



# The Marburg Manual:

*A guide for Juniata students living  
and studying at the Philipps-  
Universität Marburg*

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First revision, 1997: Tyler Heibeck

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## 1. Introduction

If you are reading this you are probably thinking about going to Marburg, Germany or have already decided to go. Either way this Manual should prove to be a resource of information to you. The Marburg Manual was originally written during the 1995-96 school year by Juniata students **while** they were in Germany. Only some parts were written in the States. It was important to get the information in written form before it was forgotten and could not be passed on to the next Juniata exchange group going to Marburg. In 1995 – 96 the group was large, five people, this made some things easier for all of us. Smaller groups or single exchanges may not have this advantage. This Manual should provide some insight and hopefully make a year abroad at Marburg even more enjoyable.

The Marburg Manual has been written with the intent that it can be used throughout the whole year of the exchange. You should at least look through the first few sections before you get on the plane. It is by no means a complete guide, but efforts have been taken to provide you with enough information to find resources in Marburg. Some material has been repeated from what you have received from the International Programs Office. This was done only to have the important information in one place. Also remember that with time information changes and some things in this manual will not be correct. Even so some information is better than none at all. These are the answers to the questions that we had when we spend a year in Marburg.

We hope that you will find this manual helpful and that you enjoy your year as much as we did. Questions? Read on. Unless of course you want more of a challenge. In that case just refer to the manual when you are really stuck.

## 2. Before Departure

### ***2.1 Read, read, read and ask questions.***

It is very important that you read the material that is given to you by the International Programs Office. It contains much useful information that you will need to know before you depart and when you arrive in Marburg. Not all of it is up to date. It is our hope that the Marburg Manual will always be up-to-date. The guides that they give you are well constructed but written for all of the Juniata exchange programs. This Manual covers mostly items specific to Marburg. Also read everything that Philips-Universität sends you.

When given the opportunity ask questions. Ask people in the International Programs Office about former students experiences, grade transfer, money from the school — anything — they are very helpful. More importantly though ask students who have studied in Marburg for advice (American and Germany students at Juniata). Don't forget the people who are currently in Marburg. They can find out information easily, they are already in Marburg. When asking questions be specific, they are easier to answer. Ask for examples and the experiences that the people have had.

The more you know before you leave, the easier you will adjust to the idea of living in Germany. You probably will not remember it all so write it down, you'll thank yourself later. It is important to be prepared and being so will allow for a allow rewarding experience. Ask the questions and read before you step on the plane.

## **2.2 Money matters before going.**

You should bring enough money for the first month of your stay in Marburg. The first month will be the most expensive because you will have many one time fees to pay.

<b>Expense</b>	<b>Amount (DM)</b>
Aufenthaltserlaubnis (Visa) (Sect.: 4.11)	60.00
First Months Rent approx. (Sect.: 12.1)	280.00
Security Deposit approx. (Sect.: 12.1)	300.00
University fee (Sect.: 4.8)	174.50
1st Month Health Insurance (Sect.: 4.7)	86.00
U-Key Deposit and 10 DM on key	20.00
1st month Food approx.	350.00
<b>Total</b>	<b><u>1,270.50 DM</u></b>

This list is based on 1995–96 prices and should give you an idea of how much you will need. You should estimate for yourself any other expenses. It is a good idea to have access to money for the next half month (based on your stipend). Sometimes it can be a week or so before the stipend cycle gets started.

It is good to have cash when you arrive (150 - 200 DM is a good amount). That is enough to get you to Marburg, have a place to stay for the night, and buy a meal if you need to. It is also a good idea to bring some of your money in travelers checks (in DM to save being charged a commission). This is instant cash for paying bills. Marburg was plenty of ATMs that take credit cards and bank cards on the Cirrus and Plus networks. Any questions about foreign money transfers should be asked at your home bank before you leave.

## **3. First arrival**

### **3.1 Getting to Marburg.**

If you can have someone meet you at the Frankfurt Airport it is a life saver. Someone that knows Marburg is the best choice. If not read on.

When you get into Frankfurt be sure that you give Herr Komm, your director at Marburg, a call before noon (when the office closes. Phone: 06241 284843). It might also be a good idea to call him a few days before you leave for Germany. If he is in Marburg he will sometimes pick you up at the train station at Marburg and you might even get into your room. If not, you will have to stay in a hotel or hostel for the night or call *Studentenwerk* to see if you can get into your room (Sections: 3.2 and 4.2). If you are really stuck see Section: 3.2.

In any situation you will have to get to Marburg by train. From Terminal 1 of the Frankfurt Airport catch the S8 train (in the basement) to the Frankfurt Hauptbahnhof

(Hbf), you can buy a ticket to Marburg (about 20 DM) from the vending machines (number: 05). From Terminal 2 you will have to take the Skyline (an above-ground train line) to Terminal 1.

Once in the Frankfurt Hbf go upstairs to the *Fernzüge*. Check on the yellow *Abfahrt* sheets (hanging around the station) and the main board at the front of the station for trains to Marburg (take an RE or an IR train). Go to the track (*Gleis*) and wait, any announcement of track changes will be given there.

The train ride will be about an hour (on an RE or IR, 1 1/2 for RB) to Marburg. Keep an eye out the window for the station (on an IR or RE it is the station after Geißen). Many times they do not announce the stops. Get your luggage ready before the stop, since you will have about two minutes to get off of the train.

Now wait for your Marburg contact (hopefully Herr Komm) if not read Section: 3.2.

### **3.2 I'm stuck in Marburg and I have no idea what to do!!!**

You really only need this section if you do not have a contact in Marburg or for some reason you could not get in touch with Herr Komm. You can also use this section if you need a place to stay for the night.

If you have not gotten in contact with the *Auslandsamt* (Section: 4.5) or Herr Komm and you are in Marburg after noon try the phone to see if anyone is in the office. If it is after noon the chances are that you will not be able to get in contact with anyone there. If you want to try and get into your room get in contact with Studentenwerk (Section: 4.2) call them at 06421 2960 to see if you can get into your room or call Hans-Peter Hardt (phone: 296140) he is the head of the student housing (office hours 9:30 to 1 p.m.). In all fail you can also call the International Programs Director at Juniata for problem solving in an emergency. These phone numbers will be given to you by Juniata.

If you cannot reach anybody, you will have to wait until the next day. Lock up your luggage in the train station (lockers are by the stairs to the tracks: small 2 DM ; large 4 DM for 24 hours). Some hotels are listed in a booth to the right outside the train station (as you walk out) and across the parking lot. They range from medium priced to very expensive. You can also stay in the Marburg youth hostel (about 25 DM with sheets and breakfast). If you don't have a HI(Hosteling International) membership card you can buy it there for 21 DM.

#### ***Directions to the youth hostel (C on the map):***

##### **With bus (cost 2 DM):**

Take bus 1, 2, 3, 4, 5, or 7 to Rudolphsplatz from the bus stop across the circle from the train station. You are now on Biegenstr. With the even street numbers on your right, walk straight ahead past movie theater until you come the Dresner Bank (next to the river). Cross the bridge that goes over the river next to the Dresner Bank. Go down to the path that runs along the side of the river opposite the bank. Follow this path for about 550 yards until you see a foot bridge going across the river. The hostel should be to your left.

**By foot:**

Looking at the map (Section 12.2). Follow Bahnhofstr. to Elisabethstr. (left at Barmer) to Pilgrimstein (straight at church) to Rudolphsplatz. Then follow directions from the bus stop above. The whole walk is about 1.5 miles.

**Other:**

You can also hire a taxi at the train station. Ask the price before you hire the cab (cabs are expensive as anywhere else).

**4. Bureaucratic Duties****4.1 The first speedbump: The German Bureaucracy**

The German Bureaucracy is one of the first sources of stress that you will encounter. It consists of many offices that do not communicate with each other. Therefore you are the one that must tell all of them what the other is doing. Of course you must prove that you have visited these different offices. This proof is papers, receipts, and copies of forms. If you get a piece of paper from an office, DON'T LOSE IT! Otherwise you don't have any proof of what you have done. German offices do not leave their doors open. If there is no one inside it will be locked. If you want to go in you have to knock or just open the door and poke your head inside. If the clerk is not up to par yet, just say please a lot, nod your head, and smile as if you understand what the bureaucrat is saying. This may all sound horrible. But if you know where you need to go, what you have to take with you, and when you have to be there, all will be fine. Don't forget to bring a pen (dark blue or black ink).

Providing the essential information is where this section of the Manual comes to play. It is one source of information. Others are a yellow booklet from the *Auslandsamt* entitled: Informationen für ausländische Studienanfängerinnen und Studienanfänger. It has most of the information that is in this section. Another source is the orientation program that the *Auslandsamt* runs a day or so after you arrive (Section: 6.1). In it they give you the proper forms and show you the proper offices to go to. They may also help you get health insurance and open a bank account. If for some reason these resources are not available to you, there is enough information in this section to get you through the pinch. This section is intertwining. You should skim all of it to get an idea of how the system works.

**4.2 Studentenwerk (Zimmervermittlung)**

**Hours:** Mon. – Fri.: 9:30 a.m. – 1 p.m.

**Phone:** 06421/2960

**What you need:**

Passport

German bank account numbers (not necessary immediately, Section: 4.4)



This is the organization that runs the dining halls and dormitories. They do other things but these are the only two that you will have to be concerned with. They tend to be like the rest of the public offices that you will visit in your first few weeks, civil if they feel like it and have a love for paper work.

The only reason that this is the first entry is in case no one is in Marburg to meet you and you really don't want to shell out the money for a hotel room or try to find the youth hostel. You can sometimes go to the *Studentenwerk* and ask for your room (if of course they are open). You sign some papers, show them your passport and you get your key. Again ideally there should be someone from the *Auslandsamt* to help you get you settled in.

You will get a paper (in the form of a letter) that you need to show to your *Hausmeisterin* or *Hausmeister* (person responsible for the building and its maintenance). You must take it to them between 8 a.m. and 1 p.m. within the first few days of your arrival. If you have any questions about the dorm or if anything is damaged in your room you should tell them at this time. From *Studentenwerk* you will also get a paper to set up automatic payment of your rent. You will get the necessary numbers when you open your Girokonto (Section: 4.4). Return this paper to *Studentenwerk* within a week of receiving it.

***Directions from the Hauptbahnhof (Also see map Section: 12.2, B on the Map):***

**By foot:**

The street right in front of the Train station is Bahnhofstraße. Walk on the left side of the street until the first street on your left. This is Robert-Kock-Str. Continue straight, around a bend, and a bridge across the river. Make a left onto the second intersecting street, Deutschhausstrasse. Continue straight and around a bend (to the right) and straight on to Biegenstraße. Continue straight. The third street on your left, next to the University Art Museum is Wolffstraße. Walk over the footbridge at the end of the street. The building at the end of the bridge in front of you is the *Studenthaus*. Inside on the right you will see stairs. Take them to the top floor. *Studentenwerk* is to the right. Behind the glass doors is a waiting area with benches. Just open the door right inside and see if anyone is there.

**By Bus:**

From the bus stop across from the train station and right in front of the Euro Pick restaurant, take bus 1,2,3,4,5, or 7 (It will cost two marks and you can pay with bills, just keep them small) to the Rudolfsplatz stop. Cross the street (use the underpass if you don't feel like dodging cars) and follow the first street on the left (Wolffstraße) to a foot bridge crossing the river. The building at the end of the bridge in front of you is the *Studenthaus*. Inside on the right you will see stairs. Take them to the top floor. *Studentenwerk* is to the right. Behind the glass doors is a waiting area with benches. Just open the door right inside and see if anyone is there.

### 4.3 Einwohnermeldeamt (*Polizeiliche Anmeldung*)

**Address:** Biegenstraße 7 (ground floor)

**Hours:** Mon. – Fri.: 8 – 12; Thur.: 3 p.m. – 6 p.m.

**What you need:**

Passport

Marburg address

The letter you got from Studentenwerk when you signed up for your room.  
(Section 4.2)

A form you pick up at the *Einwohnermeldeamt* (see below)

You need to do this within a week of your arrival in Marburg. This means that by the time the Auslandsamt orientation covers it a week will have passed.

On the first floor of the building find the office that covers your last name. Just open the door and get a WHITE form with the half sheet first page and says “ANMELDUNG BEI DER MELDEBEHÖRDE” on the second page. Now the fun part, go out into the lobby and fill out the form.

**Directions:**

- Check the “*einzigsten Wohnung oder Hauptwohnung*” box at the top of the form.
- Line 1.1- Last name.
- Line 1.7- First name.
- Line 1.11- Birth date.
- Line 1.12- City you were born in.
- Line 1.13- X (they don’t use checks in Germany) your gender. männl (male) or weibl. (female).
- Line 1.14- Unless you are married check *ledig*.
- Line 1.19- Religious affiliation.
- Line 1.21- Citizen of what country.
- Section 2- Date when you moved to your new residence and your address. Check the HW box (*Hauptwohnung*, NW= *Nebenwohnung*). {When you list your Marburg address as you *Hauptwohnung* it becomes your *Erstewohnsitz*. This allows you to be eligible for the 20 DM rebate on your SemesterTicket (Section: 4.8.1)}
- Section 3- Your address in your home country (now your *Nebenwohnung*).
- Section 5- Write the city where your passport was processed on the first line next to *Ausstellungsbehörde*
- Line 5-2: In the Nr. Box write 7 and in the next box your passport number. Fill in the date you got your passport and when it expires.
- Line 6.1: Check *nein*.
- Line 6.3: Check *nein*.
- Line 7: Check boxes 1-4.

- Take it into the office and follow the bureaucrat's directions (the are usually few).

#### **4.4 Bank Account (*Girokonto*)**

**Hours:** Mon. – Wed., Fr.: 9 a.m. – 4 p.m.; Thurs.: 9 a.m. – 5 p.m.

**Location:** Depends on the Bank. Sparkasse is recommended.

**What you need:**

- Passport
- Address in Germany
- Money to deposit

Probably the best place to go is Sparkasse. They handle some of the University's accounts and are very accommodating to students. We found them to be very helpful and glad to add our money to their pot. Just tell some one that you want to open a *Girokonto*. Be sure to ask for an *Geldautomat* card. You will get a receipt and a card with your *Girokonto* number and the Bank number. You will use these numbers to set up automatic payments with *Studentenwerk* for rent (Section 4.2) and your health insurance (Section 4.7). You can pick your *Geldautomat* card up at the bank in about 3 to 4 weeks from the branch where the account was opened.

You will receive two numbers for your account the *Girokonto* number (account number) and the bank number or *Bankleitzahl* (*BLZ*). You must give these numbers to *Studentenwerk* (Section: 4.2) on the sheet you received and have them when you go to sign up for health insurance carrier (Section: 4.7).

#### **4.5 Akademische Auslandsamt**

**Hours:** Mon. – Fri.: 9 – 12

**Location:** 12 Biegenstraße, 2nd floor (3rd on the American system)

This office takes care of the affairs and concerns of foreign students at Marburg and German students studying abroad. For the foreign students they assist in an orientation program, get you a room in student housing through *Studentenwerk*, and help you get settled into it. Other concerns and problems can also be directed to this office.

This is supposed to be the case. However you may find that the two people you will talk to the most, Herr Komm and Frau Christmann, are not the most available people in the world. Typically their hours are 9-12. And of course in the first month of your stay this is the same time as your *Sprachkurs*. So if you need to speak to them make an appointment with the secretary.

When you actually get to speak to them they will be very accommodating. But if they give you any date or say that they will do something, it is in your best interest to assume that it will take longer then they say it will. As with any office don't assume that they will do something immediately, they have many students to oversee. If you can't get through to them contact the International Programs Director at Juniata.

Herr Komm's office is the place to ask questions about program specific problems, stipend matters, and the transfer of *Scheine* (Section 8.4). Frau Christmann is there for

more general questions. Herr Komm or Frau Christmann can help you with other concerns such as a professor not wanting to give you a graded *Schein*. If you cannot get in touch with these two people or just have a basic question, talk to Herr Komm's secretary. This person can tell you what has been completed and answer basic concerns.

#### **4.6 Stipend**

What you need:

*Girokonto* Number and *Bankleitzahl* (Section 4.4)

Address in Germany

Passport

To deposit money in your account, Juniata and the *Auslandsamt* (Section: 4.5) must have your bank account number, your bank's number (*Bankleitzahl*), and your address in Marburg. If you can't give these things directly to Herr Komm give them to his secretary. The important thing is that **you** must supply the information.

This is important because it is Herr Komm that decides where your stipend is coming from. It will come from one of two places: directly from the University or from Juniata's bank account in Germany. Either way he needs to know your bank numbers so that he can deposit the stipend for September (800 DM in 1995) and other payments Juniata might make in your account (once Juniata authorizes it). As said before you also need to give Juniata this same information. They authorize Herr Komm to make any transfers from the Juniata account. Komm needs your address because *Studentenwerk* does not communicate with the *Auslandsamt*. It is important that information is sent directly to you. Otherwise the *Auslandsamt* has to send it in care of *Studentenwerk*, which can take longer than mailing it directly to your dorm.

All of this boils down to two places where you will get your stipend. If the money is coming directly from the University you will pick your stipend (800 DM per month in 1995) up at the *Universitätskasse* (located on the first floor of 10 Biegenstr., the building next to the *Auslandsamt*, 2nd door on the left as you come in the main entrance) bring your passport as a form of identification. The stipend can also come from Juniata's account in Germany. In this case the money will be directly deposited in your *Girokonto*. Again it is Herr Komm that decides from which source it will come. If you don't know the source or Herr Komm is vague **ask the secretary**. Be sure to communicate with Juniata when you get your September stipend as well as where and when you get your regular stipend. Tell them the amounts as well, if it is wrong they can correct the problem. If you think the amounts are incorrect, **ask someone**.

#### **4.7 Health Insurance (Krankenversicherung)**

**Hours:** Vary with the carrier. Barmer's are: Mon. - Wed.: 8:30 a.m. – 3:30 p.m.; Thur.: 8:30 a.m. – 6:30 p.m.; Fri.: 8:30 a.m. – 1:00 p.m.

**Location:** Varies with the carrier. Barmer is located on Bahnhofstr. you can see it easily from the *Hauptbahnhof*.

**What you need:**

*Girokonto* number and *Bankleitzahl* (Section 4.4)

Passport

letter from the University saying that you are a student. You got this in your original packet of information from the University.

Though you may have health insurance in the states, the University requires that you have German health insurance when you register. Check with your U.S. insurance carrier as to how foreign care is handled. Some carriers have agreements with German carriers and you may already be covered by a German carrier. Barmer is the one that the *Auslandsamt* recommends. It is a bit expensive (84.66 DM a month in 1995), but they are the largest in Germany, have offices all over the country, and are accepted by most doctors. The basic insurance covers just about everything sensible from regular and emergency care to dental work and glasses. All you really have to pay for is a portion of some prescribed medication, frames for glasses, and some dental work.

Barmer has the simplest form that you will fill out. Usually a Barmer representative will fill it out for you. They are very helpful and tolerant of broken German. You will receive proof of insurance (a white, 2 or 3 part postcard). **Don't lose this card.** You will need half of it when you register at the university. You don't need to pay any money there, they will pull it out of your bank account.

When you register at the University you will get several *Studienbescheinigungen*. Take one of these to Barmer as soon as possible. They will also need one for the winter semester when you re-register.

#### **4.8 Transportation Passes**

**Hours:** Mon. –Thur.: 7:15 a.m. – 11:30 a.m. , 12:15 – 3:30 p.m.; Fri.: 7:15 – 12

**Location:** Little blue-green building (says *Fahrkarten-Verkauf & Auskunft*) under the Autobahn bridge on Bahnhofstr. (only sell passes for Marburg)

**What you need:**

Money. 38 DM for a month pass. *Mehrfahrkarten* 10 DM for 6 tickets. All prices in this section were correct for the 95-96 school year.

##### **4.8.1 RMV SemesterTicket**

You are probably wondering what RMV is. It stands for *Rhein-Main-Verkehrsverbund GmbH*. This corporation is an agreement among public transportation providers in central Hessen to form an integrated transportation system.

The SemesterTicket was proposed by AStA (student government) to RMV for convenience and environmental grounds. RMV agreed to the arrangement, but it would only be feasible if all students in the region were required to purchase the ticket. Voting was held in the summer semester of 1996. Students voted in favor of the ticket and the ticket fee was added to the University Fee (Section 4.9) required at the beginning of each semester.

The ticket allows students to travel anywhere in the RMV on participating transportation providers (which is almost all public transportation in the region) without additional payment. This includes all buses in Marburg, buses in other cities, regional buses, street cars, subways, and trains. The ticket can only be used on RB, RE, IR, and S trains. For other trains and travel outside of the region separate tickets must be purchased. Travel from Marburg to Kassel-Wilhelmshöhe by train is covered on the pass for Marburg students only (transportation in Kassel is not however). An additional 3 DM was added to the Marburg ticket so that travel to Kassel was allowed (Kassel is outside of RMV).

Students do not receive a separate pass, your student ID acts as your pass. It must be accompanied by a photo ID, a passport for example (a drivers license from the states will not be enough). If you are worried about carrying a passport all of the time you can obtain a customer card from RMV that will act as a photo ID (where you can obtain this card was as of the writing undetermined). There should be further information available on this ticket in Marburg. If you select Marburg as your first place of residence (Erstewohnsitz) at the *Anmeldung* with the city then you get 20 DM off of the ticket. To request the money back you have to fill out a form in the *Studentensekretariat* giving your bank information. For questions about the Ticket ask at AStA in the downtown Mensa.

#### **4.8.2 Passes just for Marburg**

A bus pass will allow you to ride any of the buses in Marburg for a one time price during a set period of time. There are many types of passes available. The most useful though will probably be the *Monatskarte* and *Mehrfahrkarten*. If you are going to ride the bus to your language course then it would be worth your while to get a *Monatskarte*. It costs 38 DM and is good for one month, starting the day of purchase. Otherwise you have to pay 2 DM for a ride, here you get a receipt good for two hours. *Mehrfahrkarten* (6 rides for 10 DM) can be purchased from the driver or at the above listed office. There are other types of passes, ask at the ticket office if you are interested.

Before the SemesterTicket was implemented there was a semester bus pass (just for buses in Marburg). These are no longer available. But if the time were ever to come about that the SemesterTicket were no longer offered, the semester bus passes would probably be reinstated. At the time they were offered the best way to get the Winter Semester pass was to go to the meeting held by the *Auslandsamt* for the students arriving in October (Cost 78 DM in 1995). The Summer pass was obtained at the blue building mentioned at the beginning of the section. If you had a *Studienbescheinigung* the pass cost 57 ( in 1996).

In 1997 there will be a new electronic debit card system implemented in RMV. This will allow passengers to pay per ride with out having to carry money with them. The ride will just be deducted from the card. The beginnings of the implementation were just starting as of the writing of this manual, so not much information about its full implementation was available.

#### **4.9 University fee (*Bezahlung für Studentenwerk und Studentenschaft or Studiengebühr*)**

**What you need:**

Money (174.50 DM in Winter 1996) and your bank account numbers.  
Changes in this price are posted at the *Studentensekretariat* and at most banks.

This step is easy was well. Just go into any bank in Marburg and tell them that you want to pay the University fee. This is done by filling in a funds transfer form (the people at the bank can help you) filling the University's bank account information (Konto Nr.: 108, BLZ: 533 500 00). You can pay with cash or just pull it out of your Konto (Section 4.4). You can also pay directly at the Universitäts-Kasse. Keep the receipt, you will need it when you register at the University. The fee is paid at the beginning of each semester.

In the Winter Semester of 1996 the fee was 83.50 DM. The increase by 91 DM is due to the addition of the RMV SemesterTicket. For further information about the SemesterTicket see Section 4.8.1.

#### **4.10 Einschreibung (*Matriculating with the University*)**

**Hours:** Mon. – Fri.: 9 – 12

**Location:** 10 Biegenstraße. *Studentensekretariat*, right inside the main entrance.

**What you need:**

Matriculation form. You may have to ask for this the day you register  
*Zulassungsbescheid* (this is the paper that says you are accepted at the University. It came with the information you should have received directly from the University)

Passport

Receipt for payment of the University fee. (Section 4.8)

The postcard or letter that you got from your health insurance carrier proving that you are insured. (Section 4.7)

Receipt for payment of InterNet account fee (Section: 10.1.2). Only if you want an E-mail account at Marburg.

This is where you finally get to tie up some of the loose ends. During 1996 the process was not done in the Studentensekretariat but in room 23 and 25 of the same building (a sign will be posted on the door saying if this is still in effect). The Registration form listed above asks for your name, subject etc. You will probably not have received this form. Just get to the office early and get a form and the key. Fill it out the best that you can. If you don't know what to fill in for an entry, leave it blank and the clerk will fill it in and ask you questions as they enter the information into the computer. Give them your various receipts

You will receive a large computer print out. It contains all sorts of wonderful things including your student ID (*Studienausweise*), supplement IDs (*Studienbescheinigung*),

and a registration form for the Summer Semester (*Ruckmeldung*). Don't lose this. Put it in the nifty white folder and take it with you when you go to get your visa, the last leg of the journey. Don't forget to give one of your *Studienbescheinigungs* to your health insurance carrier (Section: 4.7).

#### **4.11 Visa (*Aufenthaltserlaubnis*)**

**Hours:** Mon., Wed., Fri.: 9 – 12; Thur.: 3 p.m. – 6 p.m.

**Location:** *Ausländerbehörde*, 7 Biegenstraße, top floor.

**What you need:**

Passport

Passport picture

Form for a visa you got during orientation (you can also get the form at the office).

Proof of financial support (letter from Juniata).

Proof of insurance.

*Studienbescheinigung* (part of the computer print out from the *Einschreibung*) (Section 4.10)

Polizeiliche Anmeldung (your copy of the form). (Section 4.3)

60 DM (cash)

Contrary to popular belief you **do not** need a physical examination if you are a U.S. citizen

This is straight forward. You walk to the top floor and find the office that covers you name (just like down stairs). If there is nobody waiting outside the office, knock. Just follow the bureaucrat's mutterings. You will get a receipt and have to go the ground floor to the Kasse (first door on the left as you enter the *Einwohnermeldamt*) pay you 60 DM and get a stamp (on the receipt) and the run back upstairs. The timing is so that the clerk is finishing up their writing, stamping, and pasting by the time you get back (just walk right into the office, they'll let you know if they're not ready).

Congratulations! You are done (until you leave) with your tour of the German Bureaucratic System and lived to tell about it. Now you can get down to the important things in life (We'll let you decide what those things are).

#### **4.12 In-between the Semesters**

##### **4.12.1 Ruckmeldung**

**Hours:** Mon. – Fri.: 9 – 12

**Location:** 10 Biegenstraße. *Studentensekretariat*, right inside the main entrance.

**What you need:**

*Ruckmeldung* Form. You got this when you matriculated.

Receipt for payment of the University fee. (Section 4.8)



The postcard or letter that your German health insurance carrier send you.

This is when you tell the University if you are going to be returning for the next semester. It is perhaps the quickest of all of the above listed bureaucratic garbage. You simply fill out the *Ruckmeldung* form that you received when you matriculated, have the receipt that you paid the University fee, and bring the three fold postcard that your health insurance carrier will send to you. You can also extend your E-mail account by giving the receipt of payment to the person attending to you.

The lines tend to be long but move quickly. Get there early if you don't like waiting. Be sure to give *Studentbescheinigungen* to your health insurance carrier (Section: 4.7) and to the *Auslandsbehörde* (Section: 4.11).

### **4.13 When Leaving Marburg**

#### **4.13.1 Studentenwerk**

To get your security deposit back before you leave pay the last two months of your rent in cash (*Bargeld*). Before June 10th go to room 310 (this is the *Kasse*) of *Studentenwerk*, cancel the automatic payments from your bank account and pay in cash. You can pay all at once or you can pay by the month. *Studentenwerk* should sent you a letter stating this.

You get the deposit back after you give up your room. To do this you will have to make an appointment with your *Hausmeister* or *Hausmeisterin*. They will check you out of the room and any damage will be assessed. You will get a *Laufzettel* which you will have to take to the *Vermietungsamt* in *Studentenwerk* (this is the office you went to initially to sign the lease and get your keys). Go to the room to the right and say you would like your *Laufzettel* tabulated (in 1996 Frau Gephart was responsible for this). The costs will be tabulated and you have to go up to the *Kasse* (Room 310) where you will receive the an about of money back in cash. Any additional costs or refunds for heating, water etc. will also be tabulated at this time (it is also possible that you will get some money back). Other additional costs outside of damage include a 25 DM processing fee and a 40 DM room cleaning fee (this can be avoided if you clean your room thoroughly and the *Hausmeisterin* writes this on the form).

There will probably be a period of time between when you give up your room and when you leave the country. As of 1996 *Studentenwerk* will not allow you to stay in your room once you have received your security deport. You will have to ask your *Hausmeisterin*, sometimes they will allow you to stay one night. This however is no guarantee, so you should have a place to stay for the necessary amount of time.

#### **4.13.2 Health Insurance**

Most health care providers request that you notify them of your insurance cancellation four weeks in advance. The easiest way to do this is to do it in person since there is a form that you need to sign. You are still insured for the last month of your stay in

Germany, you just give the insurance company more of time to do the paper work. They should send you a letter confirming the cancellation.

#### **4.13.3 Abmeldung from the city**

You go to the *Einwohnermeldeamt* (Section: 4.3) and get a green Abmeldung form from one of the offices. Fill it out then give it to the clerk. The form is similar to the white *Einmeldungs* form that you filled out at the beginning of the year. Refer to your copy of the white form and the directions in the section if you have problems.

#### **4.13.4 Exmatrikulation**

Go into the *Studentensekretariat* on 10 Biegenstr. during the *Rückmeldung* period and simply state that you wish to exmatriculate from the University. The clerk will give you a form to fill out there. You will receive a copy and a computer printout. Bring your *Studienausweise* and passport.

#### **4.13.5 Transcript from the Auslandsamt**

You have two options to get credits transferred back to Juniata, take the *Scheine* back to the International Programs office or have the *Auslandsamt* in Marburg prepare a transcript for you. The simplest option is to have the transcript prepared. You will receive a form at the office. List on the form what courses should appear on the transcript, the hours per week they meet, and the grade earned. After the *Auslandsamt* has seen the *Scheine* they will prepare a transcript and send to Juniata. It is also possible to list courses that you do not yet have a *Scheine* for at the time that you request the transcript. This is the case when you were not able to pick up the *Scheine* for some reason (someone was on vacation for example and you could not get a signature). List the *Scheine* on the transcript request and have the *Scheine* forwarded to the *Auslandsamt*. It will then be listed with the grade and the transcript and *Scheine* sent to Juniata.

## **5. Living in Marburg (Food, Shopping, and Free Time)**

### **5.1 Living arrangements**

The *Auslandsamt* (Section: 4.5) will place you in student housing run by *Studentenwerk* (Section: 4.2). You will get a private room of about 14 m<sup>2</sup> (150 ft<sup>2</sup>) and will share a kitchen and bathroom with the people on your floor. The most common arrangement of floors is 12 to 16 single rooms with one kitchen and two bathrooms. The other arrangement is a WG (*Wohngemeinschaft*) where 4 to 7 people share one kitchen and one bathroom.

Each private room contains a bed, desk, two chairs, a small table, a sink, a medicine cabinet, a book shelf, and a closet (some rooms have an additional desk lamp). You will also get a set of sheets and a blanket (these can be changed several times during the semester). For the kitchens *Studentenwerk* provides a locker for each person, refrigerators for the floor, a sink, hot plates, and usually an oven. Things to cook in and

eat on are provided by the residents. The offerings of kitchen equipment therefor vary will the floor.

For a listing of all *Studentenwerk* dorms, locations, room sizes, and rent see Section 12.1.

## 5.2 Mensa

The University has two main *Mensas*: one downtown across the river from the *Hörssaalgebäude* complex and one on the Lahnberge next to the *Klinikum*. The downtown *Mensa* has several small cafés for drinks and both *Mensas* have small cafeterias (on the ground floors of both buildings) which are open longer than the larger dining areas. For hours of operation see Section: 12.2.

For lunch both *Mensas* offer three menus, a daily special (*Tagegreich*), and a *Tellergreich*. The menus vary in their content and price. The cheapest is Menu 1 (3.50 DM) and the most expensive 3 (4.80 DM). These usually are sometime of meat dish. Menu 2 (4.00 DM) is always meatless, but not always free of animal products (they do sometimes use milk products and eggs). Menus 2 and 3 come with three additional items: side dishes, bread, or fruit; in any combination of your choice. Extra side dishes cost .90 DM each. The *Tagsreich* varies with its offerings. It costs 2.70 DM and does not include any side dishes. Both *Mensas* offer the same Menus and *Tagsreichs*, *Tellergreichs* differ. Drinks are of course extra. They cost 1.40 DM for soda, 1 DM for mineral water, and 1.50 DM for juice. Save money and bring your own drink.

You can also find convenient food and beverage in the smaller *Mensa* in the *Hörshallgebäude* (downtown) and in the basement of *Geowissenstaft* (on the Lahnberge, Hans-Meerwein-Str.). Most of the larger buildings also have some variety of food and drink vending machines (cash only here). For open Hours see Section: 12.2.

Payment in the downtown *Mensa* in the large dining hall is only with something called a U-Key. You can get these at the booth in between the main staircases right off of the main entrance (open during lunch). There is a 20 DM deposit and you put 10 DM on for the first bit. You add money with the machines located around the Lobby. In a pinch you can put money on it in the payment line. You can also use this key at the other cafés in the *Mensa* and at the one in the *Hörsaalgebäude*. All food on the Lahnberge is cash only, no U-Key allowed.

Like Baker the food quality at the *Mensas* vary. But overall it is good for mass prepared food. You get a decent amount of food for a reasonable.

## 5.3 Supermarkets

The cheapest way to eat is to cook for yourself. You will probably find however that you will not have time to cook lunch (bag lunches work) and will only have breakfast and dinner back in student housing.

The supermarkets in Marburg can be split into three categories. One is your typical German corner grocery store convenient, decent prices, but a limited selection. Examples of these are Plus (Bahnhofstr.), HL Markt (Wilhelmplatz), and NahKauf (Schützenstr.). Another is limited selection, but cheap prices discount grocery store.

These would be your Aldi (Gutenbergsstr.) and Lidl markets ( am Krumbbogen). Last are your larger stores with more selection and reasonable prices. Ha We Ge (Universitätsstr, Ketzerbach, and Wehrde Einkaufcentrium) and Co-Op (Rosenstr.). The one that is just expensive and has stuff you can't find at the other places is the supermarket at Ahrens (Universitätsstr).

The first category will have most basic food items just not many choices. They are good for convenient shopping. The prices at the larger stores however are really about the same and sometimes less. Here you also find a better selection of bottled drinks (including cases) and fresh produce (the Ha We Ge on Universitätsstr. and the one in the Wehrda Einkaufcentrum are good for fresh produce). The discount places are good for packaged meats and cheeses, canned foods, snacks, and cheap wine. If you really can't find that odd item try a small specialty food shop or Ahrens.

The best way to handle caring groceries home is with cotton sacks. They are cheap for 1 DM at any checkout, are reusable (they last forever), and can be used for everything from carrying books to being used as pot holders. Paper or plastic bags are also available and sell for .20 – .30 DM. They don't give you bags in Germany. Most of the time you bag for yourself as well.

Important: If you want to use a cart have a 1 DM coin. If you don't have one use the money changer in the Unversitätsstr. Ha We Ge (the only one in town). Other method is to give 1 DM (two 50 Pfennig pieces work as well) to someone about to put their cart back. When buying products in bottle and jars, you will often have to pay a deposit (*Pfand*) refundable upon return of the vessel.

#### **5.4 Other Food Stores**

Marburg has a few *Bioladen* comparable to natural food stores in the States. Here you will find organically grown produce, other produces such as flour, bread, spices, beans etc. and related items. Many of them also specialize in environmentally friendly produces of various types. Locations are Gutenbergstr., Bahnhofstr., and Ketzerbach. Ha We Ge also has a selection of *Bioproduckte*.

#### **5.5 Farmers Markets**

The Farmers Markets in Marburg can be found at three locations: Behind the *Elisabethkirche*, at the *Marktplatz* in front of the *Rathaus*, and on Frankferterstr. All of them run from 8 a.m. to about 2 p.m. on Wednesdays and Saturdays.

Here you can find most fresh fruits and vegetables, eggs, meats, breads, confectioneries, and some gourmet items. Even though most of the people are food sellers and not farmers, the stuff is fresh. Prices are usually comparable with Ha We Ge. The only time the food is questionable is in cold weather and the produce freezes. Organic produce and products are also available.

#### **5.6 Eating establishments**

The first thing you should know about restaurants in Marburg is that they are just was expensive as anywhere else in Germany. The usually price for an entree are from 12 to

22 DM, add on 2 – 6 for a beverage or desert, and the bill for one person is about 12 – 30 DM. So unless you are rich you cannot eat out all of the time on a meager student income.

There are nice lower priced alternatives. *Imbisse* offer decent prices, a popular choice is the Donner Kebab (prices range from 5-6 DM) or French fries (3-4 DM). Pizza places have a nice variety of Italian food. A normal sized pizza (the size of a regular dinner plate) will run from 6-11 DM, depending what you want on it. Also many cafés have food menus. Many times here you can find a nice selection for less than 12 DM a dinner with beverage. Auflauf also has reasonably priced meals.

Most of the restaurants and Cafés post their menus outside, so you can get an idea of what a meal will cost you. If you want to eat there just go in and find a place to sit down. I have not seen a restaurant in Germany with a “Please wait to be seated” sign. Popular places start filling up at about 9:00, go early if you want seating for a group. Usually you have to ask when you want to pay the bill. You then pay the server at your table. A tip is not usually expected since it is included in the price of the meal, but if you want to just round total up to a convenient number (15% would be extremely generous).

Good restaurants include: Auflauf (Steinweg 25), Mexicalies (Biegenstr.), Mahahrata (Biegenstr.), Bißtrot (Elisebethstr.), Destille (Neustadt 25)... The Marbuch has a good listing of eating and drink establishments (Section: 7.2).

### **5.7 Kneipen, Bistros, Cafés**

There are quite a large number of these types of establishments in Marburg. Some people even go to the extent of calling Marburg a *Kneipenstadt*. Each one has its own unique atmosphere and given the number you will probably find a few that you like with the right combination of atmosphere and drink offerings by the end of the year. Most have food offerings but there are just as many that are really just drinking establishments. With food: Café News (Reitgasse 5), Les Journaux (Elisabethstr. 14), Grünhaus (Neue Kasselerstr. 4), Café Barfuß (Barfüßerstr 23), Yol (Schützenstr. 33) and Krokodil (Weidenhäuserstr. 25) are recommended. Just for something to drink: Hinkelsteins (Markt 18), Blues (Weidenhäuserstr. 97), and Cavete (Steinweg 12) are favorites. There are certainly many other places in Marburg to fit all tastes, look in the Marbuch (Section: 7.2).

### **5.8 Shopping for litems other than Food**

You will probably not need to buy any kitchen items since most floors will have some communal pots and pans. But if you do, Woolworth’s and TEKA (both on Bahnhofstr.) are the best places to find cheap, medium to low quality items. If you can’t find what you need there try Ahrens on Universitätsstr.

For personal care items try Idea drug stores on Elisabethstr. and Baarfüßerstr. or Ha We Ge. If you can’t find the items there try at a pharmacy, they abound in Marburg. Good prices on offices supplies can be found at TEKA, Woolworth’s, and Pen&Paper (Steinweg). Reasonably priced clothing can be found in C&A in the SchloßCenter on

Universitätsstr. Many types of stores are in the *Oberstadt* and in the Wehrda Einkaufszentrum (take the 3 bus to the stop of the same name).

## **5.9 Was ist los in Marburg?**

Many Marburg students will answer “Nichts” to the above question. At least some of the other students will say this. For them Marburg is perhaps too small, but for an exchange student it is just the right size. For a town its population Marburg has much to offer. You will find that there is much more to do in Marburg than in Huntingdon.

This city has much to offer outside of the University. In the German tradition Marburg has many clubs (*Vereine* and *Verbände*) in many areas. These are founded by members of the community and everything from sports (American football to hiking) to music (folk to classical, vocal and instrumental) is offered. These are private organizations of people who get together just for the enjoyment of the activity. To join you just call or show up to see what it is all about, usually new members are welcome. You can find listings for these groups in the Marbuch (Section 7.2), Tips & Hinweise (Section 7.3), and from signs posted around town. Many sports are also offered through the University (Section 7.3).

You will find that Marburg has many music and theater offerings as well. The Marburger Schauspiel and other groups present plays regularly (some smaller groups welcome new participants see the Marbuch). Concerts of all types of music are offered on a regular basis in churches, the *Stadthalle*, at KFZ, and Café Trama. See Section 7.1 for locations of event listings.

Marburg has many movie theaters that offer mostly dubbed American films. But you can find German and other foreign films as well. Some special movie events are the Wednesday English (not dubbed in German) films at Studio. Also at Studio the Summer Film Festival offers many good and popular films, old and new. Another summer event is the Summer Open-Air Film Fest, popular films are shown outside in the *Schloßpark*. Café Trama has a film every Wednesday as well (listings are in Café Trama own event calendar). The *Studentischer Filmclub Marburg e.V.* (Phone 06421 14260) put together a nice classic film selection each semester. The screens in Marburg are located at the beginning of Biegenstr., on Schwanallee, and on Steinweg. The schedules for all of the main theaters are published in a weekly flyer.

If you are in the mood for a party atmosphere Marburg has its share. You will find that almost every weekend there is a party somewhere. Near the end of the semester they are also during the week. For someplace to go you can find a *Kneipe* or if you want to dance go to Kult or Lager. Signs for parties are posted all over the University buildings and the dorms.

## **6. Orientation and Tutorials**

### **6.1 Orientation by the University**

The first orientation offered to you will be through the *Auslandsamt* (Section: 4.5). This will take place a few days after you arrive. They will go over the important things

necessary to live in Germany. All of these are covered in Section 4 of this manual. So if you wish you can wait until this time to fill in all of your forms, open a bank account etc. They will sometimes take you to Sparkasse and Barmer to open accounts. The only thing that cannot wait until this program starts is the registration with the city (Section: 4.3). You should receive the dates and times for this meeting with the information you first receive from the University.

The *Auslandsamt* also runs a second orientation program for students not taking a language course (those arriving October). Most of this will be a repeat of the first (you can't attend it anyway, you will have a language course). But there are some meetings that would be good to attend. Such as the one assigning tutorials. The question is when the meeting is. If the *Auslandsamt* does not tell you when this meeting is get in contact with Christopher Moss (See Section: 6.2).

Other orientations are run through the *Fachbereiche* for first semester students. A listing of these is found in the booklet Programme zur Studenteneinführung put out by ZAS (Zentrale Arbeitsstelle für Studienorientierung und -beratung) in 12 Biegenstr. You should get one of these at the meeting about tutorials. If not go to ZAS, look in front of the *Studentensekretariat* (at 10 Biegenstr.), or just go the *Fachbereich* in question and ask. These programs are helpful. They are usually run by students and will tell you things like what courses are available, how to "register", where to get information and old tests, and how to use the *Fachbereichs* library. It is also a good place to get to know some new and veteran students. They can be a valuable resource.

## **6.2 The Tutorial**

This program was new in 1995. In it small groups of exchange students get together with a former German exchange student. Here they have the opportunity to find answers to questions, get information, and get help with writing assignments. Also there is an instruction schedule of geographical knowledge, politics, and other items relating to study in Germany. The idea is that exchange students have a support system.

The man who is in charge of these tutorials is Christopher Moss. If you have problems relating to the tutorial he is the man you should talk to first. He can be found in Block D of *Philfach* (J on the map) in room 111 (phone 28 4347). He is English so just speak to him in English, it's easier in this case. If you have a required courses that conflict with all scheduled tutorials it is possible to have the tutorial requirement waved. Again see Christopher Moss. You should receive two ungraded credits for this class at Juniata upon completion.

## **7. Printed Information**

### **7.1 Where to find events listings**

There is much to do in Marburg, you just have to know where to look to find it. There are two magazines that list events. Express is a weekly publication that lists concerts, movies, theater, and other events in Marburg, Gießen and the surrounding communities. It also has articles of local interest and a classified section (the *Kontakte* are usually

amusing). The other magazine Kulture!News lists events for the whole month. Here you will find listings for a larger area than in Express, including listings for Frankfurt and advertisements for major events in other cities. Both of these magazines can be found for free in banks, shops, and at the *Stadthalle*. The Marburg movie theaters publish a weekly flyer listing all movies for the theaters in town. Many flyers and information can be found at the *Stadthalle*.

Another source is posters. Posters are put up around town when something is happening. All you have to do is look. Places like KFZ and Café Trama publish their own monthly circulars. The flyers for KFZ can usually be found at the *Stadthalle* or Rote Stern Buchhandlung. One for Café Traume are usually only found on location (see map Section 12.2). These places are two cultural initiatives and bring in a variety of live music, presentations, films, and other entertainment. Other Cafés and Kinipen will also have live music on occasion (Molly Malon's, Cavette, Paris-Mosiko have regular music schedules). Most of these events are listed in Express.

## **7.2 Good Books to have available (General Purpose)**

One of the best books to have is the Marbuch. For about 25 DM you get a articles about the town, listings of shops, *Vereine, Initiativen*, Culture, doctors, restaurants, taverns etc., and a very nice map. You can find it at most book stores.

If you will be using the trains and buses a lot, RMV publishes a book called Fahrplan Stadt Marburg und Landkreis Marburg-Biedenkopf. It contains time schedules for all of the Marburg and Regional Busses, a map of the region, and times for trains between Frankfurt and Kassel. It's well worth the 2-3 DM price. It can be purchased at the building mentioned in Section 4.8 and at some book stores.

## **7.3 University Publications**

An important one of these you will receive with the packet of information you receive from the University. Informationen für ausländische Studienanfängerinnen und Studienanfänger has most of the basic information you need to know for starting your studies at Marburg.

The book Tips & Hinweise is published for first year students. It is a good outline of how the whole University functions, where offices are located, things the town has to offer, etc. It can be found outside the *Studentensekretariat* (10 Beignstr.), at your tutorial, or at ZAS.

For those interested in sports the University publishes a listing of sport events available through the school. Hochschulsport is free and can be found in most academic buildings and dorms at the beginning of each semester. Some sports fill up fast, so you have to act quickly if you want to participate. Sometimes fees may be required.



## **7.4 Academic Information**

### **7.4.1 Vorlesungsverzeichnis**

This book is kind of like a catalog. It contains a listing of all courses offered by all *Fachbereiche* (in section *Vorlesungsteil*). The it does not contain any descriptions of the courses. If you want this information you have to go to the department in question (Section 7.4.2). The *Vorlesungsverzeichnis* for the Winter Semester has a listing of all faculty and staff with office hours and locations for some, and phone numbers for all (in *Personalteil der FB*). In the front is hours of help organizations, libraries, Semester calendar other useful information.

This is a good book to get and then give it to someone going in the next year. They change little from year to year. One is published for the winter semester about a month before the semester start and is available at most book shops for around 7 DM. The summer one is 5.50 DM and does not include the *Personalteile*. If you do not wish to buy the book most departments will post lists of course offerings for the next semester.

Be sure to pick up an extra catalog for Juniata International Programs Office if you want to keep yours. It is important that the International Programs Director has a title and the number of hours per week your courses meet.

### **7.4.2 Department Booklets**

Most departments will have a *Kommentierte Vorlesungsverzeichnis*. This publication gives a description of the of the courses in the department. You get these by going to the *Fachbereich Sekretariat* or *Geschäftszimmer*. There they will sell you such a book for around 1 or 2 DM. Departments will often post class listings as well.

## **7.5 Libraries**

### **7.5.1 Universitätsbibliothek (UB)**

This building is the steel cube that you can see from the downtown *Mensa*. It contains many books but the pain is that it uses a closed stack system. Which means that you order the books you want, wait an hour, then go to an office to check them out.

Probably the most useful books in this library are the text books (*Lehrbücher* Section 8.7), located downstairs and to the right as you enter the building. You check out and return books at the booths you pass by as you enter the section when the *Ausleihsaal* is closed.

What is the *Ausleihsaal*? This is the room just to the left as you enter the building. This is where you also will have to fill out a request for a library card. It's quite simple just ask for a card, fill it in with the typewriters provided, and in 2-3 days you come back to pick the card up. Be sure to bring your passport.

While you are there also pick up a sheet that tells you when tours of the library are given. On the tour they will tell you all you need to know about how to find and check-out books, where the magazines are, etc.

Upstairs is the *Lesesaal*, reserved for non-lendable books and studying. Behind the room is the *Katalogsaal* with the card catalogs and computers (for on-line catalogs and regular computer use). Hours: Mon. - Sat. 9 – 21:30; Sun. 13 – 21:30.

### 7.5.2 Fachbereiche Bibliotheken

Each *Fachbereich* has its own library with a selection of books relating to the specific subject area. Mostly these books are just for use in the library. The libraries vary in their policies for loaning books. Each will have a librarian that you can ask. If they are no help, talk to student or Professor. The hours vary by *Fachbereich* and are usually not open on weekends.

## 8. Academia

### 8.1 How to “register” for classes

The University system in Germany is different from that of the United States. There is not a central office that you go to and tell than what courses you want to take. For lectures you simply go the first one (as listed in the *Vorlesungsverzeichnis*). For smaller classes, such as seminars and labs go to the professor and ask if there is room or sign up on a list. Ask the professor if you have questions.

In the case of exchange students from Juniata you need to ask the professor how you can get a *Schein* (specifically a graded *Schein*, Section: 8.4). If you however do not want credit for a lecture, you can just sit in on it for interest. Many people are proud of the freedom the German system gives, so usually no one will complain.

### 8.2 Types of classes

- ***Vorlesungen***- This is the basic lecture. You sit, listen and take notes. Few times are questions asked of the professor. Sometimes tests are given.
- ***Übungen and Praktika***- Both of these stress practical application in the subject area. *Übungen* usually support a lecture or *Seminar* but some do stand on their own. Supporting *Übungen* are many times practice sessions for the final exam. Examples would be problem solving in a natural science course or practicing Grammar. *Praktika* are labs or internships.
- ***Tutoren***-- These are usually small group meetings with an advanced student under the direction of a University Instructor. They are a forum for discussion and questions. Usually support a *Vorlesung* or *Seminar* but can sometimes stand alone.
- ***Seminare***- This is a course where discussion takes place, questions asked and questions answered. Sometimes this will be a course in conjunction with a lecture, like a discussion section at Juniata. Other times it will be a course on its own. Here some lecture will be given and discussion will follow. Many times outside work and/or presentations are given by students. There are three types of a Seminar usually found in the Humanities and Medicine: *Proseminare*, *Hauptseminar*, and *Mittelseminare*.

- **Proseminar-** These are the main courses of the first stage of study in the Humanities and Human Medicine. Teaches intensive academic learning in particular subject area. They are usually self-standing courses where discussion, oral presentations, and written assignments are given. Is an overview of a part of the subject area. Found in *Grundstudium* (the first part of study, stresses the fundamentals of the subject)
- **Mittelseminar and Seminare-** These courses cover a more specific topic in the subject area. They tend to vary in how much lecture and participation is given. Also vary in the difficulty of work assigned. As the name implies they are in-between a *Proseminar* and a *Hauptseminar*. Usually offered in the *Grundstudium* but some are found in the *Hauptstudium* (2nd and main part of study, ends with a thesis).
- **Hauptseminar-** Instills the ability of self-study in the selected focus of the student in the subject area. Focuses on a specific topic in the subject area. Again Discussion, oral presentations, and written assignments are given. Found in the *Hauptstudium*.

### 8.3 Getting Credit (What is a Schein?)

A *Schein* is a document with a stamp and signature that says that you have completed the requirements of a course. You have to do some type of work to get a *Schein*. Talk to the professor in the beginning of the course and explain what type of *Schein* you need. Usually an examination like a final written test, an oral exam with the professor, a written assignment, an oral presentation, or a combination of these will be required. Most classes in Germany are not graded, again a different system. Different types of *Scheine* and how they transfer are explained in Section 8.4.

### 8.4 Credit Transfer a la JC

#### 8.4.1 Types of Scheine

Before you can transfer credit you must have a *Schein*. There are three types of *Scheine*: *Teilgenommen*, *mit Erfolg*, and *Benotend*.

- **Teilgenommen-** This simply means that you attended and participated in class but did not receive a mark. Sometimes this is the only type you can get, talk to the Professor. This will transfer as the equivalent of audit credit (ungraded) at 1/3 the number of hours per week the class meets. Transferred as audit credit means it is listed on your transcript but does not count toward your GPA or distribution, POE, or other requirements. It was taken for “enrichment”.
- **mit Erfolg-** This says that you received a mark for the course and passed (the grade is not listed on the *Schein*). This will be transferred as ungraded (pass/fail) or transfer credit. It can count towards requirements but is not tabulated into your GPA.

- **Benotend-** This is the one that you will want for most of your courses. It shows that you received a mark for the course. *Benotend* differs from *mit Erfolg* in that the mark you receive is written on the *Schein*. Also sometimes more work is required from a *Benotend*. This will transfer and count the same as a course you would take at Juniata. Meaning the mark you receive can count toward requirements and be calculated in your GPA.

**Note:** Even if the professor does not usually give the *benotend Schein* you need, talk to them and see if it is possible. If even after asking nicely and begging they will not give one to you, don't get upset with them. Instead go to the *Auslandsamt* (Section: 4.5) and talk with Herr Komm or Frau Christmann about the problem. They can be more persuasive than you in this situation.

#### 8.4.2 How many credit hours transfer for each Schein?

How many credit hours transfer for each course depends on what type of course it is.

- **Vorlesungen-** count one credit for each hour that they meet per week.
- **Seminars-** If they supplement another course they will count for 1/3 of the number of hours that they meet per week (one credit for ever three hours of class). If they are a course in themselves they will count the same as a *Vorlesung*.
- **Übungen-** Treated the same as a *Seminar*.
- **Tutoren-** Again same as a *Seminar* or *Übung*.
- **Praktika-** Always count for 1/3 of the number of hours per week the lab meets. Ex. If you have 42 hours of lab per week you will receive 14 credit hours.

**Note:** If you receive a *Teilgenommen Schein* for any course, they will count as 1/3 of full credit (hours per week).

This transfer system can be a bit cumbersome but it can work in your favor if you play it right. Bad grades can be covered up with *mit Erfolg Scheine*. Just make sure that you have a minimum of 24 full credits by the end of the year to be considered a full-time student. This is most important for people with financial aid or scholarships. Also remember that you can only have only 6 credits of transfer classes in your POE (*mit Erfolg* counts as transfer credit).

*Grading scale from the Juniata 1995-1996 Study abroad hand book (Simplified)*

German Grade	JC Grade	German Grade	JC Grade
1 or 1 - ( <i>Sehr Gut</i> )	A	3 - or 4+	C+
2+	A-	4 ( <i>Ausreichend</i> )	C
2 ( <i>Gut</i> )	B+	4 -	D
2 - or 3+	B	5 ( <i>Nicht Ausreichend</i> )	F
3 ( <i>Befriedigend</i> )	B-		

## 8.5 Finding Professors

Aside from in class most professors will have office hours, usually only a few hours a week. The hours will usually be posted on the door of their office. If the times do not suit you, most professors will take appointments. Talk to them or their secretary.

Office listings are usually in each department. If you wish to phone them their number will be in the *Personalteil* of the *Winter Vorlesungsverzeichnis*. Most professors are open and understanding, especially to foreign students.

## 8.6 Questions? (Where to ask)

For questions about credit transfer you should just contact Juniata directly. They can tell you how things will transfer and make sure that Herr Komm's office does the same thing. General academic concerns can be directed to Frau Christmann. She is good at directing you to the right place to ask or can deal with it herself. Another good resource is the student instructor of your tutorial.

Questions in specific classes can be answered by the professor teaching them. Though if you have inquiries about many different courses in the same department or just don't know what to do, get in touch with a member of the *Studienberatung* for the specific *Fachbereich*. If the *Fachbereich* has a *Vertreter* or someone for foreign students try there first. These are people that help German students with their schedules. They have a good knowledge about the course offerings in the department. You can find these people listed in the *Personalteil* of the Wintersemester Vorlesungsverzeichnis under the specific *Fachbereich*. Professors and Instructors will also be listed here.

Each department will also have a *Fachschaft*, a student union of sorts. This is an elected group of students that have a say in the running of the *Fachbereich* and will sometimes provide study aid and old tests. They are also a good resource for information. A student will give a different perspective than a professor (the truth is usually in-between the two opinions). The addresses for the *Fachschafts* are listed in the back of the Tips & Hinweise book. If you don't have access to this just ask at the *Fachbereich Sekretariat*. These groups usually hold regular meetings, look for postings around the *Fachbereich*.

## 8.7 Books

Many text books can be checked out from the *Universitätsbibliothek* (Section 7.5.1) for 4 weeks. The problem is that when you return them you cannot simply extend the due date. You have to check another book out. If there are not anymore copies you're out of luck. The *Fachbereich* libraries will usually have copies of books used in their courses. But you cannot check these out for extended periods. Photocopying important sections works.

The other option is to buy books. The University does not have a central book store like most universities in the States. Unlike in the States you usually not be required to buy the texts for the class. There are however enough book stores in Marburg that you should be able to find what you need. Orders for German books usually only take a few days. Foreign books can take as long as a month to arrive. As for prices: they are the

same at all non-discount bookstores and subjects books are just like they are in the states, expensive. Michaels-Buchhandlung on Biegenstr. and Erwig on Reigasse have the best selection of subject related books for both the sciences and the humanities.

## 9. Transportation

### 9.1 Zu Fuß

This is by far the cheapest and most convenient method of travel in Marburg. Unlike most parts of the US, it is actually safe to walk in Marburg. Sidewalks abound and their are crosswalk with lights everywhere. With the exception of the Lahnberge, most subject buildings and most things you will want to go to downtown are with in about a half hour to 40 minute walk from *Studentendorf*. If you live in Christan-Wolf Haus or in Wehrda (which are far from the city center) see the section on buses.

### 9.2 Bikes

Bikes are very popular in Marburg so there are plenty of places to park them. With this popularity comes the increased possibility of theft. If you bring a good bike with you or have one shipped be sure to have a good lock. If you really want a bike in Marburg try and find a cheap, used one in Germany.

### 9.3 Bus

Marburg has a good bus system. You can get to most places in the city from the stops near the *Studentendorfs*.

If you have a pass you do not have to show it to the driver unless it is after 8 p.m. You just get on the bus. Normal tickets and the *Mehrfahrkarten* can be bought from the driver. The *Mehrfahrkarten* must be stamped in the orange or green boxes in the bus. For further information see Section 4.8.2.

**Note:** Don't think that you can ride the bus for free because the driver does not check your pass each time you get on. Occasionally throughout the year controllers will come on the buses and check for passes and tickets. If you are caught without a pass or ticket they fine you 60 DM. There're unforgiving as well so don't think that you can just talk your way out of the situation.

### 9.4 Trains

#### 9.4.1 Types of trains and pricing.

Types of Trains:

RB- *Regionalbahn*. Considered to be *Näheverkehr*, it travels between major stations within a Region. They usually stop at EVERY station. These are the slowest trains.

RE- *RegionalExpress*. Travel between major regional stations. But, they only stop at selected stops. It stops at SOME of the stations.

SE- *StadtExpress*. These trains travel between main stations, no necessarily in the same region. Sometimes the distance is more than that converged by an RE. The number of stops is not consistent, sometimes an SE is like an RB, other times an RE.

IR- *InterRegio*. As the name implies they connect regions. They stop at selected stations and are about as fast as an RE (sometimes they travel the same route). *Deutsche Bahn* is putting the newer cars on these trains.

IC or EC- *Intercity* or *Eurocity*. These are fast trains between large cities in Germany and outside of Germany, stopping at major stations in between. You can make reservations on these trains.

S- *Schnellzug*. This term is usually used for trains severing areas surrounding large cities. They could be compared to commuter rails.

D- *Durchzug (Schnellzug)*. These trains vary in their type. They can be like an IR one time and then like a SE the next. Usually they cover long distance overnight. Sometimes they have sleeper cars sometimes not. It's the *Deutsche Bahn* term for "Other". Reservation possible for seats and beds.

ICE- *InterCityExpress*. This is the fastest train in Germany. They are run between major cities (Berlin, Frankfurt, Hamburg etc.). They are also the most expensive and have separate ticket prices. Reservations are recommended for individuals and required for groups.

All of these trains of course cost money. You are charged by the distance you travel. To find out prices for cities in your region you can just check on the ticket machines otherwise ask at the counter. *Deutsch Bahn* takes cash and most major credit cards.

IR, RE, RB, S, D, and SE all are on the basic rates (ticket price. IC and EC are the basic rate plus a *Zuschläge* (additional charge). Which is 6 DM at the ticket counter (or automate) or 8 DM if you pay on the train. ICE have a pricing system of their own, ask at a ticket counter before you get on one.

Other charges will be incurred if you want a reservation on an IC, EC, D, IR, or ICE. They usually run between 3 to 5 DM. If you want a bed or a couchette on a night train you have to pay more. Usually you reserve this or just pay the conductor on the train.

#### 9.4.2 Saving money on German Trains

The German train system is considered to be one of the most reliable in Europe. This is true but it is also one of the more expensive. There are however ways to save money whether you are going to be taking a long journey or just a short trip.

The easiest way to save cash is to purchase a *BahnCard*. The initial cost is 110 DM (for people under 25 years old, 2nd class travel) but from the date of purchase you save 50% on all train travel within Germany for one year. With the prices as they are you will start saving money quickly. They can be purchased at any ticket counter after filling out a form. When buying tickets from the counter just show them the card. When buying tickets from a machine purchase the child priced ticket and then show the conductor your *BahnCard* when he or she checks your ticket on the train.

Another wonderful saver is the *WochenendeTicket*. It allows up to 5 people travel anywhere in Germany on RE, RB, S, and SE trains for a weekend (Saturday and Sunday) for 35 DM. It is a slow way to travel but it is by far the cheapest. They can be purchased at the ticket counter. This ticket has caused these trains to be quite crowded on the weekends.

Other discount offers can be found in the *Deutsche Bahn* brochure entitled Bahnangebote or by asking at the ticket counter.

### 9.4.3 Passes

Passes can be cost effective and convenient if you travel a lot. They vary in their time limits and what trains you can travel. Some passes will allow you unlimited travel for a period of time. Others will allow you a certain number of days in a larger period of time.

The most used passes are those that allow one or two months of unlimited travel. Of these there are two types, the Eurorail pass and the Interrail pass. The Eurorail pass can only be bought in the USA. Juniata can send you a pass for one month to travel second class in most of Europe (not in Great Britain and some countries in eastern Europe). There is also a two month pass but Juniata only pays for the one month. The only time you have to pay anything extra for any train is when making a reservation and sometimes for a sleeper car. In Germany this means that you can ride ICEs (at no extra cost) and do not have to pay *Zuschläge* on ICs and an ECs. Eurorail also has other types of passes. A popular one allows 14 non-consecutive days of travel in two months. Ask a travel agent in the states for more information.

The other option for this type of pass is the Interrail pass. This pass can only be bought in Europe and Juniata will reimburse you for a one month pass on the following semester bill. You can buy these at a train station or some travel offices. All of Europe, Morocco, and Turkey have been split up into seven zones. You buy the zones you are going to be traveling in. Prices vary for just one zone from 380 to 420 DM. Other price are: 500 DM (2 Zones), 560 DM (3 zones), and 630 DM (all Zones). Prices were correct in 1996.

Zone	1 Zone (DM)	Countries
A	420	Great Britain, North Ireland, Rep. of Ireland
B	380	Sweden, Norway, Finland
C	420	Denmark, Germany, Switzerland, Austria
D	420	Poland, Chech Rep., Slovak Rep., Hungary, Croatian, Bulgaria, Romania
E	420	France, Belgium, Netherlands, Luxembourg
F	380	Spain, Portugal, Morocco
G	420	Italy, Slovenian, Greece, Turkey

Unlike Eurorail you have to pay *Zuschläge* on trains. Also you must buy tickets for travel in your country of residence, there is a 50% discount. Like EuroRail travel is on 2nd Class and you must pay for reservations.



You have to decide which pass would be best for your travel plans. Both passes have their advantages. With both you can get discounts on ferries, ask at the ferry ticket counter.

### **9.5 Mitfahrgelegenheit**

This is the German way of saying “car pooling”. You ride with someone and help pay for the gas. May times this is the cheapest way to travel. You can find rides to places of course by asking friends but other means exist.

Many people will post notices either asking for rides or offering. The main place for this is in AStA (on the ground floor of the downtown *Mensa*). In the hallway you will find two maps of Germany with small boxes hung beside them. Here people offer rides and request rides. If either party is interested they take the slip and give the other party a call. No one in the group tested this system but others have said that it works well.

## **10. Communication**

### **10.1 E-mail and computing at Marburg**

#### **10.1.1 Set-up before departure and used without a Marburg account**

The easiest way to be able to receive your mail from your Juniata is to have it forwarded to a web based E-mail server. By doing this all mail that you choose to be forwarded from your Exchange account at JC can be accessed from any computer in the world that has an InterNet connection and is running a web client (like Netscape or InterNet Explorer). To do this start an account on a service like Hotmail ([www.hotmail.com](http://www.hotmail.com)), just go to the site and follow the instructions you see. It would be recommended that you select the “No Frames” option as your default since this can slow a web connection.

Before you leave Juniata, in Exchange mail go to the “Inbox Manager” and select a new filter. Check mail sent to and have it forwarded to your web E-mail client address. It might also be prudent to have it deleted so that mail does not pile up in your Exchange account. Once you are in Germany you can log on to the E-mail website and read your mail. You will not be able to forward your mail from Juniata to your Germany account once it is open unless someone at Juniata does it for you. But the web client is a good holding area for your mail and a way to communicate with home until you get an account at Marburg if you so choose. The disadvantage is that the connection may at times be quite slow.

#### **10.1.2 How to get an account at Marburg**

By far the best way to handle E-mail is to get an account with the University. This lets a bigger computer handle the trans-Atlantic problem. The University has a computer called Student-Mailer. It’s an IBM RICS mini computer running a flavor of UNIX (an operating system). This means that it is nothing like Windows NT at Juniata. You can get an account on this machine by paying 10 DM per semester at the *Universitätskasse* or

at a bank (Konto 108, Bank Marburg-Biedenkopf BLZ 533 500 00, *Verwendungszweck*: Matriculation number and “InterNet-Zugang”) and giving the receipt to someone in the *Studentensekretariat*. You can do this at the same time you register (Section 4.10). Account activations and reactivations are sent to HRZ each Monday and accounts are activated on Wednesday. So if you give your receipt to the *Sekretariat* on Tuesday you have to wait a week and a day for your account to be activated. Be sure to access your account within two weeks. Otherwise the account will be canceled and you have to talk to HRZ (*Hochschulrechenzentrum*) to get it reactivated.

### **10.1.3 How to use your account at Marburg**

This section will outline the basic use of an account on the Student-Mailer computer for the purpose of E-mail. It is assumed that the user has a basic knowledge of the use of computers (specifically MS-DOS and Windows machines), that they have previously used E-mail on a Exchange Mail system, and have a basic knowledge of the InterNet.

#### **10.1.3.1 Computer Sites**

Savigny-Haus. Universitätsstr. Top floor  
 PC Arbeit Raum (Lahnberge). In HRZ  
 Geistlichewiessenschafts Inst. Block D Edg.  
 Universitäts Bibliothek. Katalogsaal

#### **10.1.3.2 Activating your Marburg account**

##### **To activate:**

Check to see if your account is activated and if so what your username and beginning password are. Through Netscape or Mosaic in the “Kommunikation” icon of Windows use the Web page at <http://stud-www.uni-marburg.de/queryuser.html>. Enter the information and send. If your account is activated you will receive your username and beginning password.

Telnet to `stud-mailer.uni-marburg.de` to activate the account. (For instructions Telnet see Section 10.1.3)

Enter the username and password you received from the Web page. You will be prompted for a new password. If UNIX does not like the password it will bark at you, tell you what is wrong and ask you to try again. UNIX is case sensitive, meaning if there is a capital letter in your password you must enter a capital the next time you want to get into your account.

You can also get an account on other computers. Some departments have their own mailers and give accounts to students. Check with German students or members of the departments for details. As with computers in general this information is bound to change. Check with the literature provided by HRZ for up-to-date information.

### ***10.1.3.3 Using computers at Marburg***

All of the computers at the public sites at Marburg are connected to the local network. Much of the software used is located on a server on the network. This means that the PC must connect to the server to have access to all of its software.

When you turn a computer on at Marburg you will first see the usual MS-DOS garbage followed by a `Please enter Username:` prompt. Enter the letter and number combination (Ex. pcrz17) that you will find printed on a sticker on the front of the computer. The computer will then ask you what type of virus scan you want. They are self explanatory. Following the scan it will ask you what you want to start, DOS, Windows, or a Novell Netware menu. After this step you should be in familiar territory.

### ***10.1.3.4 Using Telnet to access an account***

From the `C:\` prompt type: `Telnet`. Press `Alt-A` to start a sessions. Enter the address of the computer, `stud-mailer.uni-marburg.de` to access Student-Mailer. The program quits when you log off. This one is recommend since it is fast and seems to have the least number bugs.

From Windows 3.1: Open the Kommunikation window and select EWAN: Telnet. You will see a dialog box. Select Stud-mailer and press return.

From the Novell Netware Menu (Universitates Bibliothek). From the Kommunikation listing select Telnet and enter the address when prompted. DOS Telnet works here as well.

### ***10.1.3.5 Things to do when you first log on.***

Once you know your username at Marburg you will also know your E-mail address. The form is just like on Exchange at Juniata: `<username>@host address`. For Juniata the host address is: `mail.juniata.edu` or `juniata.edu` and for Marburg: `stud-mailer.uni-marburg.de`. So if at Marburg your user name is `miller`, then your E-mail address would be: `miller@stud-mailer.uni-marburg.de`.

Set a mail alias. This is not necessary but will make your E-mail address easier for other people to remember. At the UNIX prompt (\$) type: `mkalias <something>`. Replace `<something>` with what you want the first part of your mail address to be. Ex. `F.smith`. This will make Fred Smith's E-mail address `f.smith@stud-mailer.uni-marburg.de` as opposed to `smithf@stud-mailer.uni-marburg.de`.

If you want mail to be forwarded from your Exchange account some one at Juniata will have to do it.

### ***10.1.3.6 Sending and Receiving E-Mail***

The best ways to send and receive are with a Windows program called Pegasus Mail or from UNIX by Telneting into your Student-mailer account and using Pine.

To use Pegasus Mail you will need a disk. On the first session it will ask you if you want to format your disk so it can be used with the program. Once the program is loaded open the Network Configuration item in the File menu. You will see a dialog box. The host is already set to Stud-mailer, so all you have to enter is your user name and password. The rest of the box and the rest of the program for that matter is self-explanatory. If you want a manual ask the computer guy in the Savigny-Haus computer work room or at the *Sekretariat* at HRZ. The only problem with Pegasus is that you have to have a disk with you when you check your mail.

Mail can also be accessed directly from your account from the UNIX prompt. There are several options available. But the best for people who don't know UNIX is Pine. This is accessed by typing: `pine` at the UNIX prompt (`$`). It is menu driven and has a decent help file. It was most of the options that Pegasus has. Other options are to use UNIX mail (not intuitively obvious in the least) or Elm. UNIX mail is more powerful than Pine or Elm, but UNIX mail and Elm are more trouble than they are worth.

### **10.1.3.7 Basic UNIX Commands**

`exit` – logs you off of the system.  
`passwd` – changes your password.  
`pine` – opens the pine program.  
`man <command>` – brings up a help file on the `<command>` entered.  
`ls` – shows the files in the present directory.  
`rm <filename>` – same as delete.  
`cd` – change directory (`cd $HOME` gets you back to your root directory, `cd ..` goes up one directory).  
`kill -1 -9` – this will stop everything of yours on the system. Use it only if you have a previous session that was not properly logged off.  
`pico <filename>` – a nice, easy to use text editor. Don't waste your time with the UNIX text editor unless you are a computer buff.  
`mkdir <directory name>` – create a directory.  
`rmdir <directory name>` – delete a directory.  
`telnet <address>` – it does what the name says (if you see the `telnet>` prompt and want to get have to `$` type quit).  
`ftp <address>` – like telnet as the name implies.  
`lynx <URL>` – a text only WWW browser.  
`who` – see who is on the system.  
`finger <username@address or @address>` – find logon information for a user or users on a local or remote host.

#### 10.1.4 Help.

On-line help can be found through HRZ's web pages. Address: <http://www.uni-marburg.de/hrz/services/instud.html> (access through Netscape or Mosaic in Windows Kommunikations window). These pages provide answers to common questions, allow you to check to see if your account has been activated, and tell you who to contact if you need more information. They are a good guide if you can wade through the German. Also at each of the major computer sites (except for the UB) you will find a computer staff member. HRZ itself is located on the Lahnberge, Hans-Meerwein-Str. in the building opposite chemistry on floors A4-A5.

#### 10.2 Mail (Traditional)

The one thing that you need to know about the German Post, it's expensive. To send about seven sheets of airmail paper outside of the EU is 3 DM (within the EU 1 DM). Postcards are 2 DM. The most convenient post offices are at the end of Bahnhofstr., on Neue Kasseler. (the tall gray building by the highway) and in the *Klinikum* Cafeteria (closed during lunch). You can buy stamps from the clerks or from the machines.

Normal air mail usually takes about 1 to 2 weeks (though times of 6 days have been reported). You can send packages air mail (takes about 2 weeks), but if you don't mind them taking 4-6 weeks to get back to the states surface mail is much cheaper.

Packages that will not fit in your mailbox or could not be delivered will be kept at the post office. You will get a notice in your mailbox telling you when and where you can pick it up.

Note: The postal rates listed here were for 1995 and early 1996. A rate increase of about 10% was proposed for mid 1996.

#### 10.3 Telephone

Unlike at Juniata you do not get your own phone in Marburg. If you want one in your room you have to contact the phone company and have it installed. This can get to be very expensive, because *Deutsche Telekom* is pricey and it is very easy to use a phone when it is in your room. In short it is an expensive convenience.

Most floors in the *Studentwohnheime* will have a communal phone. To make and receive calls on it you pay a monthly fee (divided among the users). When you have a call you write down how many units you used on the attached counter. At the end of the month you just pay for the monthly fee and for the calls you made. Most floors will require you to place a security deposit (usually 20-50 DM) into a *Konto*. This is just in case you don't pay. To sign up ask on your floor who is responsible for the telephone. You can still rack up a nice bill but at least you don't have to pay installation fees and the whole monthly charge.

Yet another option is to use prepaid phone cards from *Deutsche Telekom*. These are debt cards that you use in special phones that subtract money as you make your calls. They are much more convenient than using coins. You can buy them at any post office for 12 or 50 DM.

Foreign calling is expensive. You can lessen the costs with some savings plans from U.S. long distance companies. But the easiest way is just to have people from the States call you, it's about a third of the price going the other way. A trick used by many people is to call the party in the states collect. They give a name, but it is a prearranged passkey. The party in the States then just refuses the charges and later calls you back.

A long distance phone card is a good thing to have. Once you have the access numbers for different countries you can make calls back to the states or to other countries. Each company publishes a booklet that tells you the international access numbers and how to use the card. They are handy for travel in countries that don't believe in coin phones (France for example) and emergencies.

#### **10.4 FAX**

This is another fast way to get in touch with Juniata. This is best done by going through the *Auslandsamt*. Ask the secretary and she will direct you as where to go or how to send a FAX. For other FAXs there is a public FAX at the post office on Bahnhofstr.

### **11. Please add to and update this manual**

This manual was created with the intention of passing on information. It seems that people go through the same ordeal every year. They feel their way around Marburg like the students at the Blind Academe (except the blind students actually know where they are going). Though it could be said that this is a learning experience, but it is actually just a lot of unnecessary stress. If veterans of Marburg pass along the knowledge of their experiences all will benefit. Please realize that this manual it is not a stone doctrine, but is as living and changing as the people who created and will continue to create it.

## 12. Appendices

### 12.1 Student Housing List

#### Student Housing at Philipps Universität Marburg (Rent for 1996)

Complex	Building	Address	#Rooms	Room Type	Rent (DM)	Deposit (DM)	Size (sq. ft)
	Dr.-Carl-Duisberg-Haus	Gisonenweg 2	110	Single	199-433	190-400	74.5-322
	Forsthof	Ritterstr. 16	53	3, 4, 7 person Apt.	242-442	230-400	127-356
	Konrad-Biesalski-Haus	Sybelstr. 16	81	Single	342	370	150
	Bettinhaus	Sybelstr. 14	21	Single	196-485	190-400	75-322
Christian-Wolff-Hüaser		Fridrick-Ebert-Str. 111	104	Single	230	250	118
Christian-Wolff-Hüaser		Fridrick-Ebert-Str. 113	37	2-4 person Apt.	306	450	161
Christian-Wolff-Hüaser		Fridrick-Ebert-Str. 115	37	2-4 person Apt.	306	450	161
Christian-Wolff-Hüaser		Fridrick-Ebert-Str. 117	36	Single & 2 person Apt.	306	450	161
Christian-Wolff-Hüaser		Fridrick-Ebert-Str. 119	36	Single & 2 person Apt.	306	450	161
Karl-Egermann-	Haus A	Fuchspaß 28	95	Single	259	320	150

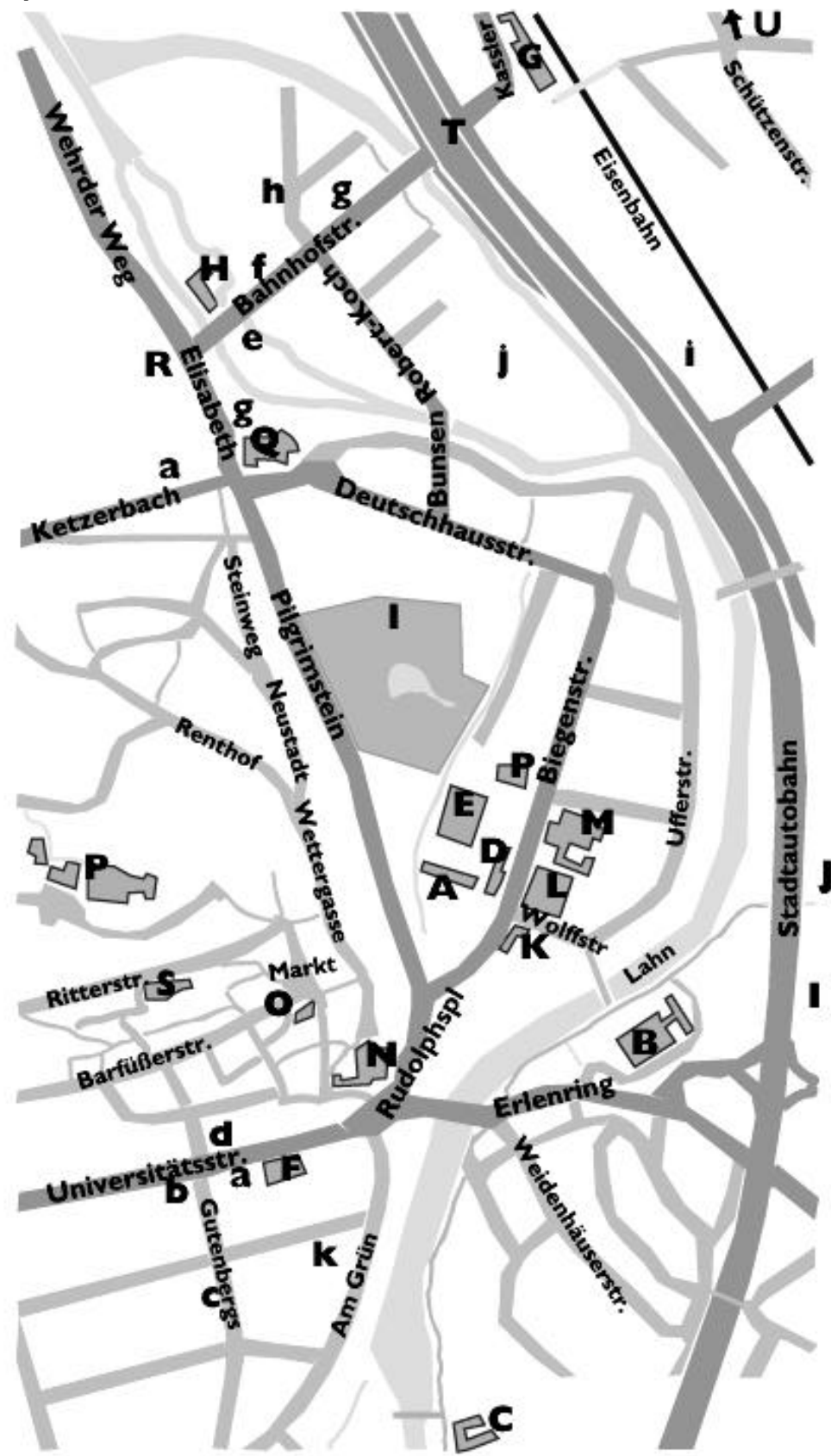
## Student Housing at Philipps Universität Marburg (Rent for 1996)

Complex	Building	Address	#Rooms	Room Type	Rent (DM)	Deposit (DM)	Size (sq. ft)
Haus							
Karl-Egermann-Haus	Haus B	Fuchspaß 32	81	Single	259	320	150
Karl-Egermann-Haus	Haus C	Fuchspaß 36	93	Single	259	320	150
Studentendorf	Carl-Ludwig-Haus	Geschw.-Scholl-Str. 1	90	Single,3 2X Apt.	258	280	150
Studentendorf	Franz-Lambert-Haus	Geshw.-Scholl-Str. 3	102	Single	258	280	150
Studentendorf	Jung-Stilling-Haus	Geshw.-Scholl-Str. 5	90	Single	258	280	150
Studentendorf	Wilhelm-Herrmann-Haus	Geshw.-Scholl-Str. 7	90	Single	258	280	150
Studentendorf	Sylvester-Jordon-Haus	Geshw.-Scholl-Str. 9	98	Single	258	280	150
Studentendorf	Adolf-Reichwein-Haus	Geshw.-Scholl-Str. 11	235	Single	258	280	150
Studentendorf	Adolf-Reichwein-Haus (Umbau)	Geshw.-Scholl-Str. 11	61	2 -4 person Apts.	301-403	370-480	varies
Studentendorf	Lomonosov-Haus	Geshw.-Scholl-Str. 13	90	Single	258	280	150
Wehrda	Haus A	Ernst-Lemmer-Str. 13	86	Single	259	320	150
Wehrda	Haus B	Ernst-Lemmer-Str. 15	86	Single	259	320	150
Whrda	Haus C	Ernst-Lemmer-Str. 17	86	Single	259	320	150

For all buildings rent includes heat, water, electricity, waste removal, maintaince, beding (sheets, blanket, etc.) with washing, and floor cleaning once a year.



12.2 Map



**12.2.1 Key**

- A 12 Biegenstr.- Auslandsamt (3rd floor), Sprachlabor (1st floor)
- B Studentenhaus - Mensa, Studentenwerk (3rd floor), AStA (inback)
- C Youth Hostel
- D 10 Biegenstr. - Studentensekretariat, Universitätskasse
- E Hörsaalgebäude- Cafeteria
- F Savigny-Haus - PC-Raum (Top floor)
- G Hauptbahnhof
- H Post
- I Universitätsbibliothek
- J Geisteswissenschaftliches Institut (Philfach)
- K 7 Biegenstr.- Einwohnermeldeamt (1st floor), Auslandsbehörde (top floor)
- L Universitätsmuseum für Kunst
- M Stadthalle
- N Alte Universität - Universitätskirche
- O Rathaus
- P Landgrafenschloß - Kulturgeschichte Museum
- Q Elizabethkirche
- R Barmer
- S Lutherische Pfarrkirche
- T Fahrkarte Verkauf und Auskunft der Stadtwerke Marburg
- U zu Studentendorf
- a Ha We Ge
- b Ahrens
- c Aldi Markt
- d Schloßcentrum - C&A, Lidl
- e TEKA
- f Woolworth's
- g Plus
- h Co-Op
- i Lidl
- j Café Trama
- k KFZ Kulturladen
- l Alte Botanischer Garten

### 12.3 Mensa and Cafeteria Hours

#### Hours of meals service in each Mensa:

##### Downtown Mensa (during semester)

Lunch	Main & Cafe	Mon. - Thurs	11:30 - 14:15
		Fri.	11:30 - 14:00
	Cafe Only	Sat.	12:00 - 14:00
Dinner	Cafe Only	Mon. - Fri.	17:45 - 20:00

##### Downtown Mensa (during semester break)

Lunch	Main & Cafe	Mon. - Fri.	12:00 - 14:00
	Cafe Only	Sat.	12:00 - 14:00
Dinner	Cafe Only	Mon. - Fri.	17:45 - 19:30

##### Lahnberge Mensa (during semester)

Lunch	Main & Cafe	Mon. - Thurs	11:30 - 14:15
		Fri.	11:30 - 14:00
	Cafe Only	Sat.	12:00 - 14:00

##### Lahnberge Mensa (during semester break)

Lunch	Main & Cafe	Mon. - Fri.	11:30 - 14:00
	Cafe Only	Sat.	12:00 - 14:00
Dinner	Cafe Only	Mon. - Thur.	17:30 - 19:00

#### Hours of small cafeterias:

##### In Downtown Mensa (Buffeteria, Cafe Klatsch, Cafe Foyer):

During Semester		During Semester Break	
Mon. - Fri.	08:15 - 20:00	Mon. - Fri.	08:15 - 19:30
Sat.	12:00 - 14:00	Sat.	12:00 - 14:00

##### In Lahnberge Mensa (Buffet):

All Year			
Mon. - Thur.	09:00 - 19:00	Thurs.	09:00 - 14:30
Sat.	12:00 - 14:00		

##### Cafeteria Lahnberge (Hans-Meerwein-Str.)

During Semester		During Semester Break	
Mon. - Fri.	08:30 - 14:15	Mon. - Fri.	08:30 - 11:00

##### Cafeteria (downtown Hörsaalgebäude)

During Semester		During Semester Break	
Mon. - Thus.	08:45 - 16:15	Mon. - Fri.	08:30 - 12:30
Fri.	08:45 - 12:30		

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