www.raabe.de/go/Hochschule%2FWissenschaft%2FStudium/PDF+Download+W%C3%B6rterbuch+des+Hochschulwesens>

29.99€; Mehrfachlizenz 298€

Terminology of European Education and Training Policy: A selection of 100 key terms

download: http://www.cedefop.europa.eu/EN/Files/4064_en.pdf

LingoPad download: <http://www.ego4u.de/de/lingopad>

Help Read was originally available from Hawaii Education Literary Project. This freeware, once installed, reads your text to you. It can still be downloaded and installed: <http://www.ldpride.net/helpread.htm>

=> Further reading

Chronicle of Higher Education <http://chronicle.com/section/Home/5> [go to "Create a Free Account" to sign up for free newsletters]

See too your own web pages in German and compare them with the English translations.

=> And Deutsches Studentenwerk offers

"Erste Hilfe - Illustriertes Gesundheitswörterbuch: Hinweise für ausländische Studierende in Deutschland" in English and German

<https://www.studentenwerke.de/de/content/erste-hilfe-illustriertes>

"Illustriertes Wohnheimwörterbuch", 2nd ed. in German, Arabian, English, French, Polish, Russian, Spanish, Turkish [https://www.studentenwerke.de/de/content/illustriertes-wohnheimw](https://www.studentenwerke.de/de/content/illustriertes-wohnheimw%C3%B6rterbuch) %C3% B6rterbuch

=> Many German institutions now have translated their booklets into several languages:

Bundesagentur für Arbeit

<http://www.arbeitsagentur.de/web/content/EN/index.htm>

BAMF

http://www.bamf.de/SiteGlobals/Forms/Sprachumschaltung/DE/Sprachumschaltung_Formular.html (also in Russian and Turkish)

For Students

=> Online help with easy-to-understand German explanations

Campus-Wörterbuch Das kleine Uni-ABC von Philipp Köster und Jochen Leffers

<http://www.spiegel.de/unispiegel/studium/0,1518,125322,00.html>

Datenbank, Lexikon und Abkürzungsverzeichnis rund um Studium, Hochschule und studentisches Leben <http://www.studis-online.de/StudInfo/lexikon.php>

English at the University

Abgangszeugnis	diploma
Abmeldung von einer Prüfung	withdrawal from an exam (ination)
Abschlussarbeit	dissertation (UK); thesis; special/final project
Änderungsmitteilung	notification of change
Äquivalenzbescheinigung	confirmation of equivalence (for work done at another university)
Akademisches Auslandsamt	Foreign Student Adviser/Advisor (Foreign Students Office; international office; international students off.
Amtsarzt/In	public health official
Anerkennung (von Studienleistung.)	recognition/acceptance (of courses) for credit; transfer of credits (from another university)
Anmeldebestätigung	confirmation of course registration
Anmeldeformular	registration form; enrol(l)ment form
Annahmeerklärung	declaration of acceptance
Anrechnung (von Kompetenzen)	recognition/acceptance (of skills/aptitudes/competences)
Antwortschein	(international) reply coupon
Aufenthaltsbewilligung	residence permit
Aufenthaltserlaubnis (zu Studienzwecken)	(limited) student residence permit; student visa
Aufenthaltsgenehmigung	residence/stay authorization/ authorization/permit
Aushang	(public) notice; posting; bulletin
Ausländeramt; Ausländerbehörde	Aliens' Registration Office; Foreigners' Registration Office
Ausländerbeauftragte	(foreigners' representative) (representative for foreigners;/aliens/migrants)
Absolventennetzwerk	Alumni
Bachelorurkunde	Degree/ degree certificate; diploma
Belegbogen	List of courses (to be) taken; courses record sheet; registration sheet
Bereich (Studium Teilbereich)	Area/field (of studies) [part; subdiscipline; subfield; subarea; subfield
Beurlaubung	(temporary) withdrawal; leave of absence
Bildungsausländer Innen	Foreign nationals with university entry qualifications
Bildungsinländer/ Innen	(foreign nationals with German education) "foreign non-mobile student"
Brückenkurs	Bridge course; link program
Bürgschaft	Surety; guarentee
Darlehen	Loan (college loan)
Diplomzusatz DS	Diploma supplement DS
Dokumente	documents
Dezernat für Studienangelegenheiten	Department/ Division of Academic Affairs
Einreisevisum für Studienzwecke	Entrance/ entry visa (for studies)
Einwohnermeldeamt	(residents') registration office
Evaluierung	evaluation
Exmatrikulierung	Withdraw
Exmatrikulation (abgeschl. Studium)	Withdrawal; termination of enrolment

Englisch für Studierendensekretariate

Fachschaft	Student body of a faculty
Fachschaftsrat	Student representatives (in faculty/ department)
Fachwechsel	Change of courses/major
Fälschung; Urkundenfälschung	Forgery; forgery/ falsification of
Fakultätsrat	Faculty board/ council
Fernstudium	Distance learning
Förderkurs; Förderkursunterricht	Remedial course; remedial teaching; special instruction
Frauenbeauftragte	Women's representative
Gasthörer/in	Visiting student (not exchange); guest student; occasional student
Gesamtnote	
Girokonto; Bankkonto	Check; checking/cheque account; bank giro account
Härteantrag	Claim hardship
Haftpflichtversicherung	Third party/ liability insurance
Haushaltsbescheinigung	Confirmation of the members in the household
Hochschulgesetz	University and College Act; Higher Education Act
Hochschulrahmengesetz	Higher education framework act; framework act for higher education
Hochschulwechsel	Change of university/ transfer to another university
Hochschulzugangsberechtigung	Qualification for admission to higher education; Certificate of aptitude for higher education; entry qualification(s)
Immatrikulationsbescheinigung	Enroll(l)ment certificate; proof of registration
Immatrikulationsordnung	Regulations for enrolment/enrollment/registrations
Immatrikulationsverfahren	Enrolment/registration procedure
Kernfach	Core subject
Kindergeldnachweis	Proof of receiving child/ childrens' allowance/ benefit/ benefits
Klagen	Suit(n); to sue (v)
Klausureinsicht	Inspection of corrected/ reviewed exams
(klinisch) anerkannte Krankheit; anerkannte Berufskrankheit	(clinically) recognized disease/ illness; recognized (occupational) disease
Korrekturzeitraum	Correction period
Krankenkasse	Health insurance; compulsory/ statutory health insurance; health insurance provider; Student health insurance
Krankenversicherungsnachweis	Health insurance certificate; proof of health insurance
Lastschriftverfahren	Direct debiting scheme/ system
Lebenshaltungskosten	Cost of living
Lehrstuhl	Chair/ professorship (in/of xxx); to hold the chair in/of xxx
Mantelbogen	coversheet
Master/ Master-Abschluss/ Mastergrad/ Magister	Master's/ masters' degree

Englisch für Studierendensekretariate

Meldezeitraum	Registration period/ registering for exams
Mutterpass	Maternity card; maternitylog; (expectant mothers') record of prenatal and natal care; pregnancy record
Modul	module
Modulhandbuch	Module handbook/ guide (module database)
Notenbescheinigung	Grades/ marks; transcript/transcript of records (TOR)
Notenverbuchung	Registering grades/ marks
Numerus clausus	Restricted entry (policy);admission restrictions
Pflichtkurs	Required/ compulsory course
Praktikum	Practical training; Internship; traineeship; job placement; industrial training; career-orientated practical; work experience; placement semester
Prüfungsamt	Examination office; office of examinations; admissions and records office
Prüfungsanspruch	Right of admission to an examination
Prüfungsanspruch verlieren	To lose the right to take an exam/ to take examinations
Prüfungsausschuss	Board of examiners; examination board/ committee
Prüfungsausschussvorsitzende(r)	Chair (person/man/woman) of the exam(ination) board/ committee/ board of examiners
Prüfungsleistungen anerkennen	Acceptance of academic work (done elsewhere), including examinations
Prüfungsordnung (PO)	Examination rules/ regulations
Prüfungsraum	Exam(s) room; examination room/ hall
Psychologische Beratung	Psychosocial Counsel(l)ing
Rückmeldung (zum Weiterstudium)	Re-registration; reregistration; renewal of registration; registration renewal
Rücktritt (von einer Prüfung)	Withdraw(al); to withdraw from an exam
Säumisgebühr	late charge/fee; overdue fine
Schwarzes Brett	Bulletin/notice board; electronic board; billboard
Schwerbehindertenbeauftragte	Representative of/ for the physically-challenged; disabled-student representative
Selbstbedienungsfunktionen (Online)	Self-service/ online (self-administration)functions
Semesterbeitrag	semester dues/levy; semester contibution
Sperrkonto	blocked account
Stiftung	Foundation/endowment
Studentenaustausch	Student exchange
Studentenausweis	student card; student registration card; internationalstudent ID card (ISIC)
Studentenclub	Student club
Studentensekretariat; Studierenden secretariat; (Immatrikulationsamt)	Registrar's office; admission and registrar's office; student affair's office; Office of Academic Affairs
Studentenjahrablauf	academic year
Studentenschaft	Student body
Studentenwerk	student services; student administration
Studentenwerksbeitrag	student services fees
Studentenwohnheim	Students' hostel; hall of residence; dorm(itory)

Englisch für Studierendensekretariate

Studienberatung	course guidance service; Student Advisory Service; Student Guidance and Counselling Centre
Studienfachberatung	departmental student advice; course-related information; Advice, course guidance
Studiengangsbeauftragte/r	course director
Studiengang	course; course of study; degree course; degree program; major; curriculum;
Studiengangwechsel	change from one kind of degree to another; change between professional and a degree course
Studiengebühren	(tuition) fees; enroll(ment) fee; semester fees
Studienhöchstzeit (überschreiten)	maximum time (allowed for study) to exceed the maximum time
Studienordnung	conditions of study; study regulations
Studienorganisation	organization/organization of studies
Studienzeit	length/duration of study; the Time it takes to get a(n) xxx degree; course length; time (it takes) to complete a course
Studienzeitbescheinigung	Certificate of university studies
Teilzeitstudium	parttime/ part-time course
TutorIn; BetreuerIn	academic advisor/adviser; student adviser; (teaching/graduate assistant)
Umzugsbeihilfe (Begrüßungsgeld)	relocation allowance (welcome payment)
Unfallversicherung	accident/casualty insurance
Urkunde	degree; degree certificate; diploma (in general, documents)
Vertrauensdozent	(liaison professor)
Verwendungszweck	purpose; use; reason for payment/transfer
Vollmacht	full power (of attorney); proxy; to delegate powers
Vorbereitungsseminar	introduction; introductory/briefing seminar
Vordiplom	prediploma; intermediate examination; intermediate diploma
Vorläufige Immatrikulation/Zulassung	conditional enroll(ment)/registration
Vorlesungsfreie Zeit	(non-lecture period versus lecture period)
Vorlesungszeit	(lecture period versus exam period) when the university is in session; term time
Vorübergehende Zulassung	temporary admission
Wahlfach	elective (course)
Wahlpflichtfach	required option
Weiterstudium	continuation of studies
(sich) wenden an	contact xxx; turn to xxx; ask xxx
Wiederholungsprüfung	rest; resit/ retake an exam
Widerspruch (einlegen)	lodge an objection (against something/someone)

Englisch für Studierendensekretariate

Zulassungsbescheid	decision on admission; notification of acceptance; letter of acceptance
Zulassungsbeschränkung	limited entry
Zusatzkurs	additional course
Zwangsexmatrikulation	expulsion; (compulsory) exmatrikulation
Zweitausfertigung	CAT Duplicate
Zweitstudium	additional course of study; additional degree, second full-time university course

Alphabetisch Deutsch - Englisch

"Absolventennetzwerk"	Alumni
Abmeldung von einer Prüfung	withdrawal from an exam(ination)
Abschlussarbeit	final paper; dissertation (UK!); thesis; special/final project...
Abschluss-, Abgangszeugnis	diploma
Änderungsmitteilung	notification of change
Äquivalenzbescheinigung	<i>confirmation of equivalence (for work done at another university)</i>
Akademische Prüfstelle	Academic Evaluation Centre / Center
Akademisches Auslandsamt	Foreign Student Adviser/Advisor; [Foreign Students' Office] <i>international office;</i> <i>international students' office</i>
Amtsanmaßung	unauthorized assumption of authority
Amtsarzt/Amtsärztin	public health official
Anerkennung (von Studienleistungen)	recognition/acceptance [of courses] for credit; transfer of credits (from another university, German or foreign)
Angleichungssemester	remedial semester (required before entry into some courses of study dependent on previous study)
Anmeldebestätigung	confirmation of course registration
Anmeldeformular	registration form; enrol(l)ment form
Annahmeerklärung	<i>declaration of acceptance</i>
Anrechnung (von Kompetenzen)	recognition / acceptance (of skills / aptitudes / competencies)
Anrechnungsbescheid	transcript of records**
Antwortschein	(international) reply coupon
Aufenthaltsbewilligung	residence permit
Aufenthaltserlaubnis [zu Studienzwecken]	(<i>limited</i>) student residence permit; student visa
Aufenthaltsgenehmigung	residence/stay authorisation/authorization/permit
Aushang	(public) notice; posting; bulletin
Ausländeramt; Ausländerbehörde	Aliens' Registration Office; Foreigners' Registration Office
Ausländerbeauftragte	[foreigners' representative] [representative for foreigners/aliens/migrants]
Bachelorurkunde	degree/degree certificate; diploma
Befreiungsbescheinigung	exemption certificate (from health insurance, for example)
Beglaubigung	notarization; authentication; verification; certification

Belegbogen	list of courses (to be) taken; course record sheet; registration sheet
Bereich (Studium-) [Teilbereich]	area/field (of studies) [part; subdiscipline; subfield; subarea]
Beurlaubung	<i>(temporary) withdrawal;</i> (academic) leave of absence
BildungsausländerInnen	foreign nationals with university entry qualifications
[BildungsinländerInnen]	<i>[foreign nationals with German education]</i> "foreign non-mobile student"
Brückenkurs	bridge course; link programme
Bürgschaft	surety; guarantee
Darlehen	loan (college loan)
Dez. für Studienangelegenheiten	Department/Division of Academic Affairs
Diplomzusatz (DS)	diploma supplement (DS)
Dokumente	documents
Doppel- oder Parallelstudium	<i>studying for two degrees</i>
Eignungsprüfung	aptitude test; subject-related entrance examination (FH)
Einreisevisum für Studienzwecke	limited/restricted entry [see numerus clausus]
Einstufungsbeschränkung	entrance/entry visa [for studies]
Einwohnermeldeamt	(residents') registration office
Einzugsermächtigung (fristgerecht)	direct debiting authorization / authorisation (within the period prescribed / in due time)
endgültig gescheitert	definitively failed
Evaluierung	evaluation
Exmatrikulierung; exmatrikulieren	withdraw
Exmatrikulation (abgeschlossenes Studium)	<i>withdrawal; termination of enrolment</i>
Fachbindung	restricted to a specific study area
Fachschaft	student body of a faculty
Fachschaftsrat	student representatives (in faculty/department)
Fachwechsel	change of courses/major
Fälschung; Urkundenfälschung	forgery; forgery/falsification of a document
Fakultätsrat	faculty board/council
Fernstudium	distance learning
Feststellungsprüfung	assessment test
Förderkurs; Förderkursunterricht	remedial course; <i>remedial teaching;</i> <i>special instruction</i>
Freiversuch	"free attempt"
GasthörerIn	visiting student [not exchange]; guest student; occasional student; <i>auditor</i>
Gebührenordnung	scale of fees/charges

Gesamtnote [Gesamtnotebescheinigung]	overall average/mark [certificate of /certification of...]
Girokonto; Bankkonto	check/checking/cheque account; bank giro account
Härteantrag	claim hardship
Haftpflichtversicherung	third party / liability insurance
Haushaltsbescheinigung	confirmation of members in the household
Hochschulgemeinde	campus ministry
Hochschulgesetz	University and College Act; Higher Education Act
Hochschulrahmengesetz	higher education framework act; framework act for higher education;
Hochschulwechsel	change of university / transfer to another university
Hochschulzugangsberechtigung	qualification for admission to higher education; certificate of aptitude for higher education; <i>entry qualification(s)</i>
Immatrikulationsbescheinigung	<i>enrol(l)ment certificate; proof of registration</i>
Immatrikulationsordnung	regulations for enrolment/enrollment/registration
Immatrikulationsverfahren	<i>enrolment/registration procedure</i>
Kernfach	core subject
Kindergeldnachweis	proof of receiving child / children's allowance / benefit / benefits
Klagen	suit (n.); to sue (v.)
Klausureinsicht	inspection of corrected / reviewed exams
[klinisch] anerkannte Krankheit; anerkannte [Berufs]krankheit	[clinically] recognized disease/illness; recognized [occupational] disease
Korrekturzeitraum	correction period
Krankenkasse	health insurance; compulsory/statutory health insurance; health insurance provider; student health insurance
Krankenversicherungsnachweis	health insurance certificate; <i>proof of health insurance</i> ; letter from health insurance provider
[klinisch] anerkannte Krankheit; anerkannte [Berufs]krankheit	[clinically] recognized disease/illness; recognized [occupational] disease
Langzeitstudiengebühren	fees for long-term students
Lastschriftverfahren	direct debiting scheme / system
Lebenshaltungskosten	cost of living
Lehrstuhl; Lehrstuhl innehaben	chair/professorship [in/of xxx]; to hold the chair in/of xxx
Lizensierungsverfahren	licensing procedure
Mantelbogen	coversheet

Master / Master-Abschluss / Mastergrad / Magister / Masterurkunde	master's / master's degree / master's diploma
Meldezeitraum	registration period/registering for exams
Modulhandbuch	module handbook / guide [module database]
Mutterpass	maternity card; maternity log; (expectant mother's) record of prenatal and natal care; pregnancy record
Nachteilsausgleich	accommodation/compensation of a disability/disadvantage; disadvantage compensation; disability compensation
Notenbescheinigung	grades/marks transcript/transcript of records (TOR)
Numerus clausus	<i>restricted entry (policy); admission restrictions</i>
Notenverbuchung	registering grades/marks
Pflichtkurs	required / compulsory course
Praktikum	practical training; internship; traineeship; job placement; industrial training; <i>career- orientated practical; work experience; placement semester</i>
Prüfungsamt	examination office / <i>office of examinations ; admissions and records office</i>
Prüfungsanspruch	<i>right of admission to an examination</i>
Prüfungsanspruch verlieren	to lose the right to take an exam/ to take examinations
Prüfungsausschuss	board of examiners; <i>examining board/committee</i>
Prüfungsausschussvorsitzende (r)	chair(person/man/woman) of the exam(ination) board/committee/board of examiners
Prüfungsleistungen anerkennen	accepting/recognizing exams; <i>acceptance of academic work (done elsewhere), including examinations; transfer of credits</i>
Prüfungsordnung (PO)	examination rules/regulations
Prüfungsraum	exam(s) room; examination room/hall
Psychosoziale Beratung	Psychosocial Counsel(l)ing
Rückmeldung [zum Weiterstudium]	<i>reregistration, / re-registration; registration renewal; renewal of registration</i>
Rücktritt (von einer Prüfung)	withdraw(al); to withdraw from an exam
Säumnisgebühr	late charge/fee; overdue fine
schwarzes Brett	bulletin/notice board; electronic bulletin board; billboard
Schwerbehindertenbeauftragte	representative of/for the physically-challenged; disabled-student representative
"Selbstbedienungsfunktionen" (Online)	self-service / online [self-administration] functions

Semesterbeitrag	<i>semester dues/levy</i> semester contribution; fees
Sicherheitsunterweisung	safety training; safety briefing
sich wenden an	contact xxx; turn to xxx; ask xxx
Sperrkonto	blocked account
Stiftung	foundation/endowment
Studentenaustausch	student exchange
Studentenausweis	student identity (id) card; student card; <i>student registration card;</i> <i>international student ID card (ISIC)</i>
Studentenschaft	student body
Studentenclub	student club
Studentensekretariat; Studierendensekretariat [Immatrikulationsamt]	Admission office; Registrar's office; admission and registrar's office; <i>student affair's office;</i> Office of Academic Affairs
Studentenwerk	<i>student services ;</i> student administration
Studentenwohnheim	students' hostel; hall of residence; dorm(itory)
Studentenwerksbeitrag	student services fees
Studienberatung (Zentrale)	course guidance service; Student Advisory Service; Student Guidance and Counselling Centre
Studienbescheinigung	enrol(l)ment certification; certificate of study/studies; student registration form
Studienfachberatung	<i>departmental student advice;</i> <i>course-related information;</i> <i>advice, course guidance</i>
Studiengang	course of studies; study path; degree course; degree program(me)....
Studiengangsbeauftragte/r	<i>course director</i>
Studiengangswechsel	<i>change from one kind of degree to another;</i> <i>change between a professional and a degree course</i>
Studiengebühren	(tuition) fees; tuition; enrol(l)ment fee; semester fees
Studiengebühren (Befreiung von)	exemption from paying tuition fees; <i>tuition waiver</i>
Studienhöchstzeit [überschreiten]	maximum time (allowed for study) [to exceed the maximum time]
Studienjahrablauf	academic year
Studienkollegzeugnis	[certificate from a <i>preparatory college</i>]
Studienordnung (SO)	conditions of study; study regulations

Studienorganisation	organisation/organization of studies (academic year, semester, semester break)
Studienzeit	length/duration of study; the time it takes to get a(n) XXX degree; <i>course length</i> ; <i>time (it takes) to complete a course</i>
Studienzeitbescheinigung	Certificate of university studies
Teilzeitstudium	parttime / part-time course
TutorIn; BetreuerIn	academic advisor/adviser; student adviser; [teaching/graduate assistant]....
Umschulung	reeducation; retraining; vocational / occupational retraining / reeducation
Umzugsbeihilfe (Begrüßungsgeld)	relocation allowance (welcome payment)
Unbedenklichkeitsbe- scheinigung	certificate of good standing
Unfallversicherung	accident/casualty insurance
Urkunde [i.A. Abschlussdokumente]	degree; degree certificate; diploma [in general, documents]
Vertrauensdozent	(liaison professor)
Verwendungszweck	purpose; use; <u>reason for payment/transfer</u>
Vollmacht	full power (of attorney); proxy; to delegate powers
Vorbereitungsseminar	introduction; introductory/briefing seminar
Vordiplom	prediploma; intermediate examination; intermediate diploma
Vorläufige Immatrikulation/Zulassung	conditional enrol(/l)ment/registration
vorlesungsfreie Zeit	[non-lecture period versus lecture period]
Vorlesungszeit	[lecture period versus exam period] <i>when the university is in session ; term time</i>
vorübergehende Zulassung	temporary admission
Wahlfach	elective (course)
Wahlpflichtfach	required option
Weiterstudium	<i>continuation of studies</i>
Widerspruch (einlegen)	lodge an objection (against something/someone); enter/file an objection; appeal against
Wiederholungsprüfung	resit; resit / retake an exam
Zahlstelle	cashier's office; cashier; pay(ing) office
Zulassungsbescheid	<i>decision on admission;</i> <i>notification of acceptance, letter of acceptance</i>
Zulassungsbeschränkung	<i>limited entry</i>
Zusatzkurs	additional course
Zwangsexmatrikulation	expulsion; exmatrikulation

Zweitstudium	additional course of study; <i>additional degree, second full-time university course</i>
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**See remarks, "Question 1".

Alphabetical English - German

academic advisor/adviser; student adviser; [teaching/graduate assistant]....	TutorIn; BetreuerIn
(academic) leave of absence; [(temporary) withdrawal]	Beurlaubung
Academic Evaluation Centre / Center	Akademische Prüfstelle
academic year	Studienjahrablauf
accepting/recognizing exams; <i>acceptance of academic work (done elsewhere), including examinations; transfer of credits</i>	Prüfungsleistungen anerkennen
accident/casualty insurance	Unfallversicherung
accommodation/compensation of a disability/disadvantage; disadvantage compensation; disability compensation	Nachteilsausgleich
additional course	Zusatzkurs
additional course of study; <i>additional degree, second full-time university course</i>	Zweitstudium
Admission office; Registrar's office; admission and registrar's office; <i>student affair's office;</i> Office of Academic Affairs	Studentensekretariat; Studierendensekretariat [Immatrikulationsamt]
admissions procedure	Zulassungsverfahren
Aliens' Registration Office; Foreigners' Registration Office	Ausländeramt; Ausländerbehörde
Alumni	"Absolventennetzwerk"
aptitude test; subject-related entrance examination (FH)	Eignungsprüfung
area/field (of studies) [part; subdiscipline; subfield; subarea]	Bereich (Studium-) [Teilbereich]
assessment test	Feststellungsprüfung
blocked account	Sperrkonto
board of examiners; <i>examining board/committee</i>	Prüfungsausschuss
bulletin/notice board; electronic bulletin board; billboard	schwarzes Brett
[certificate from a preparatory college]	Studienkollegzeugnis
certificate of good standing	Unbedenklichkeitsbescheinigung
bridge course; link programme	Brückenkurs
campus ministry	Hochschulgemeinde

cashier's office; cashier; pay(ing) office	Zahlstelle
certificate of university studies	Studienzeitbescheinigung
chair/professorship [in/of xxx]; to hold the chair in/of xxx	Lehrstuhl; Lehrstuhl innehaben
chair(person/man/woman) of the exam(ination) board/committee/board of examiners	Prüfungsausschussvorsitzende (r)
<i>change from one kind of degree to another; change between a professional and a degree course</i>	Studiengangswechsel
change of courses/major	Fachwechsel
change of university / transfer to another university	Hochschulwechsel
check/checking/cheque account; bank giro account	Girokonto; Bankkonto
claim hardship	Härteantrag
conditional enrol(l)ment / registration	vorläufige Immatrikulation / Zulassung
conditions of study; study regulations	Studienordnung
confirmation of course registration	Anmeldebestätigung
<i>confirmation of equivalence (for work done at another university)</i>	Äquivalenzbescheinigung
confirmation of members in the household	Haushaltsbescheinigung
contact xxx; turn to xxx; ask xxx	sich wenden an
<i>continuation of studies</i>	Weiterstudium
core subject	Kernfach
correction period	Korrekturzeitraum
cost of living	Lebenshaltungskosten
<i>course director</i>	Studiengangsbeauftragte/r
course guidance service; Student Advisory Service; Student Guidance and Counselling Centre	Studienberatung (Zentrale)
course of studies; study path; degree course; degree program(me)....	Studiengang
cover sheet	Mantelbogen
<i>decision on admission; notification of acceptance, letter of acceptance</i>	Zulassungsbescheid
<i>declaration of acceptance</i>	Annahmeerklärung
definitively failed	endgültig gescheitert
degree/degree certificate; diploma	Bachelorurkunde
degree; degree certificate; diploma [in general, documents]	Urkunde [Abschlussdokumente]
Department/Division of Academic Affairs	Studienangelegenheiten (aber auch Lehre und Forschung; Wissenschaftsverwaltung...)
<i>departmental student advice; course-related information; advice, course guidance</i>	Studienfachberatung

diploma	Abschluss-, Abgangszeugnis
diploma supplement (DS)	Diplomzusatz (DS)
direct debiting authorization / authorisation (within the period prescribed / in due time)	Einzugsermächtigung (fristgerecht)
direct debiting scheme / system	Lastschriftverfahren
distance learning	Fernstudium
documents	Dokumente
elective (course)	Wahlfach
employment	Erwerbstätigkeit
<i>enrol(l)ment certificate; proof of registration</i>	Immatrikulationsbescheinigung
enrol(l)ment certification; certificate of study/studies; student registration form	Studienbescheinigung
<i>enrolment/registration procedure</i>	Immatrikulationsverfahren
entrance/entry visa [for studies]	Einreisevisum für Studienzwecke
evaluation	Evaluierung
examination office / <i>office of examinations;</i> <i>admissions and records office</i>	Prüfungsamt
exam(s) room; examination room/hall	Prüfungsraum
examination rules/regulations	Prüfungsordnung (PO)
exclusion; disqualification	Ausschluß
exclusion / disqualification notification; notification of exclusion / disqualification	Ausschlußbescheid
exemption certificate (from health insurance, for example)	Befreiungsbescheinigung
exemption from paying tuition fees; <i>tuition waiver</i>	Studiengebühren (Befreiung von)
expulsion; (compulsory) exmatriculation	Zwangsexmatrikulation
faculty board/council	Fakultätsrat
(tuition) fees; tuition; enrol(l)ment fee; semester fees	Studiengebühren
fees for long-term students	Langzeitstudiengebühren
final paper; dissertation (UK!); thesis; special/final project...	Abschlussarbeit
<i>[foreign nationals with German education]</i> "foreign non-mobile student"	[BildungsinländerInnen]
foreign nationals with university entry qualifications	BildungsausländerInnen
[foreigners' representative] [representative for foreigners/aliens/migrants]	Ausländerbeauftragte
Foreign Student Adviser/Advisor; [Foreign Students' Office] <i>international office;</i> <i>international students' office</i>	Akademisches Auslandsamt

forgery; forgery/falsification of a document	Fälschung; Urkundenfälschung
foundation/endowment	Stiftung
"free attempt"	Freiversuch
full power (of attorney); proxy; to delegate powers	Vollmacht
grades/marks transcript/transcript of records (TOR)	Notenbescheinigung
health insurance; compulsory/statutory health insurance; health insurance provider; student health insurance	Krankenkasse
health insurance certificate; <i>proof of health insurance</i> ; letter from health insurance provider	Krankenversicherungsnachweis
higher education framework act; framework act for higher education;	Hochschulrahmengesetz
inspection of corrected / reviewed exams	Klausureinsicht
(international) reply coupon	Antwortschein
introduction; introductory/briefing seminar	Vorbereitungsseminar
late charge / fee; overdue fine	Säumnisgebühr
(academic) leave of absence; [<i>temporary withdrawal</i>]	Beurlaubung
[lecture period versus exam period] <i>when the university is in session; term time</i>	Vorlesungszeit
length/duration of study; the time it takes to get a(n) XXX degree; <i>course length;</i> <i>time (it takes) to complete a course</i>	Studienzeit
(liaison professor)	Vertrauensdozent
licensing procedure	Lizensierungsverfahren
limited entry	Zulassungsbeschränkung; Einstufungsbeschränkung
list of courses (to be) taken; course record sheet; registration sheet	Belegbogen
loan (college loan)	Darlehen
lodge an objection (against something / someone); enter / file an objection; appeal against	Widerspruch (einlegen)

master's / master's degree / master's diploma	Master / Master-Abschluss / Mastergrad / Magister / Masterurkunde
maternity card; maternity log; (expectant mother's) record of prenatal and natal care; pregnancy record	Mutterpass
maximum time (allowed for study) [to exceed the maximum time]	Studienhöchstzeit [überschreiten]
module handbook / guide [module database]	Modulhandbuch
[non-lecture period versus lecture period]	vorlesungsfreie Zeit
notarization; authentication; verification; certification	Beglaubigung
(public) notice; posting; bulletin	Aushang
notification of change	Änderungsmitteilung
organisation/organization of studies (academic year, semester, semester break)	Studienorganisation
overall average/mark [certificate of /certification of...]	Gesamtnote [bescheinigung]
parttime / part-time course	Teilzeitstudium
practical training; internship; traineeship; job placement; industrial training; <i>career- orientated practical; work experience; placement semester</i>	Praktikum
prediploma; intermediate examination; intermediate diploma	Vordiplom
proof of receiving child / children's allowance / benefit / benefits	Kindergeldnachweis
Psychosocial Counsel(l)ing	Psychosoziale Beratung
public health official	Arztärztin/Arzt
purpose; use; <u>reason for payment/transfer</u>	Verwendungszweck
qualification for admission to higher education; certificate of aptitude for higher education; <i>entry</i> <i>qualification(s)</i>	Hochschulzugangsberechtigung
recognition/acceptance [of courses] for credit; transfer of credits (from another university, German or foreign)	Anerkennung (von Studienleistungen)
recognition / acceptance [of skills / aptitudes / competencies]	Anrechnung (von Kompetenzen)
[clinically] recognized disease / illness; recognized [occupational] disease	[klinisch] anerkannte Krankheit; anerkannte [erufs]krankheit
reeducation; retraining; vocational / occupational retraining / reeducation	Umschulung
registering grades/marks	Notenverbuchung
registration form; enrol(l)ment form	Anmeldeformular
registration period/registering for exams	Meldezeitraum
(residents') registration office	Einwohnermeldeamt

regulations for enrolment/enrollment/registration	Immatrikulationsordnung
relocation allowance (welcome payment)	Umzugsbeihilfe (Begrüßungsgeld)
remedial course; <i>remedial teaching;</i> <i>special instruction</i>	Förderkurs; Förderkursunterricht
remedial semester (required before entry into some courses of study dependent on previous study)	Angleichungssemester
(international) reply coupon	Antwortschein
representative of/for the physically-challenged; disabled-student representative	Schwerbehindertenbeauftragte
required option	Wahlpflichtfach
<i>reregistration, registration renewal</i>	Rückmeldung
re-registration/reregistration; renewal of registration; <i>registration renewal</i>	Rückmeldung [zum Weiterstudium]
required / compulsory course	Pflichtkurs
residence permit	Aufenthaltsbewilligung
residence/stay authorisation/authorization/permit	Aufenthaltsgenehmigung
resit; resit / retake an exam	Wiederholungsprüfung
<i>restricted entry (policy); admission restrictions</i>	Numerus clausus
restricted to a specific study area	Fachbindung
(to lose the) right of admission to an examination	Prüfungsanspruch (verlieren)
safety training; safety briefing	Sicherheitsunterweisung
scale of fees/charges	Gebührenordnung
self-service / online [self-administration] functions	"Selbstbedienungsfunktionen" (Online)
<i>semester dues/levy</i> semester contribution; fees	Semesterbeitrag
student club	Studentenclub
student body	Studentenschaft
student body of a faculty	Fachschaft
student exchange	Studentenaustausch
student identity (id) card; student card; <i>student registration card;</i> <i>international student ID card (ISIC)</i>	Studentenausweis
student representatives (in faculty/department)	Fachschaftsrat
(<i>limited</i>) student residence permit; student visa	Aufenthaltserlaubnis [zu Studienzwecken]
student services fees	Studentenwerksbeitrag
<i>student services;</i> student administration	Studentenwerk

<i>studying for two degrees</i>	Doppel- oder Parallelstudium
suit (n.); to sue (v.)	Klagen
students' hostel; hall of residence; dorm(itory)	Studentenwohnheim
surety; guarantee	Bürgschaft
temporary admission	vorübergehende Zulassung
third party / liability insurance	Haftpflichtversicherung
transcript of records**	Anrechnungsbescheid
unauthorized assumption of authority	Amtsmaßnahme
University and College Act; Higher Education Act	Hochschulgesetz
visiting student [not exchange]; guest student; occasional student; <i>auditor</i>	GasthörerIn
withdraw	Exmatrikulation; exmatrikulieren
<i>(temporary) withdrawal</i> ; leave of absence	Beurlaubung
withdraw(al); to withdraw from an exam	Rücktritt (von einer Prüfung)
withdrawal from an exam(ination)	Abmeldung von einer Prüfung
<i>withdrawal; termination of enrolment</i>	Exmatrikulation (abgeschlossenes Studium)
<i>(temporary) withdrawal</i> ; leave of absence	Beurlaubung

**See remarks on "Question 1".

IDA: Englisch für Studierendensekretariate

Question 1: "I've been accepted. Now what?"	
Äquivalenzbescheinigung	<i>confirmation of equivalence (for work done at another university)</i>
Akademische Prüfstelle	Academic Evaluation Centre/Center
Amtsannaßung	unauthorized assumption of authority
Anerkennung (von Studienleistungen)	recognition/acceptance [of courses] for credit; transfer of credits (from another university, German or foreign)
Angleichungssemester	remedial semester (required before entry into some courses of study dependent on previous study)
Anmeldebestätigung	confirmation of course registration
Anmeldeformular	registration form; enrol(l)ment form
Annahmeerklärung	<i>declaration of acceptance</i>
Anrechnung (von Kompetenzen)	recognition / acceptance [of skills / aptitudes / competencies]
Anrechnungsbescheid	transcript of records**
Antwortschein	(international) reply coupon
Aufenthaltsbewilligung	residence permit
Aufenthaltserlaubnis [zu Studienzwecken]	(<i>limited</i>) student residence permit; student visa
Aufenthaltsgenehmigung	residence/stay authorisation/authorization/permit
Ausländeramt; Ausländerbehörde	Aliens' Registration Office; Foreigners' Registration Office
Befreiungsbescheinigung	exemption certificate (from health insurance, for example)
Beglaubigung	notarization; authentication; verification; certification
Bildungsausländer_innen	foreign nationals with university entry qualifications
[Bildungsinländer_innen]	[<i>foreign nationals with German education</i>] "foreign non-mobile student"*
Bürgschaft	surety; guarantee
Darlehen	loan (college loan)
Dokumente	documents
Eignungsprüfung	aptitude test; subject-related entrance examination (FH)
Einreisevisum für Studienzwecke	entrance/entry visa [for studies]
Einstufungsbeschränkung	limited/restricted entry [see numerus clausus]
Einwohnermeldeamt	(residents') registration office
Einzugsermächtigung (fristgerecht)	direct debiting authorization / authorisation (within the period prescribed / in due time)
Fachbindung	restricted to a specific study area
Fälschung; Urkundenfälschung	forgery; forgery/falsification of a document
Feststellungsprüfung	assessment test
Girokonto; Bankkonto	check/checking/cheque account; bank giro account
Haftpflichtversicherung	third party / liability insurance
Haushaltsbescheinigung	confirmation of members in the household
Hochschulzugangsberechtigung	qualification for admission to higher education; certificate of aptitude for higher education; <i>entry qualification(s)</i>
Immatrikulationsbescheinigung	<i>enrol(l)ment certificate; proof of registration</i>
Immatrikulationsverfahren	<i>enrolment/registration procedure</i>
Kindergeldnachweis	proof of receiving child / children's allowance / benefit / benefits

[klinisch] anerkannte Krankheit; anerkannte [Berufs]krankheit	[clinically] recognized disease/illness; recognized [occupational] disease
Krankenkasse	health insurance; compulsory/statutory health insurance; health insurance provider; student health insurance
Krankenversicherungsnachweis	health insurance certificate; <i>proof of health insurance</i> ; letter from health insurance provider
Lastschriftverfahren	direct debiting scheme / system
Lebenshaltungskosten	cost of living
Lehrstuhl; Lehrstuhl innehaben	chair/professorship [in/of xxx]; to hold the chair in/of xxx
Mutterpass	maternity card; maternity log; (expectant mother's) record of prenatal and natal care; pregnancy record
Numerus clausus	<i>restricted entry (policy); admission restrictions</i>
Praktikum	practical training; internship; traineeship; job placement; industrial training; <i>career-orientated practical; work experience; placement semester</i>
Semesterbeitrag	<i>semester dues/levy</i> semester contribution; fees
Sperrkonto	blocked account
Studentenausweis	student identity (id) card; student card; <i>student registration card; international student ID card (ISIC)</i>
Studentensekretariat; Studierendensekretariat [Immatrikulationsamt]	Admission office; Registrar's office; admission and registrar's office; <i>student affair's office;</i> Office of Academic Affairs
Studiengang	course; course of study; degree course; degree programme/program; program (of studies); major; curriculum...
Studiengebühren	(tuition) fees; tuition; enrol(l)ment fee; semester fees
Studiengebühren (Befreiung von)	exemption from paying tuition fees; <i>tuition waiver</i>
Studienkollegzeugnis	[certificate from a <i>preparatory college</i>]
Studienbescheinigung	enrol(l)ment certification; certificate of study/studies; student registration form
Umzugsbeihilfe (Begrüßungsgeld)	relocation allowance (welcome payment)
Unbedenklichkeitsbescheinigung	certificate of good standing
Unfallversicherung	accident/casualty insurance
Vollmacht	full power (of attorney); proxy; to delegate powers
Vorläufige Immatrikulation/Zulassung	conditional enrol(/)ment/registration
vorübergehende Zulassung	temporary admission
Zahlstelle	cashier's office; cashier; pay(ing) office
Zulassungsbescheid	<i>decision on admission;</i> <i>notification of acceptance, letter of acceptance</i>
Zulassungsbeschränkung	<i>limited entry</i>
http://dict.leo.org/forum/viewGeneraldiscussion.php?idThread=966854&idForum=18&lp=ende&lang= [forum discussion about banking problems]	
*Mapping Mobility in European Higher Education , vol. 2, p. 65	

Question 2: "I think I've finished with all the bureaucracy (for this semester). Now can I start studying?"

Akademisches Auslandsamt	Foreign Student Adviser / Advisor; [Foreign Students' Office] <i>international office;</i> <i>international students' office</i>
Belegbogen	list of courses (to be) taken; course record sheet; registration sheet
Bereich (Studium-) [Teilbereich]	area/field (of studies) [part; subdiscipline; subfield; subarea]
Beurlaubung	<i>(temporary) withdrawal;</i> leave of absence
Brückenkurs	bridge course; link programme
Dez. für Studienangelegenheiten (aber auch Lehre und Forschung; Wissenschaftsverwaltung...)	Department/Division of Academic Affairs
Doppel- oder Parallelstudium	dual degree
Fernstudium	distance learning
Förderkurs; Förderkursunterricht	remedial course; <i>remedial teaching;</i> <i>special instruction</i>
GasthörerIn	visiting student [not exchange]; guest student; occasional student; <i>auditor</i>
Kernfach	core subject
Langzeitstudiengebühren	fees for long-term students
Mantelbogen	coversheet
Meldezeitraum	registration period/registering for exams
Modul	module
Modulhandbuch	module handbook / guide [module database]
Pflichtkurs	required / compulsory course
Prüfungsamt	examination office / <i>office of examinations;</i> <i>admissions and records office</i>
Prüfungsanspruch	<i>right of admission to an examination</i>
Prüfungsanspruch verlieren	to lose the right to take an exam/ to take examinations
Prüfungsausschuss	board of examiners; <i>examining board/committee*</i>
Prüfungsausschussvorsitzen- de(r)	chair(person/man/woman) of the exam(ination) board/committee/board of examiners
Rückmeldung	<i>reregistration, registration renewal</i>
Säumnisgebühr	late charge/fee; overdue fine
Sicherheitsunterweisung	safety training; safety briefing
Studentenwerk	<i>student services;</i> student administration
Studentenwohnheim	students' hostel; hall of residence; dorm(itory)
Studentenwerksbeitrag	student services fees
Studiengangsbeauftragte/r	<i>course director</i>
Studienorganisation	organisation/organization of studies (academic year, semester, semester break)
Studienzeit	length/duration of study; the time it takes to get a(n) XXX degree; <i>course length;</i> <i>time (it takes) to complete a course</i>
Studienzeitbescheinigung	Certificate of university studies

Teilzeitstudium	parttime / part-time course
Tutor_in; Betreuer_in	academic advisor/adviser; student adviser; [teaching/graduate assistant]....
Verwendungszweck	purpose; use; <u>reason for payment/transfer</u>
Vorbereitungsseminar	introduction; introductory/briefing seminar
vorlesungsfreie Zeit	[non-lecture period versus lecture period]
Vorlesungszeit	[lecture period versus exam period] <i>when the university is in session ; term time</i>
Wahlfach	elective (course)
Wahlpflichtfach	required option
Zusatzkurs	additional course

Question 3: "I really need help. How can I find out when what is happening and where?"

Abmeldung von einer Prüfung	withdrawal from an exam(ination)
Abschlussarbeit	final paper; dissertation (UK!); thesis special/final project...
Aushang	(public) notice; posting; bulletin
Ausländerbeauftragte	[foreigners' representative] [representative for foreigners/aliens/migrants]
Evaluierung	evaluation
Fachschaft	student body of a faculty
Fachschaftsrat	student representatives (in faculty/department)
Fakultätsrat	faculty board/council
Freiversuch	"free attempt"
Gebührenordnung	scale of fees/charges
Hochschulgemeinde	campus ministry
Hochschulgesetz	University and College Act; Higher Education Act
Hochschulrahmengesetz	higher education framework act; framework act for higher education;
Immatrikulationsordnung	regulations for enrolment/enrollment/registration
Klagen	suit (n.); to sue (v.)
Korrekturzeitraum	correction period
Lizenzierungsverfahren	licensing procedure
Nachteilsausgleich	accommodation/compensation of a disability/disadvantage; disadvantage compensation; disability compensation
Notenbescheinigung	grades/marks transcript/transcript of records (TOR)
Notenverbuchung	registering grades/marks
Prüfungsleistungen anerkennen	accepting/recognizing exams; <i>acceptance of academic work (done elsewhere), including examinations;</i> <i>transfer of credits</i>
Prüfungsordnung (PO)	examination rules/regulations
Prüfungsraum	exam(s) room; examination room/hall
Rückmeldung [zum Weiterstudium]	re-registration/reregistration; renewal of registration; <i>registration renewal</i>
Rücktritt (von einer Prüfung)	withdraw(al); to withdraw from an exam
schwarzes Brett	bulletin/notice board; electronic bulletin board; billboard
Schwerbehindertenbeauftragte	representative of/for the physically-challenged; disabled- student representative
"Selbstbedienungsfunktionen" (Online)	self-service / online [self-administration] functions
Stiftung	foundation/endowment
Studentenaustausch	student exchange
Studentenclub	student club
Studentenschaft	student body

iDA: Englisch für Studierendensekretariate

Studienjahrablauf	academic year
Studienordnung	conditions of study; study regulations
Vertrauensdozent	(liaison professor)
Vordiplom	prediploma; intermediate examination; intermediate diploma
Weiterstudium	<i>continuation of studies</i>
sich wenden an	contact xxx; turn to xxx; ask xxx
Wiederholungsprüfung	resit; resit / retake an exam
Widerspruch (einlegen)	lodge an objection (against something/someone); enter/file an objection; appeal against

**Question 4: "I need a break. I'm not managing. I want to study something else.
I need HELP!"**

Änderungsmitteilung	notification of change
Amtsarzt/Amtsärztin*	public health official
Ausschluß	exclusion; disqualification
Ausschlußbescheid	exclusion / disqualification notification; notification of exclusion / disqualification
Beurlaubung	(academic) leave of absence; [<i>temporary withdrawal</i>]
Fachwechsel	change of courses/major
Härteantrag	claim hardship
Hochschulwechsel	change of university / transfer to another university
Klausureinsicht	inspection of corrected / reviewed exams
Psychosoziale Beratung	Psychosocial Counsel(l)ing
Studienberatung (Zentrale)	course guidance service; Student Advisory Service; Student Guidance and Counselling Centre
Studienfachberatung	<i>departmental student advice;</i> <i>course-related information;</i> <i>advice, course guidance</i>
Studiengangswechsel	<i>change from one kind of degree to another;</i> <i>change between a professional and a degree course</i>
Studienhöchstzeit [überschreiten]	maximum time (allowed for study) [to exceed the maximum time]
Umschulung	reeducation; retraining; vocational / occupational retraining / reeducation
Zwangsexmatrikulation	expulsion; (compulsory) exmatrikulation
Zweitstudium	additional course of study; <i>additional degree, second full-time university course</i>

* In some Federal States, students are required to go to a public health official for a health certificate; a general practitioner is not sufficient.

**Question 5: "I don't believe it: I've graduated. What should I do now?
And how can I keep contact - if I want to?"**

Abschluß-, Abgangszeugnis	diploma
"Absolventennetzwerk"	Alumni
Bachelorurkunde	degree/degree certificate; diploma
Diplomzusatz (DS)	diploma supplement (DS)
Exmatrikulation	withdrawal
Exmatrikulation (abgeschlossenes Studium)	<i>withdrawal; termination of enrolment</i>
Gesamtnote [Gesamtnotebescheinigung]	overall average/mark [certificate of /certification of...]
Master / Master-Abschluss / Mastergrad / Magister	master's / master's degree
Urkunde [z.B. Abschlussdokumente]	degree; degree certificate; diploma [in general, documents]

European Commission: Education and Training

English: http://ec.europa.eu/education/index_en.htm

German: http://ec.europa.eu/education/index_de.htm