

*Guide to the Bachelors and Masters Degree Programmes at the School
of Translation, Interpreting, Linguistics and Cultural Studies of the
University of Mainz in Gernersheim, Germany*



Mission Statement

of the Fachbereich Translations-, Sprach- und Kulturwissenschaft Johannes Gutenberg-Universität Mainz (FTSK)

The School (FTSK) sees itself a community dedicated to learning, teaching and research, a place for intercultural education and academic reflection in an open and international atmosphere. It is committed to upholding the values, achieving the goals and fulfilling the tasks outlined in the mission statement of the Johannes Gutenberg-Universität Mainz. Its defining characteristic is its diversity of languages and cultures.

The School's research and teaching efforts are focused on the areas of translation and interpreting, as well as related domains involving interlingual and intercultural communication.

The School's interdisciplinary profile covers the fields of translation and interpreting studies as well as linguistics and cultural studies. In the language-specific and non-language specific courses offered at the FTSK, students develop a high level of competence and excellent intercultural communication skills. When it comes to research at the FTSK, it is considered particularly important to promote both field-specific and interdisciplinary projects. In this regard, a primary focus is on inter-university and international cooperation. Especial emphasis is placed on supporting junior academic staff in obtaining doctorate and *habilitation* (second book) qualifications.

The School is characterized by its diversity of languages and cultures. At the moment, twelve languages as well as five complementary subjects can be studied. The School has partnerships with more than 100 foreign universities enabling scientific cooperation and both student and faculty exchanges. The FTSK offers a particularly open and international environment to its students from 80 different countries.

Table of Contents

1 Between Languages and Cultures	5
2 About Us.....	5
2.1 <i>History of the FTSK.....</i>	6
2.2 <i>Faculty and Students.....</i>	6
2.3 <i>Programmes of Study.....</i>	6
2.4 <i>Academic Degrees and Job Opportunities</i>	7
3 Bachelor of Arts in Applied Linguistics, Cultural Studies, Translation and Interpreting..	8
3.1 <i>Languages.....</i>	8
3.2 <i>Entrance Qualifications.....</i>	8
3.3 <i>Curricula and Examinations.....</i>	9
4 The M.A. in Applied Linguistics, Cultural Studies and Translation	10
4.1 <i>Languages.....</i>	10
4.2 <i>Admission Requirements.....</i>	11
4.3 <i>Programme Contents and Exams.....</i>	11
5 The M.A. in Conference Interpreting	12
5.1 <i>Languages.....</i>	12
5.2 <i>Admission Requirements.....</i>	13
5.3 <i>Curriculum and Examinations.....</i>	13
6 Special points to be considered for foreign students in the BA and MA programmes ..	14
7 Doctoral Studies.....	15
8 Language Courses and Continuing Education.....	15
8.1 <i>Sprachenzentrum Germersheim (the Germersheim language centre).....</i>	15
8.2 <i>International Summer School in Germersheim (ISS)</i>	16
9. General Information about Studies at the School of Translation and Interpretation Studies, Linguistics and Cultural Studies (FTSK).....	16
9.1 <i>Application</i>	16
9.2 <i>Registration.....</i>	16
9.3 <i>Student Advising and Support.....</i>	17
9.4 <i>Re-enrolment and Leaves of Absence.....</i>	18
9.5 <i>Semester Abroad</i>	19
10 Germersheim – a Town with International Charm	19
10.1 <i>Culture</i>	20
10.2 <i>Leisure Activities In and Around Germersheim.....</i>	20
10.3 <i>Miscellaneous</i>	22
11 Things You Should Know	24
Glossary	25

About this Brochure

Dear Prospective Students,

Welcome to the FTSK!

Do you find languages and cultures exciting? Do you have a special interest in mediating between speakers of languages and in entering and exploring new cultural worlds?

In short: Would you like to learn a profession that involves languages? Or are you looking for further academic training?

If so, then we would like to invite you with this brochure to experience the language diversity of the FTSK.

For you as potential applicants, it is important to get information about different course offerings and academic requirements in time. This brochure is intended to serve you as a guide and to show you how Bachelor and Master of Art programmes in interpreting and translation are organised at the FTSK.

The following pages provide you with information about admission requirements as well as the structure and contents of the programmes and will give you an overview of the languages offered.

In addition, you will find useful advice on student matters and varied leisure-time activities in and around Germersheim.

So keep reading and learn more about the features and advantages offered to you by our FTSK programmes!

The FTSK would like to welcome all of you who want to start a first or second degree course in Germersheim!

1 Between Languages and Cultures

Those who do not know languages will not prevail in our internationalised and globalised world, because it is languages that grant access to the international community. There is no way for the FTSK to ignore this responsibility.

Prof. Dr. Karl-Heinz Stoll

The age of globalisation is also the age of translation. In the past, it was mainly literature that had to be translated from one language into another. Today, in our globalised world, numerous services can no longer be provided without the help of qualified translators and interpreters. While the growing tendency among government representatives is to communicate in their native languages, international companies are increasingly advertising and communicating in foreign languages. Globalisation and internationalisation are driving the need for translators and interpreters in public authorities and institutions. Rapid developments in science and technology are also influencing the professions of translator and interpreter. This is why the use of language technology is especially important in these professions.

The complex issue of mediating between languages and cultures of different countries and regions requires interpreters and translators who have completed comprehensive academic training and can cope especially well with the difficulties of using state-of-the-art media technology properly.

Interpreters and translators not only have excellent language competence but also deep intercultural knowledge. Of course, mastery of one's native language is considered a basic prerequisite.

The School of Translation and Interpretation Studies, Linguistics and Cultural Studies is the largest training centre for translators and interpreters worldwide: it offers 12 languages; 2,400 students are studying here and about 1,000 of them are foreign students; it has more than 100 partner universities all over the world. As many of the students come from abroad, learning takes place in a very international atmosphere.

One of the special features of the School is that foreign students have the opportunity to study translation and interpreting on the basis of their native languages.

Thus, the School of Translation and Interpretation Studies, Linguistics and Cultural Studies offers ideal conditions for students to become extremely well prepared for their professional life.

2 About Us

The FTSK is a dynamic educational centre that combines traditional fields of study with innovative ideas and practice-oriented, independent work. It offers a large variety of courses and the opportunity to focus on various sub-fields. Further key characteristics are the School's international orientation and the personal atmosphere thanks to the manageable size of the institution.

Because of its international orientation and because it offers a large number of sub-fields and extra subjects, the School is becoming of the world's leading institutions for university research and teaching in the field of translation studies. The fact that our staff includes a large

number of native speakers of the many languages taught here also contributes to the School's international orientation.

2.1 History of the FTSK

The School's history dates back more than 60 years. It was founded on January 11, 1947 by the French occupying regime.

It was as an independent educational institution for interpreters (ADI) until 1949, when it was integrated into the Johannes Gutenberg University of Mainz. In 1972, it became an official department of the university and was called the School of Applied Linguistics (F.A.S.). In 1992, the name was changed to the School of Applied Linguistics and Cultural Studies (FASK). In July 2009, it was renamed the School of Translation and Interpreting Studies, Linguistics and Cultural Studies (FTSK).

However, the FTSK was not relocated to the Mainz campus. It is still housed in a historical building in Gernersheim, about 75 miles up the river Rhine from Mainz. Therefore, the School has its own library, its own Administration Office, Office of Admission and Records, Examination Office, Office for International Relations as well as its own language laboratories (STEFL) and a Computer Centre (CAFL).

2.2 Faculty and Students

Over time, the School has continuously expanded its course offerings. Having launched the Bachelor of Arts and Master of Arts programmes, the FTSK complies with the recommendations of the 1999 Bologna Declaration.

The quality of our courses and instruction starts with the employment of well-chosen academic staff. Along with the required academic qualifications and profound didactic knowledge, significant practical professional experience is of great importance to us. In order to meet the high requirements in the field of professional interpreting, our School uses the latest conference technology. Almost all of our interpreting lecturers are experienced conference interpreters and many of them are members of the renowned International Association of Conference Interpreters (AIC).

Therefore, the academic background of all our lecturers employed within the Bachelor of Arts and our two Master of Arts programmes (including the adjunct lecturers) meets the high academic standards of the rest of our teaching staff.

As a result of their specialised training, they are able to attend to students individually. Readily available advising and flexible modules are offered to students to ensure successful studies and an international university degree.

2.3 Programmes of Study

Since the introduction of the new study programmes in the winter semester of 2006/07, potential applicants have been able to apply for admission to the Bachelors and Masters degree programmes in Language, Culture and Translation and the Master of Arts Programme in Conference Interpreting, which has been offered since WS 2002/03.

The Bachelor and Master programmes comprise various modules that are meant to increase the comparability of academic degrees and promote the mobility of students. With a B.A. from our university, students will be in a position to change their field of study and continue their studies at a different university in Europe if they wish.

In addition, all students receive the Diploma Supplement, which contains standardised information on academic degrees and the corresponding qualifications. The Diploma Supplement is attached to the official documents on academic degrees as supplementary information on the degree.

The sequence of courses offered in the bachelors and masters Programmes generally start in the winter semester. The instruction period of the winter semester usually begins in mid-October and ends in mid-February. The instruction period for the summer semester usually begins in mid-April and goes through mid-July.

Further information on the instruction periods can be found in the timetable on the university's website: http://www.uni-mainz.de/studium/2609_3982.php#menu1.

2.4 Academic Degrees and Job Opportunities

In Gernersheim, students can become translators or interpreters with the following academic degrees:

B.A. (Bachelor of Arts) Applied Linguistics, Cultural Studies, Translation and Interpreting

M.A. (Master of Arts) Applied Linguistics, Cultural Studies, Translation and Interpreting

M.A. (Master of Arts) in Conference Interpreting

On the job market, our graduates will find a wide variety of opportunities waiting for them, for example in export-oriented companies, international institutions and political organisations. This includes job possibilities at the *Bundessprachenamt* (German federal language institute) and the organs of the European Union.

Among others, translators work in translation agencies, publishing houses and language services as well as in the areas of advertisement, marketing, and tourism. The professional image is becoming more and more diverse due to globalisation and internationalisation. Employers look for translators who can manage and modify working processes, for example in the areas of software localisation, documentation, technical writing, terminology or public relations of multi-national companies.

Aside from the areas of specialisation, teamwork and creativity as well as the applicant's ability to collaborate, make decisions and solve problems are gaining importance both in the private and public sectors of the job market. In a survey amongst graduates of the School, the majority stated that they did not encounter any significant problems in finding a job.

3 Bachelor of Arts in Applied Linguistics, Cultural Studies, Translation and Interpreting

The Bachelor of Arts in Applied Linguistics, Cultural Studies, Translation and Interpreting focuses primarily on translation and offers an internationally recognised academic degree. It qualifies the graduate to enter the professional world or to enrol for further studies at a German or foreign university.

3.1 Languages

The Bachelor's degree in Applied Linguistics, Cultural Studies, Translation and Interpreting is usually done in two languages: a B-language and a C-language. A third foreign language, a D-language, can be taken as a semi-elective. If the B-language is German or English, the course of study can also be pursued in just one foreign language.

The following language combinations are currently available:

A-language:	German
B-language:	English, French, Italian, Polish, Portuguese, Russian, Spanish
C-language	English, French, Italian, (modern) Greek, Dutch, Polish, Portuguese, Russian, Spanish
D-language:	English, French, Italian, (modern) Greek, Dutch, Polish, Portuguese, Russian, Spanish
A-language:	Arabic, English, French, Italian, (modern) Greek, Portuguese, Spanish
B-language:	German
C-language:	English, French, Italian, (modern) Greek, Dutch, Polish, Portuguese, Russian, Spanish
D-language:	English, French, Italian, (modern) Greek, Dutch, Polish, Portuguese, Russian, Spanish

The information presented in this brochure is accurate at the time of printing and can therefore only present a general overview. Further information, news and any changes (especially regarding the D-languages) can be found on our website or directly from the *Studierendensekretariat* (office of admission and records) or from the student advising office.

3.2 Entrance Qualifications

In order to enter the bachelors degree programme for English, French and Spanish, candidates have to fulfil certain entrance qualifications (*numerus clausus* – NC). The NC is calculated every

semester based on the number of available places in higher education, the candidates' final marks in secondary school and the number of applicants. Therefore, it is not possible to predict in advance what the exact qualifications for admission will be in the future.

Aside from the German higher education entrance qualification or an equivalent foreign degree, the entrance qualifications for a course of study at the School of Translation and Interpretation Studies, Linguistics and Cultural Studies (FTSK) include a thorough knowledge of German as a foreign language, English, French or Spanish or basic knowledge of Chinese, if these languages are to be studied here. More details on the entrance qualifications can be found in the leaflets for the different languages under <http://www.fb06.uni-mainz.de/261.php>.

In all offered subjects, the course of study requires excellent knowledge of the A-language. To date, the FTSK offers the B.A. degree in the following A-languages: Arabic, German, English, French, Italian, Modern Greek, Portuguese and Spanish. In exceptional cases, international students whose A-language is not offered at the FTSK can choose a different A-language, if they have the required proficiency in it. In these cases, the language proficiency must be verified in the working language proficiency test. For example, there are students from India with English as their working language, and students from Central Africa with French as their working language.

The working language proficiency test for students wanting to take German as their working language is organised and held by the student's chosen B-language department. If, for example, a Norwegian student has German as her working language and English as her B-Language, the English department is responsible for the working language proficiency test.

3.3 Curricula and Examinations

The standard duration of studies is six semesters and includes 19 modules. Students normally choose two foreign languages and a subsidiary subject in the elective portion. For the latter, students can choose between computer sciences, medicine, law, engineering and economics.

The number of required modules is eight for the B-language and four for the C-language. In addition, the students choose seven semi-elective modules. Within these modules they decide where they wish to place special emphasis, for example in the choice of their specialised translation classes.

The module system in the Bachelor programme with just one foreign language, that is, English for German students or German for international students, is organised differently. The total number of modules is also 19, but they include a greater number of required modules.

The module examinations are taken during the course of study and are the conclusion to the individual modules. Attendance is compulsory for all module classes.

The overall grade for the bachelor's degree comprises the grades earned on the module exams, the bachelor's thesis and the final oral examination. The aim of the bachelor's thesis is to demonstrate that the student is able to independently tackle a problem that he or she has chosen from a module taken as part of the bachelor's degree course in Applied Linguistics, Cultural Studies and Translation using the knowledge and methods acquired during the

bachelor's programme. The thesis is to be completed within a period of six weeks. It is supervised by a member of staff authorized to hold examinations.

The final oral examination takes 30 minutes. The exam covers the topic of the bachelor's thesis and also deals with other questions from the module related to the bachelor thesis. Questions from a different module chosen by the student will also be a part of the exam. The examination is usually held in German.

When the student has passed all the parts of the examination, the FTSK of the Johannes Gutenberg-Universität Mainz awards the student the academic degree Bachelor of Arts in Applied Linguistics, Cultural Studies and Translation.

4 The M.A. in Applied Linguistics, Cultural Studies and Translation

After completing the bachelor's programme, students may pursue a Master of Arts degree, which leads to a deeper understanding of the subject at hand knowledge. The M.A. in Applied Linguistics, Cultural Studies and Translation is a degree that qualifies the graduate to pursue the profession of a translator and includes specialized knowledge, skills and qualifications in the field of translation, language and culture. Furthermore, the master is a prerequisite for doctoral studies, for example in linguistics, translation or cultural studies.

4.1 Languages

In the master's programme, students can either choose a course of study with one foreign language (B-language) or two foreign languages (a B and a C language).

The master's programme with one foreign language is offered for students with German as their A-language and Arabic, Chinese or English as their B-language. Foreign students can complete the single language master's degree with German as their only foreign language.

A-language	German
B-language	Arabic, Chinese, English
A-language	Arabic, Chinese, English, Dutch, French, Italian, Greek, Polish, Portuguese, Russian, Spanish, Turkish
B-language	German

In the master's programme with two foreign languages, the following language combinations are possible:

A-language	German
------------	--------

B-language	Arabic, Chinese, English, Dutch, French, Italian, Greek, Polish, Portuguese, Russian, Spanish
C-language	Arabic, Chinese, English, Dutch, French, Italian, Greek, Polish, Portuguese, Russian, Spanish
A-language	Arabic, Chinese, English, Dutch, French, Italian, Greek, Polish, Portuguese, Russian, Spanish, Turkish
B-language	German
C-language	Arabic, Chinese, English, Dutch, French, Italian, Greek, Polish, Portuguese, Russian, Spanish

4.2 Admission Requirements

For students to be admitted to the master's programme, a first academic degree is required, for example, a B. A. in Applied Linguistics, Cultural Studies and Translation of the FTSK or a degree from another university.

The master's programme in Applied Linguistics, Cultural Studies, Translation is generally open to students of other subjects as long as they have the required linguistic and subject-specific knowledge. For any B- or C-language in which the student has not completed a degree, the applicant has to pass a written and an oral aptitude test. The test usually takes place in July. Please note that students who pursue a non-consecutive course of study must generally pay tuition fees. See also: http://www.uni-mainz.de/studium/572_18695.php#menu1.

4.3 Programme Contents and Exams

The standard duration of the master's programme in Applied Linguistics, Cultural Studies, and Translation is four semesters. During these four semesters, the students attend ten compulsory and semi-elective modules, which may differ according to the language combination (either mono- or bilingual master) and the major field of study chosen by the students. This enables the students to independently choose their field of specialisation from the three options: Area Studies, specialized translation and translation studies & intercultural communication.

All modules that can be taken in the master's programme are summarized in the module index in the appendix of the exam regulations for the master's programme Applied Linguistics, Cultural Studies and Translation. See also: <http://www.fb06.uni-mainz.de/ze/pruef/prf-ord-ma-skt.pdf>. A detailed description of the modules for the various languages offered can be found in the module catalogues. See: <http://www.fb06.uni-mainz.de/431.php>

Every module is completed with a module exam, which takes place during the course of studies. The exam covers the content of the courses attended by the students during the entire module. Course attendance is compulsory. The examination requirements for the

master's degree are the module exams during the semester, the master's thesis and an oral final examination.

Authorisation to write the master's thesis is usually granted in the third semester. A lecturer or professor supervises the thesis. The master's thesis proves that the student is able to independently deal with a topic related to linguistics, cultural or translation studies of the subject area of the master's programme according to academic principles and methods. The thesis must be completed within a period of four months and is usually written in German.

After the master's thesis has been passed, a final oral final examination of 30 minutes takes place. The exam covers the topic of the master's thesis. It also deals with questions from the module related to the master's thesis and questions from another module chosen by the student. The examination is usually held in German.

Once the student has passed all the parts of the examination, the FTSK of the Johannes Gutenberg-Universität Mainz awards him or her the academic degree of Master of Arts in Applied Linguistics, Cultural Studies and Translation.

5 The M.A. in Conference Interpreting

Due to globalisation and the expansion of the EU, the need for interpreters is constantly growing. The master's programme in conference interpreting enables students to become highly qualified and specialised experts in interlingual communication. The graduates will be able to fulfil the most demanding requirements as conference interpreters for global companies, at scientific conferences, at ministries and for international organisations, such as the European Commission, the European Parliament, the European Court of Justice and the UN. Furthermore, other interpreting skills such as court interpreting, interpreting in government agencies and in organisations are taught in order to meet the demands of the national and international job market. Conference interpreters must have linguistic competence and knowledge of cultural conditions in the specific communication situation at the job site. Furthermore, they must have an excellent knowledge of terminology and knowledge management, research and mnemonic techniques, quick reactions and self-assurance even when speaking in front of a large audience.

Information on all of the current course offerings can be found at <http://www.fb06.uni-mainz.de/szg/>.

5.1 Languages

The masters degree in Conference Interpreting is offered with two foreign languages (a B-language and a C-language).

Currently, Conference Interpreting is available for the following foreign languages (depending on the student's mother tongue):

A-Language:	German
B-Language:	English, French, Italian, Dutch, Russian, Spanish
C-Language:	English, French, Italian, Dutch, Russian, Spanish
A-Language:	English
B-Language:	German
C-Language:	French
A-Language:	French, Italian, Dutch, Russian
B-Language:	German
C-Language:	English

All information provided here was accurate at the time of going to print; but they provide only an initial overview. Further information, current developments and possible last-minute changes can be found on our web pages.

5.2 Admission Requirements

The fundamental prerequisite for admission to the masters degree program in Conference Interpreting is the prior completion of a first programme of studies in any field, as long as the applicant can demonstrate the requisite linguistic and other specialised knowledge and has passed the entrance exam (<http://www.fb06.uni-mainz.de/442.php>). The decisive factors are very solid general education, excellent mastery of the student's native tongue as well as of the two foreign languages, as well as a gift for interpreting (including mnemonic techniques, the ability to abstract, rapid reactions and the ability to handle stress. The entrance exams normally take place in July.

5.3 Curriculum and Examinations

The normal period of study is four semesters. Over the course of their programme of studies, students complete nine modules including five obligatory modules for the student's chosen B-language, three obligatory modules in the student's C-language, and required elective course: 'Foundations of Interpreting' for all language combinations.

During their programme of studies, students intensively practice simultaneous interpreting (whereby the interpreting is done while the speaker is talking) and consecutive interpreting (with a time delay after the speaker has finished talking) out of the student's B- and C-language into his or her A-language and out of the A-language into the B-language. At the

same time, knowledge and or skills are trained in a variety of areas including: interpreting theory, note-taking systems, booth techniques, terminology, and professional ethics.

The modular structure of the masters programme in Conference Interpreting is presented in the appendix to the examination regulations at <http://www.fb06.uni-mainz.de/ze/pruef/prf-ord-ma-kd.pdf>. Detailed descriptions of the individual modules can be found in the respective module handbook <http://www.fb06.uni-mainz.de/module/ma-kd.pdf>.

The masters examination comprises the module exams (which are taken over the course of the programme of studies, the written masters thesis and the final oral examination.

The masters thesis is prepared taking into consideration the specifications listed in the specific regulations for the masters degree programme in Language, Culture, Translation and Interpreting. The final oral exam in interpreting includes both consecutive and simultaneous interpreting from the B-language into the A-language, from the A-language into the B-language, and from the C-language into the A-language.

Once the candidate has passed all parts of examination, the Johannes Gutenberg University of Mainz, through the School of Translation and Interpreting, Linguistics and Cultural Studies the academic degree of MA (master of arts) in Conference Interpreting.

6 Special points to be considered for foreign students in the BA and MA programmes

Foreign (that is, non-native German speaking) applicants who wish to study at the School must take German as their first foreign language (B-language). They may also take a second foreign language (C-language). The basic language for training in the C-language is German.

Prospective students must already have a very good knowledge of German when they apply for admission to the programme

The following **language certificates** are recognised as proof of adequate competence in German to study at the FTSK:

Test of German as a Foreign Language for foreign applicants to university-level programmes in Germany (**TestDaF**) with a score of 18 points for admission to the BA programme and 20 points for admission to the masters.

The *Große* (major) the *Kleine* (minor) German language diploma awarded by the Goethe Institute on behalf of the Ludwig Maximilian University in Munich.

Certificate of the *Zentrale Oberstufenprüfung* (ZOP) of the Goethe Institute.

The German language diploma (Level II) of the Standing Conference of German Ministers of Culture (DSD II).

You will find additional information on the website of the students' secretaries office.

What is decisive for admission to the BA or MA is whether an applicant's foreign school-leaving certificate or university degree can be considered equivalent to the German *Abitur* or a

German BA respectively. Applicants who have completed secondary school or their BA abroad must therefore also apply for a statement of convalidation from the International Department of the University of Mainz. Information on the issuance of the statement of convalidation can be found at http://www.uni-mainz.de/studium/873_5709.php#menu1. This document must accompany the application for admission. Please allow six weeks time for the processing of the statement of convalidation. Hence, please be sure to initiate the process of having your credentials convalidated as early as possible.

All documents must be certified and accompanied by a certified translation. (Credentials written in English or French, however, need not be translated.)

7 Doctoral Studies

A doctorate (Dr. phil.) can be earned at the FTSK. Support for young academics is made available in the form of doctoral fellowships offered by the School and special programmes for doctoral students (for example colloquia and lecture series). In addition, regular supra-departmental qualification offerings through the University of Mainz are also available to doctoral students in Germersheim. The university's general doctoral college offers workshops in areas like presentation development and rhetoric, project and time management, scientific writing, the foundations of scientific theory, information and knowledge management, and conflict and communication. You can find the list of offerings at www.promotionsstudien.uni-mainz.de.

The prerequisites for admission to the doctoral programme are outlined in the doctoral studies regulations: <http://www.fb06.uni-mainz.de/ze/pruef/promfach.html>.

Extensive information can also be found at:

<http://www.uni-mainz.de/studium/3651.php>

<http://www.uni-mainz.de/studium/13429.php>.

8 Language Courses and Continuing Education

In addition to the languages offered at the FTSK, a knowledge of languages of limited diffusion is becoming increasingly important in the world of business, in language and interpreting services, in individual companies and public institutions, particularly because of European unity and the global interconnections in the business world. In order to cover this growing need, the School has continuously expanded and adapted its offerings in the area of continuing education. There are various opportunities to acquire additional practical language qualifications at the FTSK.

8.1 *Sprachenzentrum Germersheim* (the Germersheim language centre)

The *Sprachenzentrum Germersheim* (SZG) was founded in the year 2000 and primarily offers intensive courses for languages that are not offered within the regular programmes of study at the FTSK (for example: Farsi, Korean, Hungarian). These language courses are also open to students at other universities as well as non-students; only students of the University of Mainz are exempt from course fees. The particular languages offered vary from semester to

semester. Information on the current course offerings can be found at <http://www.fb06.uni-mainz.de/szg/>.

8.2 International Summer School in Germersheim (ISS)

The extensive range of courses offered by the ISS is mainly directed at foreign students studying the German language and translation who are not enrolled at the FTSK, as well as graduates and professionals working in the field of translation and interpreting. Our courses focus primarily on translating and interpreting. The course participants will of course benefit from the lecturers' knowledge, which will help them acquire additional qualifications. At the same time, the aim of these courses is to achieve an active interchange between students, lecturers, translators, and interpreters from various countries.

By the way, even though the ISS is called a summer school, the same courses are usually also offered in the spring.

9. General Information about Studies at the School of Translation and Interpretation Studies, Linguistics and Cultural Studies (FTSK)

A new phase of your life begins with your university studies. As a newcomer, you will be confronted with an educational system that is very different from the one that you know from school. In your daily life at university not everything will be familiar and you will have to find out and organise many things on your own. In order to make your start as easy as possible, we would like to give you some useful tips and advice regarding your application, your first few weeks and your entire programme of studies in Germersheim.

9.1 Application

The School chooses its own students. German students, foreigners with a German school-leaving certificate and foreign students must apply for their study place at the FTSK before the semester begins (If you want to begin your studies in the winter semester, you must apply by 15 July at the latest for the Bachelor of Arts and by 1 June at the latest for either of the two Master of Arts Programmes). The application (a two-page form) for the Bachelor of Arts and also for both Masters of Arts programmes can be viewed and printed out as a pdf file at: <http://fb06.uni-mainz.de/254.php>. All required documents, which are listed under *Anlagen* (enclosures) on each application for admission, must be posted to the following address:

Fachbereich Translations-, Sprach- und Kulturwissenschaft
Studierendensekretariat
An der Hochschule 2
76726 Germersheim
Germany

9.2 Registration

Once your application has been processed and accepted during the first admission phase, you will receive a letter of admission within the first two weeks of August. The letter of admission includes information about the documents that must be submitted for registration at the *Studierendensekretariat* (office of admission and records). In most cases, registration must be completed in written form. Foreign students and transfer students have to register in person.

The letter of admission contains a certain date of enrolment that can be changed only in exceptional cases. If you already know by the time you file your application that you will not be available during the period of admission and registration between August and October, please send us a note to this effect enclosed with your application.

If necessary, a waiting-list procedure will be applied, most likely during the last week of August. Provisional notifications will not be sent. If you cannot be considered during the admission process, you will receive a notification of rejection with an offer to study other languages that have no entrance restrictions. When the process of allocation of study places has been completed, you will receive all this information around the beginning of the third week of September.

Please ensure that either you or a person authorized by you can be contacted between July and October.

If you are away during the months when you can expect a letter of admission from us, make sure that a person authorized by you has access to your post. Please write an authorization for the trusted person who is allowed to sign on your behalf in case you receive a letter of acceptance with an admission letter.

If you do not answer our letter by the deadline, we will assume you intend to decline your study place, so someone on the waiting list will be allotted your study place. Once you enrol, you will receive your student ID and your registration number. During the duration of your studies at the FTSK you will be registered under this number.

9.3 Student Advising and Support

We place great importance on the advising of the students at our school. The *Studienberatung* (student advising office) for Bachelor and Master degree students, the School's student advising offices for each language and for the postgraduate master degree in Conference Interpreting are all interconnected and have office hours in order to assist you. During your consultation they can help you to find a solution for your individual problems and for questions concerning programmes of study. A close working relationship between the *Studierendensekretariat*, the *Prüfungsamt* (examination administration office), the *Studienbüro* (academic affairs office), the ASTA (student representative council) and the departmental student organisations ensures the resolution of any problems that may arise on campus.

You can find the contact data for the student advising office regarding the Bachelor's and Master's degrees on the FTSK homepage: (<http://www.fb06.uni-mainz.de/320.php>).

The School's student advising offices for each language, as well as consulting hours, are listed on the Internet pages of each faculty.

The ASTA, which represents the students, offers counselling in every aspect of student life. You can view the office hours of the ASTA representatives on the homepage: <http://asta-germersheim.de>. ASTA's office is in Room 140, in the right wing of the main building on the ground floor.

The opening hours of the psycho-social counselling office can be found on the FTSK homepage <http://www.fb06.uni-mainz.de/654.php>. Students can discuss their personal problems and find a solution during one-on-one consultations. Moreover, there are many courses for different topics, such as strategies to overcome the fear of public speaking and writer's block. Strategies for time management, learning techniques and many others are also offered.

Services for disabled students and mobility aids are provided for all types of disabilities at the FTSK. Two assistants are responsible for helping students with disabilities.

These assistants can be contacted during the semester from Monday to Friday between 9:00 a.m. and 5:30 p.m. and during the semester break from Monday to Thursday between 9:00-16:00 and Fridays between 9:00 a.m. and 1:00 p.m. (room number 147, in the right wing of the main building on the ground floor. Their telephone number is: 508-35 147).

The office of Mr Manfred Orschel, the disabled students' representative, is situated in the right wing of the main building on the ground floor. His telephone number is: 508-35 157, Fax: 508-35 457 E-Mail: orschel@uni-mainz.de.

Our university provides these students with a great deal of support in order to ensure that they graduate successfully. We warmly invite you to make use of these services as necessary.

9.4 Re-enrolment and Leaves of Absence

Students must re-enrol for the second and all following semesters. Re-enrolment is confirmed by the transfer of the student's social affairs contribution, which at present amounts to EUR 92 (EUR 25 is for student self-governance, EUR 65 for the Student Union, and EUR 2 for scholarship funds). After the payment of this contribution, the students have the right to buy a semester ticket (a public transport ticket) for the regional public transportation networks *Verkehrsverbund Rhein-Neckar* (VRN) or for the *Karlsruher Verkehrsverbund* (KVV). The contribution must be transferred to the *Landeshochschulkasse Mainz* within the re-enrolment period. To accomplish this you must use the original payment slip, which you will receive by post with your certificate of registration each semester. This also applies to those students who wish to obtain a leave of absence for the semester in question.

A leave of absence is permitted only for one semester. You must make your application for a leave of absence within the re-enrolment period for the following semester. It is not possible to apply for a leave of absence retroactively.

The application for a leave of absence must include all your personal data, such as: surname, address, registration number and also an explanation for the reasons why you wish to apply for it, as well as all of the necessary documents. For example, you will need to show us your statement of admission provided by the receiving institution if you will be doing a semester abroad, or a medical certificate if you are ill). The period of the leave of absence will not be counted towards the normal duration of your programme of studies. You are not allowed to take any examinations during your leave of absence.

Further information about leaves of absence can be found at:

<http://www.uni-mainz.de/studium/566.php>

9.5 Semester Abroad

An exchange semester abroad, although not compulsory, is highly recommended, we have exchange agreements with over 100 universities worldwide.

Within the Socrates programme alone, the FTSK cooperates with more than 60 universities in 17 European countries. In addition, we maintain excellent relations with universities in North America, New Zealand, Latin America and China.

Important sources of information are the professors who have great connections abroad, and especially the School's exchange programme advisors. Further advice as well as information on EU programmes and scholarships is available at the Office for International Student Affairs (<http://www.fb06.uni-mainz.de/273.php>).

In more than 200 programmes and projects, the German academic exchange service offers support for stays at universities abroad (<http://www.daad.de/de/index.html>).

These sources assist students in obtaining information as well as with the planning, organisation, and implementation of semesters abroad. A stay abroad offers students the opportunity to improve and enhance their language skills and also yields advantages for their future professional career. They experience another country's culture first hand, get to know the people and their way of life, and broaden their horizons. A stay abroad is a once-in-a-lifetime opportunity that everyone should seize.

10 Germersheim – a Town with International Charm

Germersheim, the seat of a regional administrative district, is located on the Upper-Rhine between the cities of Speyer and Karlsruhe. It has 20,000 inhabitants while about 2,400 students are enrolled at the university. The high percentage of young people has an impact on public life. A wide variety of international cuisine is available in the numerous student bars, cafés and restaurants in Germersheim. The city is small and cosy and is thus a place in which each newcomer soon feels at home. It is situated in the beautiful Rhine Valley and characterised by the mild climate in the Southern Palatinate, which has a distinctive character due to its fruit- and wine-growing culture. Germersheim is not far from the Rhine-Neckar region and is also close to France. Even Belgium and Luxembourg are not far away.

More information about the town can be found under <http://www.germersheim.de/index-stadt.html>.

10.1 Culture

The School, the student organisations within the respective language departments and the ASTA offer numerous leisure activities such as workshops, readings, excursions, parties, concerts, various sports programmes, self-defence courses, conversation evenings, and movie nights – not to mention the famous weekly cafeteria party.

The students' theatre has a long tradition in Germersheim. The theatre groups include students as well as German and foreign lecturers who not only stage plays in German but also in English, Spanish, Italian and Russian. The performances – in the town hall, the community centre, the FTSK's main auditorium, the small amphitheatre or the university's theatre cellar – are frequently sold out and attract interest in the local press.

In terms of culture, Germersheim has a lot going for it. The German Road and Transportation Museum in the armoury of the former fortress, the town and fortress museum inside the Ludwig Gate, the fortress, the Catholic church with its crypt, the sculpture trail in Fronte Beckers Park, the municipal Culture Office's theatre and concert programme as well as an active art association liven up the city's cultural scene. The *Festungsfest* is a town festival and part of the *Germersheimer Kultursommer* festival. With its varied programme – music, culinary gastronomic specialties, numerous art exhibitions and parades – it attracts thousands of visitors each year and it is always an unforgettable experience.

10.2 Leisure Activities In and Around Germersheim

Studying is important, but there are other aspects in a student's life that are just as important: accommodation, recreational activities and social life. Taking breaks and making time for recreation is imperative for students' well being and also helps them to cope with stress in their everyday life.

Germersheim offers a wide variety of recreational and outdoor activities for everyone. Well-maintained hiking trails and bikeways allow one to explore Germersheim's green parks with the impressive buildings of the former fortress as well as the area's woods and scenic pasture landscape along the River Rhine by foot or bike. Several lakes and outdoor swimming pools around Germersheim (in Wörth, Kandel, Bellheim, Rülzheim) offer further recreational opportunities.

Speyer is an interesting town with many cosy cafés, restaurants and bars, located about 17 kilometres north of Germersheim (approximately 15 minutes by train; there is also a well-maintained paved bikeway along a beautiful route). The greatest sight is the 900 year-old Romanesque cathedral, which is also considered one of the largest and most beautiful

cathedrals in Germany. Eight German emperors are buried in the cathedral's crypt. Nearby, there is the Historical Museum of the Palatinate, which has been widely acknowledged in the past for several great exhibitions (for example: "Leonardo da Vinci"). City maps and more information on the different museums as well as their opening hours are available at the city's tourist office (<http://www.stadtinformation.de/stadtinformation-in-Speyer-3735-Rheinland-Pfalz.html>).

Karlsruhe, seat of the German Federal Constitutional Court, is located about 50 minutes by train and 20 minutes by car from Germersheim. The city's palace, which was built from 1715 to 1775, now accommodates the *Badisches Landesmuseum* (Baden State Museum) and is surrounded by the botanical gardens as well as the castle gardens. Located in the immediate vicinity, the *Kunsthalle*, Karlsruhe's famous art gallery, exhibits a superb collection of European paintings from the 15th through the 20th century.

Because of its great shopping opportunities, cinemas and its many student pubs, Karlsruhe is very popular with students from Germersheim. <http://www.karlsruhe.de/stadt/tourismus/>

Heidelberg, one of Germany's oldest university towns, is located approximately 40 kilometres from Germersheim along the Neckar River and is definitely worth a visit. The cheapest way to get there is by local train.

Heidelberg's historic downtown and the castle overlooking the city are especially worth seeing. City maps and further information are available at the tourist office in front of Heidelberg central station and under <http://www.goruma.de/Staedte/H/Heidelberg/Kurzinfo.html>

Mannheim, Baden-Wuerttemberg's second largest city, is located about 40 kilometres from Germersheim. Its convenient location at the junction of the rivers Rhine and Neckar has made this geometrically organised town home to Europe's second largest inland harbour. In addition, Mannheim has improved the range of cultural attractions over the past couple of years and hosts a Jazz and an international film festival, a variety of cultural events with classical, electronic, rock or soul music, numerous museums, galleries, the National Theatre, popular cabarets and vaudeville shows - Mannheim has everything a modern, multicultural city of the 21st century needs. (<http://www.tourist-mannheim.de/de/Startseite>)

Mainz is located about 120 km north of Germersheim. It is the hometown of Johannes Gutenberg and the capital of Rhineland-Palatinate. The main campus of the Johannes-Gutenberg Universität is located in Mainz as well.

A tour of the old town should include a visit to the cathedral and the Gutenberg-Museum where the history of letterpress printing is shown. It is a very special experience to visit Mainz in February and March during carnival season when people dress up in colourful costumes and celebrate day and night.

For further information see the following website:

<http://www.mainz.de/WGAPublisher/online/html/default/hpkr-5nkgnz.de.html>

The following website provides information on all events concerning the student life in Mannheim, Heidelberg, and surrounding areas (<http://www.schneckenhof.de/>).

10.3 Miscellaneous

Accommodation

Staying in a room in one of the dormitories is the most inexpensive ways to live in Germersheim. The *Studierendenwerk Vorderpfalz* offers rooms in one of the three dormitories situated right on campus.

Rental prices vary according to the type of lodging (single room, double room, apartment). As there is a huge demand for rooms most of the time, it is recommended that you apply for a room as early as possible. For further information on rooms, pricing and application please visit:

<http://studierendenwerk-vorderpfalz.de>.

Across from the train station, the *Städtisches Studentenwohnheim* (municipal residence) also offers accommodations. The application form can be downloaded from <http://www.wohnbauer.de/bilder/Aufnahmeantrag.pdf>.

If you have further questions, you may contact the residence directly at:

Städtisches Studentenwohnheim
In der kleinen Au 2
76726 Germersheim

Phone: +49 (0) 7274 9570

The Catholic Student Community in Germersheim offers accommodation as well. Please address your requests to:

Studentengemeinde
Klosterstr.13
76726 Germersheim

Phone: +49 (0) 7274) 27 86 or +49 (0) 7274 30 36

Many students live in shared flats or in sublet rooms or flats. Private apartments are available in large numbers and are reasonably priced compared to other university towns. The

Allgemeiner Studierendenausschuss – AStA (general student committee) provides a virtual folder with accommodations at <http://www.asta-germersheim.de> where you can find the latest private room offerings.

The advertisement section of the *Stadtanzeiger*, *Geschäftsanzeiger* and *Rheinpfalz* newspapers hold additional rental offers. Our notice board containing the most rental offers is situated in the left corridor of the main building (ground floor) on the right-hand side between the staircase to the library and the *Prüfungsamt* (Examination Administration Office, room 121).

Fees

Since the winter term of 2004/05, study accounts have been introduced in Rhineland-Palatinate (which is one of the few Länder in Germany that does not yet charge tuition). The first course of studies at this institution is free of charge as long as students complete their degrees within a specified period of time. In some other cases (for example, a second degree), tuition also applies.

Detailed information can be found at:

<http://www.uni-mainz.de/studium/572.php> and

http://www.uni-mainz.de/downloads_studium/infoblatt_studienkonten.pdf

Every student has to pay a modest semester fee. In addition, a semester ticket can be purchased either for the *VRN* or the *KVV* (regional public transportation networks) at a reasonable price.

Living Costs

Living expenses in Germersheim are comparatively low. Monthly expenses average around €600 to €700, and vary depending largely on one's rental costs. Many students have part-time jobs to maintain their financial independence. The number of days worked has to be within the legal restrictions and must allow adequate time for attending classes and studying at the FTSK. The school does not offer part-time programmes of study.

Government grants (BAföG)

For further information on government grants (BAföG) please visit the website of the University of Mainz: <http://www.uni-mainz.de/studium/1984/php>.

Boarding

The school's canteen offers different meals for lunch every day. The food choice is diverse, ranging from meat to fish and vegetarian dishes. Soups, salads and desserts are also part of the daily menu. If you prefer light food help yourself at the extensive salad buffet. You can purchase meal tickets at the vending machine in the lunchroom.

The snack bar is in the same building as the lunchroom, offering amongst other things rolls, sandwiches, cakes, sweets, coffee, and other beverages at affordable student prices.

Laundry facilities

There is a laundry room in the basement of the lunchroom building where you can find washing machines and tumble driers. You can buy the necessary tokens at the cash register in the snack bar.

11 Things You Should Know

Every winter semester, before teaching begins, there is an orientation week for freshmen with introductory lectures held by the dean and members of the teaching staff in the various departments, the *Studienberatung* (student advising office), the *Allgemeiner Studierendenausschuss – AStA* (general students committee) and the *Fachschaften* representatives. During this week, in addition to the welcome address, you can attend important introductory lectures on your chosen fields of study. AStA also will be offering guided tours of the campus and the library as well as a computer-based presentation to explain how to arrange your individual course schedule.

From a student's viewpoint, the representatives of the *Fachschaften* (the departmental student organisations) will tell you about the course of studies in general and everything that is important during the first two semesters. The AStA office in room 140 will be open continuously during orientation week and we will gladly answer all of your questions regarding the planning of your studies. Furthermore, you can explore Germersheim and enjoy its diverse cultural and leisure activities and, for example, go on a guided tour of the town and the fortress followed by an optional pub crawl.

The dates of the various introductory lectures and tours will be sent to you together with your letter of admission and you will find them on the FTSK website. The AStA will also announce several introductory lectures and activities on its website (<http://www.asta-germersheim.de>).

Exam regulations and further information, for example the module index, admission requirements, contact persons for the respective modules and the transfer of credits are already available on the FTSK website (www.fb06.uni-mainz.de). In addition, you can find further information for the individual languages under "Fächer".

For information on your programme of studies please visit:

<http://www.fb06.uni-mainz.de/studium.php>

For information on the *Studienberatung* please visit:

<http://www.fb06.uni-mainz.de/320.php>

To make settling in easier for you, our little glossary will explain the most common technical terms that you will come across in your daily life at university.

Please always keep in mind:

All beginnings are difficult... and yes, everything may seem quite complicated now, but we can assure you that most first-year students feel that way. But that is exactly what we are here for—the *Studienberatung*, the *Studierendensekretariat*, the *Studienbüro*, the AStA, the *Fachschaften* and the teachers.

We are looking forward to welcoming you soon as a new student at the FTSK Germersheim.

Glossary

Diploma Supplement

Contains standardised information on academic degrees written in English. It provides additional information on the contents and the organisation of your programme of studies and the academic and professional qualifications acquired throughout your studies. The Diploma Supplement is intended to facilitate the convalidation of German academic degrees.

Exmatrikulation – exmatriculation

Terminates the registration of a student at the university.

Fachsemester – subject-related semester

The number of semesters spent in the same programme at one or more universities, excluding semesters on leave of absence.

Hochschulsemester – university semester

The number of semesters spent at one or more universities in one or more programs, including semesters on leave of absence.

Immatrikulation – Registration

Kolloquium – colloquium

A discussion on academic topics usually assisted by a teacher. Colloquia are offered to senior students.

Kommilitone/Kommilitonin – fellow student

Leistungspunkte – credit points

Credit points are also called ECTS points (ECTS stands for European Credit Transfer and Accumulation System). They reflect the amount of academic work a student has, including self-study. They are acquired throughout the program of study. The introduction of the

ECTS

in European Universities facilitates the convalidation of a student's achievement when he or she wants to change to another university.

Master's degree

A Master's degree is the academic degree following the Bachelor's and preceding the doctoral degree. The Master's programme is based on the Bachelor's programme or an equivalent degree in any field of study and is normally completed within two years (4 semesters). During the Master's programme with either one or two subjects, students will build on the knowledge they have already gained in a particular field of study. There are three different kinds of Master's degrees:

Consecutive Master's degree

is based on the field of study of the completed Bachelor's programme (for example: M.A. in Linguistics, Culture and Translation Studies after a completed B.A. in Linguistics, Culture and Translation Studies)

Non-consecutive Master's degree

is not based on the field of study of the completed Bachelor's programme (for example: M.A. in Business Administration after a completed B.A. in Linguistics, Culture and Translation Studies)

Postgraduate Master's degree

requires a degree in higher education as well as professional experience.

Matrikelnummer - Registration number

An identification number that students get when they register at the university and that serves to "ID" them. The registration number is especially important for examinations and administration issues.

Module

A module combines courses with topics that are related to one another. Modules can consist of different course types, for example lectures, exercises and seminars that cover one topic. Usually, modules span one to three semesters.

Module description

For each module, there is a module description containing details about course content, qualification aims, participation prerequisites and the different kinds of examinations. The module descriptions of each module are included in the respective module catalogue. They can also be found on <http://www.fb06.uni-mainz.de/studium.php>.

Module examination

The module examination covers everything the students have learnt in a respective module. It usually takes place in the semester in which the module is completed. The module examination can be an oral or written exam or any other examination performances chosen by the teacher. To pass the module examination, students have to receive a grade of at least 4.0 (the German equivalent to the American grade of D). The FTSK exam regulations prescribe how many and what kind of modules must be completed in order for a student to be admitted to the final examination. It further specifies the respective weights that are attached to the individual grades for each module course in calculating the final grade. This information can also be found in the particular module catalogues.

Compulsory module

This is a module that students are obligated to complete. In the course of the B.A. or M.A. programme, there is a certain number of compulsory modules which, in contrast to the required elective modules, cannot be avoided. This means that the students cannot select from different courses but have to take the prescribed ones.

Proseminar

An introductory seminar imparts basic knowledge about scientific work in a limited field.

Regelstudienzeit – standard period of study

The normal period of time during which the program of studies can be completed

Rückmeldung – renewal of matriculation

At the beginning of each semester students will receive the documents for renewing their registration together with the bank transfer form for their semester contribution. The bank transfer confirms the renewed registration.

Sachfach – complementary subject

These subjects, which include Medicine, Law, Economics, Technology and Information Technology, impart specialized knowledge that will be necessary later for specialized translation courses. Usually students choose one specialized subject that consists of two parts or modules.

Semesterwochenstunden (=SWS) – credit hours

Number of a course’s class hours per week in one semester

Seminar

A seminar is a course with a limited number of participants. In a seminar, academic discussions are held. Students have to prove that they can independently elaborate their own academic questions. A seminar has a higher demand in terms of content than a proseminar and therefore requires a greater amount of work from students, which is reflected in the number of credits.

SoSe / SS (Sommersemester) – spring semester

The spring semester starts on 1st April and ends on 30th September.

Sprachen – languages

There are four levels of competence in professional translation and interpreting worldwide, which is why they are used in this brochure and in the exam regulations of the FTSK.

A-language	mother tongue or working language
B-language	First foreign language that students command actively and passively like their A-language. Students translate/interpret from and into their B-language. The B-language is the most important language in the professional life of translators and interpreters, because they command it both passively and actively.
C-language	Second foreign language of which students have an excellent passive command, comparable to that of their A-language. In professional life, the C-language is used passively, which means that language mediators translate and interpret from their C-language into their A-language.
D-language	Language of which students only have basic knowledge and communication skills but have not yet acquired translation and interpretation skills. The knowledge of the D-language does not qualify for translating and interpreting on a professional level.

Working language

At the FTSK, students whose native or educational language is not German are required to take German as their B-language. Students whose native or educational language is not offered at the School (for example Estonian, Latvian, Lithuanian, Norwegian, Swedish or Hungarian students) can choose another language as their working language, provided that they have the

required knowledge. In general, a working language proficiency test is conducted to determine the students' knowledge.

Semi-elective module

A semi-elective module is a mandatory module ensuring on the one hand that the students take the required number of modules and on the other hand that they are free to choose from the offered courses. The semi-elective modules give the students may specialise during their studies.

WiSe / WS

Winter semester; the winter semester begins on October 1, and ends on March 31.