



**Universität
Marburg**

Study Guide for Exchange Students

Department of Psychology



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1 Welcome!

Dear Students,

Welcome to the Department of Psychology at the Philipps-Universität Marburg!

The Department of Psychology (“Fachbereich 04”) features a broad spectrum of research areas and activities. With approximately 1000 actively enrolled students, the Department of Psychology in Marburg is one of the largest in Germany and its professors and research labs investigate a diverse range of psychological questions. This enables us to offer a wide variety of courses in both basic and applied psychology.

The Department of Psychology in Marburg is regularly ranked among the top German psychology programs both in teaching and research. Our degree programs have an especially strong empirical-scientific focus. Students first learn about the most important findings of psychology and related fields through lectures and acquire the expertise needed to conduct their own research according to the newest methodological standards. This is followed by seminars and tutorials, which provide opportunities to critically reflect and apply this knowledge. We encourage and expect active participation by all our students. Examples of this engagement can be seen in different contexts: Groups of students might be responsible for presenting material to the class, for instructing other students in exercises or for planning interventions in an applied setting.

Through the ERASMUS and other international exchange programs, the Department of Psychology promotes an international exchange of students and scientists from all over the world. Our aim is for you to not only feel welcomed but fully involved in our department and the department's teaching and learning program throughout your stay with us. Central to this is our Buddy Program that lets you interact with local students, learn more about each other's home countries, and their different cultural and academic customs. Furthermore, it is an opportunity to learn about the city of Marburg, the University and talk about its expectations of you, your expectations of us and much more.

This booklet provides you with key information necessary for a successful start in our department. If you have any questions or need more information, please do not hesitate to contact us. We look forward to assisting you.

We wish you an enjoyable, productive time in Marburg and in our department!

2 Important Contacts

International Exchange and Erasmus Coordination at the Department of Psychology

Philipps-Universität Marburg
Fachbereich Psychologie
Internationale Koordination
Gutenbergstraße 18
35032 Marburg
Germany

<https://www.uni-marburg.de/en/fb04/studying/international>

Coordinator International Exchange

Katja Lenz

Room 00040

Tel.: +49 (0)6421 28-23715

Fax.: +49 (0)6421 28-28948

E-Mail: erasmus4@uni-marburg.de

Appointments: Upon request

Katja Lenz is mainly responsible for your academic achievements in Marburg, e.g. she supervises and signs the **Learning Agreement**.

Student Assistants

Currently:

Hannah Müller and Paula Gentner

E-Mail: erasmusstudent4@staff.uni-marburg.de

Counseling by appointment. Please contact the student assistants via e-mail.

The student assistants are glad to answer your practical questions concerning your **psychology studies, selection of courses** or **your study schedule**. They are also responsible for the **Buddy Program** of the department.

The International Office of the University of Marburg

International Office

Deutschhausstraße 11 + 13

35037 Marburg

Germany

<https://www.uni-marburg.de/en/international>

Info Point Incomings

Deutschhausstraße 11 + 13

Room: cellar floor room -1.0050

Tel.: +49 6421 28-24929

E-Mail: Incomings@uni-marburg.de

Walk-in hours: by appointment

<https://www.uni-marburg.de/en/studying/services/support-and-contact-points-1/support-and-contact-points>

Questions about studying and living in Marburg, housing, staying organized while at university, leisure time and integration; peer adviser office hours.

Erasmus Unit in the International Office - For exchange students within the EU

Ann-Kathrin Zeitz

Deutschhausstraße 11 + 13

Room: -1/0040

Tel.: +49 6421 28 26445

E-Mail: erasmus-incoming@uni-marburg.de

Walk-in hours: by appointment

<https://www.uni-marburg.de/en/studying/studying-at-umr/exchange/erasmus/programme-information>

These colleagues are responsible for the ERASMUS coordination and ERASMUS student mobility. Please contact them if you have questions regarding the general information of the ERASMUS+ Program (e. g. application procedure and deadlines, accommodations, pre-semester language courses, application for an extension of stay).

The International Office of the University of Marburg

Erasmus Unit in the International Office - For exchange students outside the EU

Johannes Weinreich and Ann-Kathrin Zeitz

Deutschhausstraße 11 + 13

Room: +2/1210

Tel.: +49 6421 2826226 (Weinreich), +49 6421 282 6445 (Zeitz)

E-Mail: erasmus-partnercountries@uni-marburg.de

Walk-in hours: by appointment

<https://www.uni-marburg.de/en/studying/studying-at-umr/exchange/erasmus-partner-countries-neu/erasmus-mobility-with-partner-countries>

These colleagues are responsible for the ERASMUS+ Partnercountries coordination. Please contact them if you have questions regarding the general information of the ERASMUS+ Partnercountries Program (e. g. application procedure and deadlines, accommodations, pre-semester language courses, application for an extension of stay).

Unit in the International Office - For exchange students from overseas

Constanze Lipinski

Deutschhausstraße 11 + 13

Room: +2/0020 and +2/0010

Tel.: +49 6421 28 26198 and +49 6421 28 22146

E-Mail: incomings@uni-marburg.de

Unit in the International Office – For Freemovers

Anna Dinges

Deutschhausstraße 11 + 13

Room: -1/0020

Tel.: +49 6421 2826465

E-Mail: anne.dinges@verwaltung.uni-marburg.de

<https://www.uni-marburg.de/en/studying/studying-at-umr/exchange/freemover>

Unit in the International Office – For Students participating with MO:VE International Office / MO:VE

Deutschhausstraße 11 + 13

E-Mail: mo-ve@uni-marburg.de

<https://www.uni-marburg.de/en/studying/studying-at-umr/exchange/marburgonline-virtualexchange-2021-move-2021>

Welcome Center for international doctoral students and researchers

Heidi Katarina Wiegand

Deutschhausstraße 11 + 13

Room: 00/0110

Tel.: +49-6421/28-26811

E-Mail: welcome@uni-marburg.de

Walk-in hours: Monday, Tuesday, Thursday: 9-12 p.m. and on appointment

<https://www.uni-marburg.de/en/international/from-abroad/faculty/mobile-researchers>

Counseling and support for international doctoral students and researchers.

International Undergraduate Study Program (IUSP)

& International Summer University (ISU)

Rebecca Schaffeld (IUSP), Paul Pachovsky (IUSP), Cornelia Janus (Head of Special Programs & ISEP Coordinator) and Raphael Peter (Program Coordinator ISU)

Deutschhausstraße 11 + 13

Room: +2/0150 (IUSP) and +2/0130 (ISU)

Tel.: +49 6421 28 26268 (IUSP) and +49 6421 28 25997 (ISU)

E-Mail: iusp@uni-marburg.de, isu@uni-marburg.de, raphael.peter@verwaltung.uni-marburg.de

Walk-in hours: by appointment

<https://www.uni-marburg.de/en/studying/studying-at-umr/exchange/iusp/contact-1>

<https://www.uni-marburg.de/en/studying/studying-at-umr/short-term-programs/isu/contact-1>

Responsible for International Undergraduate Study Program (IUSP) and International Summer University (ISU).

3 The Department of Psychology

3.1 The Research Groups

The Department of Psychology at the UMR consists of five research groups (“*Arbeitsgruppen*“), which then split into 16 different sub-units with different research foci.

3.1.1 Research Group: General and Biological Psychology

This research group is composed of six different teams: *Associative Learning* (headed by Prof. Dr. Metin Üngör), *Experimental and Clinical Neuropsychology* (Prof. Dr. Martin Peper), *Cognitive Neuroscience of Perception and Action* (Prof. Dr. Anna Schubö), *Behavioral Neuroscience* (Prof. Dr. Markus Wöhr), *Theoretical Neuroscience* (Prof. Dr. Dominik Endres) and *Sensorimotor Learning* (Prof. Dr. Alexander Schütz). The *Associative Learning* unit examines behavior and accompanying peripheral physiological activity while people are engaged in certain learning tasks. The *Experimental and Clinical Neuropsychology* unit focuses on both basic scientific topics as well as application areas in the field of diagnosis and rehabilitation in adults, children, and adolescents. The *Cognitive Neuroscience of Perception and Action* unit addresses different aspects of human perception, cognition, and action, particularly how humans select visual information and how this information is encoded and maintained in the working memory. The *Behavioral Neuroscience* unit has several ongoing research projects. Topics are basal ganglia, Parkinson’s disease, cognitive psychology in the animal model, psychoneuroimmunology, neurotransmitter and emotion and motivation in the animal model. The *Theoretical Neuroscience* unit develops and tests computational theories about the neural representation of semantic relationships in the brain. The *Sensorimotor Learning* unit studies the interaction of eye movements and visual perception with respect to integration of bottom-up and top-down processing, perceptual consequences, learning and optimization as well as acquisition and inter-individual differences in perceptual preferences.

3.1.2 Research Group: Pediatric and Adolescent Psychology

The research group *Child and Adolescent Psychology* consists of the units *Developmental Psychology* (Prof. Dr. Martin Pinquart), *Clinical Child and Adolescent Psychology* (Prof. Dr. Hanna Christiansen), *Educational Psychology* (Prof. Dr. Malte Schwinger), *Educational Neuroscience* (Dr. Mareike Grotheer), *Clinical Couples and Family Psychology* (Prof. Dr. Melanie Fischer) and Accordingly, the teaching and research of this research group focuses on childhood and adolescence. Topics of developmental regulation, mental disorders, and interventions in childhood and adolescence, the influence of social change, parental behavior, and pedagogical-psychological diagnostics are considered. In addition, a special focus of interest lies in the diagnosis and promotion of intellectual giftedness. This is the focus of the diagnostic counseling center for intellectual giftedness *BRAIN* (head: Prof. Dr. Malte Schwinger). Moreover, the Clinical Psychotherapy Unit Marburg for Children and Adolescents (KJ-PAM) and the Marburg-Institute for Psychotherapy Training for Children

and Adolescents (KJ-IPAM) are part of the Clinical Child and Adolescent Psychology group of Prof. Dr. Hanna Christiansen.

3.1.3 Research Group: Clinical Psychology

The research group Clinical Psychology consists of four teams. The team *Clinical Psychology and Psychotherapy I*, headed by Prof. Dr. Winfried Rief, is primarily concerned with the etiology and psychological treatment of mental, psychosomatic, and physical symptoms. The research group is divided into a teaching and research section as well as the *Clinical Psychotherapeutic Unit Marburg (PAM)* and the *Institute for Psychotherapy Training (IPAM)*. Research on psychological treatment for people with physical rather than mental symptoms (e.g. chronic pain) is a particular focus in Marburg. The *Clinical Psychology, Experimental Psychopathology and Psychotherapy* team under the direction of Prof. Dr. Christiane Melzig focuses on the etiology, prevention and treatment of panic and anxiety-related disorders from a neuroscience perspective. This group uses psychophysiological methods as well as symptom and anxiety provocation techniques to explore the mechanisms (e.g., associative fear learning) and correlates of psychopathology and treatment response. The team *Translational Clinical Psychology* directed by Prof. Stephan Hofmann focuses on Process-based treatment, treatment mechanisms, translational research, culture and mental health, emotion research and psychopathology and nosology. The last team is *eHealth in Clinical Psychology* lead by Prof. Dr. Anna-Carlotta Zarski. Those teams focus on the creation, development and evaluation of ambulatory, stationary, internet- and mobile based psychotherapy concepts (especially "Cognitive Behavioral Analysis System of Psychotherapy" (CBASP) as well as the "Interpersonal Psychotherapy" (IPT)). The targets of their research are patients who don't respond to usual treatments as well as inadequately attended subgroups (e.g. early traumatized, young, highly gifted, refugee patients). Furthermore, the group does research on possible negative effects and risks of psychotherapy with the goal of creating evidence-based and personalized psychotherapy concepts.

3.1.4 Research Group: Personality and Diagnostics

The research group *Personality Psychology and Diagnostics* explores the structure, processes, detection and prediction of relatively enduring individual differences in human behavior. The team of *Differential Psychology and Psychological Assessment* (Prof. Dr. Erik Müller) researches personality traits of neuroticism and extraversion, and underlying mechanisms of these traits (ex. mechanism of threat and reward processing) as well as associated psychological illnesses (ex. anxiety disorders and depressive disorders). The team *Psychological Assessment*, under the direction of Prof. Dr. Sarah Teige-Mocigemba, focuses on the development of psychological tests, the development, testing and application of indirect measurement methods, social categorization and prejudice, the perception and recognition of emotions, and attention bias. Moreover, this team engages in research on attention and concentration as well as forensic-psychological assessments.

The research group *Psychological Legal Assessment* (Prof. Dr. Kristina Suchotzki) employs diverse methods depending on the research question. These range from text analyses for coding witness statement content, to reaction times in experimental paradigms as a measure of cognitive effort during lying, to physiological and neuronal measures aimed at capturing individual psychological mechanisms. Additionally, this group utilizes virtual reality to enhance the realism of experimental scenarios while maintaining experimental control.

3.1.5 Research Group: Social, Organizational Psychology, and Methodology

This research group is composed of the three units *Social Psychology* (Prof. Dr. Christopher Cohrs), *Work and Organizational Psychology* (Prof. Dr. Kathleen Otto), *Psychological Methods* (Prof. Dr. Daniel Heck) and *Computational Modelling of Behaviour* (Prof. Dr. Dominik Deffner). The *Social Psychology* group focuses on intergroup relations and intergroup contacts, prejudice, and discrimination. It also engages in research on peace and conflict issues as well as economic psychology. The research areas of the *Social Psychology* and *Work and Organizational Psychology* groups are partially overlapping. The research focus of the *Work and Organizational Psychology* team lies in inter-, intraindividual and team processes in the work context. This encompasses different areas such as career, change, health, and organizational topics. The *Psychological Methods* team develops methods and software for cognitive modeling and Bayesian statistics (e.g., hierarchical and multinomial modeling, Bayes factors, and meta-analysis). Substantively, the team's research focuses on topics in cognitive, social, and personality psychology such as justice sensitivity and violations of expectations, aggression and inter-group contact, social desirability, dishonesty and unethical behavior, as well as decision making in general. The group *Computational Modelling of Behaviour* combines dynamic group experiments, (cultural) evolution, and field research with statistics and computational modelling. They investigate the cognitive processes and social as well as cultural dynamics that enable individuals and collectives to adapt to changing and uncertain environments. Moreover, they develop new statistical methods and causal-inference workflows, especially for cross-cultural research.

3.2 The Buddy Program

The Buddy Program at the Department of Psychology offers assistance and tandem partners for exchange students. International students can interact with local Psychology students to learn more about each other's home countries, their different cultural customs, about the city of Marburg, the University and much more. Buddies are students at the faculty of Psychology at Marburg University who are happy to serve as contacts and offer help dealing with problems and difficulties. The Buddy Program also provides the opportunity to start a language tandem with another student to mutually help one another improve their skills in another language. At the beginning of each semester you will receive a personal e-mail invitation with the dates and hours of the Buddy Program.

3.3 The Building of the Department of Psychology (“Psychologisches Institut”)

3.3.1 Getting Here

The Department of Psychology (*Fachbereich 04*) is located at the **Gutenbergstraße 18, 35037 Marburg**, Germany. The Gutenbergstraße is located in the southern district of Marburg. The faculty is located in a charming 150 year-old building.

You can access the department using public transportation, taking the **buses** that stop at **„Hanno-Drechsler-Platz/Gutenbergstraße“** or **“Gutenbergstraße”**. Coming from Marburg main train station (*Hauptbahnhof*) you can take the bus lines 1, 2, 3, 4, 5, and 7. Arriving at the bus stop Hanno-Drechsler-Platz/Gutenbergstraße, you need to turn onto the Gutenbergstraße and follow it for about 250 meters. On your left you will find a large red brick building, which is the department’s building, often going by the name of *“Psychologisches Institut”* or just *“Institut”*.

3.3.2 Rooms

The building Gutenbergstraße 18 contains the entire Department of Psychology (*Fachbereich 04*) and part of the Faculty of Fine Arts (*Bildende Kunst, Fachbereich 09*). In the table below you will find an overview of the important rooms in the Department of Psychology:

Room	Description	Room number	Level	Building
seminar rooms	S2	00/004	Ground floor	Gutenbergstr. 18
	S3	00/003		
	G1	00/018		Gutenbergstr. 29a
		00/0130		
		00/0230		
lecture room	D (or “Dekanatssaal”)	00/019		Gutenbergstr. 18
teaching room	S1	02/057	Second floor	Gutenbergstr. 18
PC-Pool	P1	02/058		
	P2	02/001		
International Exchange and ERASMUS coordinator (Katja Lenz)		00/040	Ground floor	Gutenbergstr. 18
Prüfungsbüro/ examination office (Gabriele Hilberg)		00/037		

Students Council/Psycho-Café		00/034		
Fachbereichsbibliothek/ departmental library		00/045		
Studienfachberatung/ student advisor (Jan Schmitt)		01/043	First floor	Gutenbergstr. 18

The room number's first two digits indicate the floor, while the last three/four digits represent the room number.

3.4 The Departmental Student Council (Fachschaft)

The student council of the Department of Psychology, the so called “Fachschaft”, serves as contact and representation for the students of the department and their interests. The *Fachschaft* puts together an orientation for new students of the department at the start of each fall semester. It also organizes the annual Summer and Christmas parties, and the “Psycho Film Series” (Psycho-Kino), where films with a psychological background can



Figure 1. Psycho-Café

be watched and discussed – free of charge – in the rooms of the department. The *Fachschaft* also runs the “Psycho-Café,” which is located in room 00/034. Here students can spend their breaks, discuss and organize upcoming presentations or just enjoy a snack or hot drink.

4 The Degree Programs at the Department of Psychology

4.1 Programs, Modules and Courses

The psychology department offers several **degree programs**. Generally, degree programs in Marburg consist of different modules. Each **module** consists of two or three **courses**. These courses can be either **lectures**, **seminars** or **exercises/tutorials** for practical purposes. Examinations for lectures usually consist of a graded written exam or a graded oral exam. Course requirements for seminars such as presentations or written papers are normally completed within a class and do not receive a letter grade.

We recommend attending the entire module. However, as an international exchange student, you can also attend individual parts of a module, for example, only one seminar, receiving then only the ECTS-credits associated with this part. The ECTS points associated with each part of a module can be found in the **Modulhandbücher** of the [degree programs](#).

5 Selection and Registration for Courses

5.1 Available Courses

An overview of **courses offered for international students in the upcoming semester** can be accessed through the course catalogue in [MARVIN](#). The full list of Psychology courses open to incoming students will be available by mid-August (for winter semesters) and mid-March (for summer semesters).

5.2 Language of Instruction

Most courses at the Department of Psychology are taught in German. As a visiting student at UMR, you have a variety of options available to you when it comes to **improve your German** language skills, all organized by the [Language Center](#). In addition to a [four-week intensive course](#) that takes place ahead of each semester, many German courses for students of all levels are offered during the semester.

Furthermore, some lectures and seminars will be held in **English**. The content and themes of the English courses change each term and you will need to check the course catalogue to see the current ones

5.3 Searching for Current Courses

You can navigate to the course catalogue by clicking in the upper right corner on **Portals** and then **course catalogue** on the university's website www.uni-marburg.de.

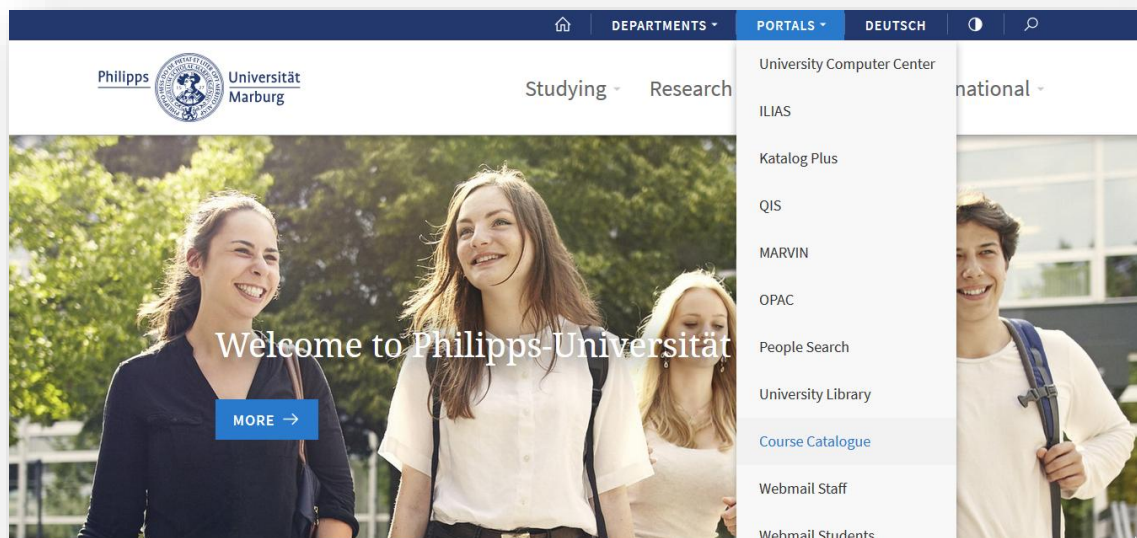


Figure 2: Navigation to Course Catalogue

You can switch to the English version of the course catalogue in the bottom right corner of the side. In the upper left corner, the chosen semester (= **term**) is displayed. You can select any other previous term (starting with Winter 2017/18) via the dropdown menu. By first selecting the correct term and then **Department 04 Psychology** you will find the available courses for the chosen term.



Figure 4: Course Catalog

Then go to "Exchange Students (ERASMUS & Overseas Incomings)".

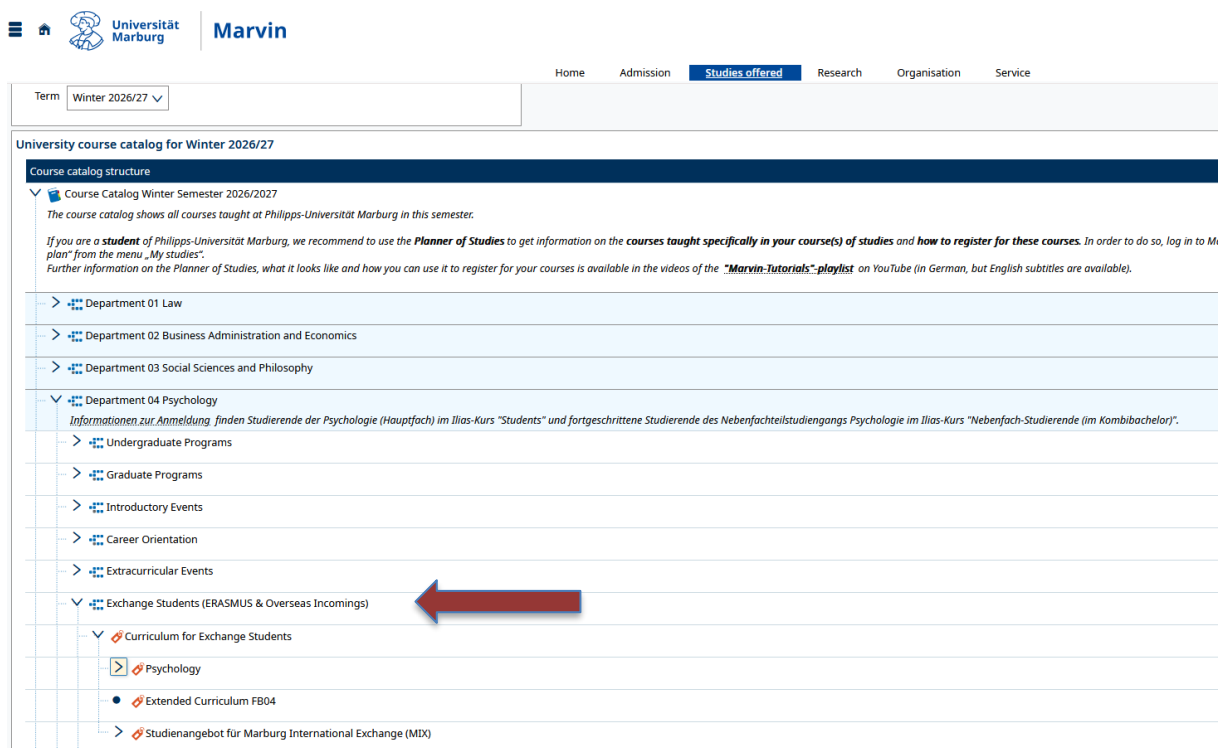


Figure 5: Course Catalog: Exchange Students (ERASMUS & Overseas Incomings)

Here, you find all courses in Psychology that are offered for incoming students as well as courses offered by other departments ("Studienangebot für Marburg International Exchange (MIX)")

Exchange Students (ERASMUS & Overseas Incomings)
Curriculum for Exchange Students
Psychology
Psychology Undergraduate Level
Descriptive statistics and inferential statistics (Statistics I)
Multivariate methods (Statistics II)
Test theory and test construction
Personality psychology
Biological psychology
Social psychology
Perception and cognition
Introduction to psychological brain sciences
Advanced educational psychology
Identification of mental health disorders
Psychopharmacology
Perception and Cognition
Social Psychology
Personality Psychology
Experimental Research Training

Figure 6: Course Catalog: Overview of curriculum for exchange students

Please note that **not all Psychology courses listed in MARVIN are taught in English**. You can see the teaching language, along with more information on the modules, when you click on the module title. By clicking on the arrow next to the module title, you will also see the courses which the module contains (some modules are made up of more than one course).

You are here: Home > Studies offered > Show university course catalog Home Admission Studies offered Research Organisation Service			
Detail view			
Experimental Research Training M-82-132-20262-008 Modul			
Back			
Term planning			
Module details Lectures and examinations Information about activity and allocation, assignment specific University course catalog Courses of study			
Basic data			
Element title (online)	Experimental Research Training	Teaching languages	german
Abbreviation	EB-ERT	Mandatory participation	english
Element title (for print)	Experimental Research Training	Organisational unit	Elective
Number	M-82-132-20262-008		04 Psychology

Figure 6: Course Catalog: Detailed course descriptions

5.4 Registering for Courses

Course registration for Psychology course is also via MARVIN. More detailed information on how to register for courses will follow soon. For the time being, please refer to the instructions found at

<https://www.uni-marburg.de/en/fb04/studying/international/registration-and-courses>

Note: The course registration dates and procedures for **courses taught at other departments** are different. Please contact the lecturer of the courses you are interested in or the department's exchange coordinator and ask them if you can join their course. You can find their e-mail contacts via Marvin.

5.5 Registration for Exams and for “Studienleistungen”

Registration for exams in Psychology course is also via MARVIN. More detailed information on how to register for courses will follow soon. For the time being, please refer to the instructions found at

<https://www.uni-marburg.de/en/fb04/studying/international/registration-and-courses>

5.6 Activation of your Student Account

If not already done so, you need to **activate and initialize your student internet account**. You initialize your account by a web form at home. You need to fill in your “Matrikelnummer” (registration number), which you received in the Letter of admission, send by the International office in an e-mail, your “Name” (first name), „Nachname“ (last name) as well as your “Geburtsdatum” (date of birth, in this format: dd.mm.yy)). You submit your data by clicking “Abfrage starten”. To access and fill out the web form follow: <http://uni-marburg.de/r28T0>

https://admin.students.uni-marburg.de/frageuser.html

Für Studierende (Students) Für Mitarbeiter/innen (Staff)

Username abfragen und Passwort setzen

Umlaute und Sonderzeichen im Namen bitte ersetzen! (ä=ae, ö=oe, ü=ue, ß=ss)

Name
Vorname:

Last name
Nachname:

Matrikel-Number
Matrikelnummer
(bzw. Gasthörer-Nr.):

Date of Birth
Geburtsdatum **in this format: dd.mm.yy (e.g.: 18.06.96)**
(im Format tt.mm.jj):

Password
Passwort:

Ein eigenes Passwort können Sie im nächsten Schritt setzen.
(Das Anfangs-Passwort, das Sie evtl. per E-Mail oder Brief erhalten haben, findet derzeit noch keine Verwendung.)

Request Username & Password

Abfrage starten

Figure 8: activating your student account

Then a page appears that tells you your username as well as prompts to choose a password. There are rules for creating a safe password which can be looked up in the request form mentioned above. Please remember your username and password. Next, enter the course catalog and login.

5.7 The German Grading System

At the Department of Psychology, not all courses and modules are graded. Some courses/modules remain ungraded; they can only be "passed" or "failed". The grading system, explained below, is a 15-point grading system.

Grading points	Decimal Grade	Grade in words	Definition
15	0,7	Outstanding	outstanding performance.
14	1,0		
13	1,3		
12	1,7	Good	performance that is significantly above the average requirements.
11	2,0		
10	2,3		
9	2,7	Satisfactory	performance that corresponds to average performance requirements.
8	3,0		

7	3,3		
6	3,7	Sufficient	performance meets requirements despite its shortcomings.
5	4,0		
4	5,0	Not sufficient	performance that does not meet the requirements.
3			
2			
1			
0			

6 Learning Agreement and Changes

At the Department of Psychology, the International Exchange and ERASMUS coordinator Katja Lenz is responsible for signing your (*digital*) *Learning Agreement* and for any changes. If you would like to make changes to your agreement, please contact her and only make changes to your schedule after consulting with her.

7 “Belegliste” (Course List)

Those of you who cannot create a **digital Learning Agreement** (dLA) through Mobility Online (Freemovers, Overseas and MO:VE students) but hand in their Learning Agreements via e-mail to our Erasmus Coordinator, will need to create a "**Belegliste**" in Mobility Online in order to receive a **Transcript of Records**. The "**Belegliste**" is a digital course list containing all the courses you are taking at Philipps-Universität Marburg. You will be reminded during your stay by the International Office to create it. If you do not prepare it or do not submit it by the **deadline** (<https://www.uni-marburg.de/en/studying/studying-at-umr/transcript/course-list-transcript-of-records>), you will not receive a Transcript of Records. Usually, Erasmus+ incomings should be able to do a digital Learning Agreement, unless your home university is not connected to the Erasmus Without Papers (EWP) network. In this case, you also have to create a “Belegliste”.

Creating your “Belegliste”: You will need to enter directly into **Mobility Online** all courses that you are attending during the semester. Please log in with your personal Mobility Online Account. To create your “Belegliste” go to the step "**Courses included in the Belegliste (Transcript of Records)**" in your workflow in Mobility Online. Add your courses using the button "**Include courses in the Belegliste (Transcript of Records)**" and provide the necessary information: Course code and title at host and home university, number of ECTS and name of lecturer. For more information, check out: <https://www.uni-marburg.de/en/studying/studying-at-umr/transcript> . Please make sure to enter only complete and accurate information, as your Transcript of Records will be generated based on your “Belegliste”. **Beware of the deadline** (about which the International Office will inform you): You need to confirm the correctness of this digital course list in Mobility Online.

In order to do so go to the step “**Courses (Transcript of Records) binding submitted**” and confirm by clicking on “**Submit Courses (Transcript of Records) bindingly**” following the necessary steps. If for some reason you do not need a Transcript of Records and will therefore not submit your Belegliste, please also let us know beforehand.

Note: Students who are **staying two semesters** (i.e. one year) with us have to create their “Belegliste” at the end of their second semester and will be issued one Transcript of Records at the end of their stay, containing all their courses of both semesters.

8 Transcript of Records

This concerns all students that take classes at the psychology department: **At the end of your stay**, please ask all your lecturers (at the department of psychology as well as those at other departments if you also take classes outside of psychology) to provide us with your course information (course title, grade and ECTS) via e-mail. This e-mail should be sent to erasmusstudent4@uni-marburg.de. We will check and forward the information to the International Office, where your **Transcript of Records** will be created and sent to your home university as well as yourself via e-mail as soon as possible. If for some reason you do not need a Transcript of Records or you have a certain deadline that has to be met, please also let us know beforehand.

9 General Information on Student Life in Marburg

Below you will find information on various cross-departmental aspects of student life at the UMR.

You will find more information on these and many other topics on the website of the International Office, e.g. <https://www.uni-marburg.de/en/studying/life-at-umr> and https://www.uni-marburg.de/en/international/from-abroad/orientation-program-for-exchange-students/copy_of_allgemeine-informationen-1

9.1 Orientation Program (OP)

Prior to the start of the semester, the International Office (every semester) and the student council of the Department of Psychology (only in fall semester) organize **orientation programs (OP)**. Over the course of several days and in the form of various events, new students and international students are introduced to student life and processes at the UMR. Those orientation events are directed by tutors, who are students of the UMR and the Department of Psychology. The orientation event provides information and offers many entertaining and interesting activities designed to facilitate learning about the city and getting to know fellow students. The Buddy Program of the Faculty of Psychology offers a more detailed introduction for international students studying psychology and the cultural scene in Marburg (see section 3.2).

9.2 Student Services at the International Office

9.2.1 Marburg International Club

The Marburg International Club is a local ERASMUS Initiative (LEI) and provides the opportunity for international students to meet other international students and students from Marburg. The LEI aims to improve the student services by organizing non-university events during the semester. These include excursions to the countryside, cultural events, theme and movie nights, language exchanges, traditional festivals, cooking evenings, and much more. These events facilitate the integration of international students in Marburg.

The Marburg International Club helps with all aspects of daily life and student life and often is the first point of contact for international students. For more information and contact details visit <https://www.instagram.com/marburginternationalclub/?hl=de>, <https://www.facebook.com/mic.club.18> or send an email to marburg.international.club@web.de

9.2.2 Cultural Program during the Semester

The cultural program of the International Office includes various events for gaining exposure to German culture. International students from all programs are welcome. These trips provide an opportunity to discover Germany with many other students from around the world. All trips are free of charge. For more information (in German) and all the dates visit:

<https://www.uni-marburg.de/de/international/news-international#events>

The events can also be found on the International Office's facebook page:

https://www.facebook.com/IO.UMR/?ref=br_rs

9.3 German Language Skills

A majority of the lectures, seminars, and exercises at UMR and the Department of Psychology are taught in German only. For international students the UMR offers an intensive **German language course** during the month prior to the beginning of the semester (March or September). The **Sprachenzentrum / Language Center** offers various language classes e.g. "**German as a foreign language**". More details for language courses, costs, and other information can be found here:

<https://www.uni-marburg.de/en/sprachenzentrum/languages/german> .

9.4 U-Card

We recommend students of the UMR to purchase a **U-Card**. This card enables cash-free payments in cafeterias and on copy machines. The U-Card can be obtained at the front desk of the student union (*Studentenwerk*) and at the circulation desk of the University Library (UB) for a deposit of 5.00 €. You will be refunded the 5.00 € deposit when you return the U-Card at the end of your stay. You can purchase credit for your U-Card (there is a 5.00 € minimum) at several machines in the student union house (*Studentenwerk*, Am Erlenring 5, 35037 Marburg) and at cash registers in the cafeterias.

The back side of the U-Card also serves as your library card. When you present your student ID at the UB you can check out books and use the main library. It is recommended to note down both numbers (front and back number of the U-Card) to deactivate the U-Card in the event that you lose it.

You will receive a U-Card with 5.00 € of credit as a welcome gift if you participate in the International Office orientation program.

9.5 Semester Fee

At the beginning of each term, the **semester fee** (*Semesterbeitrag*) must be paid by each **German** student - the amount for each semester ranges from 400.00€ to 450.00 €. The fee covers a semester ticket (see below for more details) and fees for the student union and the student body, plus an administrative fee of 50.00 €. International students also have to pay the semester fee, but they are exempt from the 50.00€ administrative fee. The exact amount for the semester fee will be published on the [website](#) of the Philipps-Universität (only in German).

9.6 Semester Ticket

The semester ticket for public transport, which is available at special rates, is integrated into the student ID and can only be used by students. From the winterterm 25/26, your student ID card is only available digitally. The **semester ticket** can be viewed [online](#) and is automatically issued upon the payment of the semester fee. The semester ticket is valid from October 1st to March 31st (fall term) and from April 1st to September 30st (spring term). The semester ticket is personalized and is only valid in combination with a valid photo ID.

The semester ticket includes the Deutschlandticket, which allows you to use public transportation (Local buses, Trams, U-Bahn, S-Bahn, Regional trains) in Germany. Long-distance trains (ICE, IC, EC) are not included in the ticket.

For further information please check out the ASTA-Website: <https://www.asta-marburg.de/infos/semesterticket/>
<https://www.bahn.com/en/offers/regional/deutschlandticket>

9.7 Re- Registering

International students who wish to study for more than one semester at the UMR must **re-register** before the start of each new semester by transferring the semester fee via bank transfer. For information on the semester fee for the semester, the transfer deadline, and all other information, please visit:

<https://www.uni-marburg.de/en/studying/admissions/formalities-fees/re-registration>
<https://www.uni-marburg.de/en/studying/studying-at-umr/exchange/erasmus>

9.8 Sports classes

The university's *Zentrum für Hochschulsport* offers a variety of sports classes, which can be found here: <https://www.uni-marburg.de/de/zfh/angebote> (in German)

Signing up for sports classes begins on the first Monday when lectures are starting, 8 a.m. This might be subject to change, so please check the website again before the semester starts. As some sports classes fill up quickly, it is advisable to register exactly at that given time!

10 Useful Expressions and Abbreviations

ASStA (Allgemeiner Studierenden-ausschuss)

General Student Committee - an executive body representing student interests; elected annually by the students.

Audimax (lecture hall)

Auditorium Maximum - the largest auditorium at the UMR. Located in the lecture hall building (Hörsaalgebäude (HG), Biegenstraße 14, 35037 Marburg) on the second floor in room +2/0010.

c.t.

cum tempore – "with time", the lecture/class/exercise starts fifteen minutes after the time specified - also called academic quarter. See also **s.t.**

FB (Fachbereich)

Faculty/Department

FB04

Department of Psychology

FBB (Fachbereichsbibliothek)

Departmental library.

HG/HSG

Main lecture hall building located at Biegenstraße 14, 35037 Marburg.

HiWi/HK

(Student) research assistant.

HRZ

University Computer Center - The University's IT department, responsible for computer and internet access.

ILIAS

ILIAS is the central online learning platform where lectures provide slides, students turn in coursework, ect.

LA

Learning Agreement.

LP (Leistungspunkte)

Credits – Credits that are awarded at the faculty for a course; 1LP = 1 ECTS.

MARVIN (Marburger Verwaltungs- und Informationssystem)

New student administration system that incorporates the course catalogues after summer semester 2018, replacing the older QIS-System

OE/OP

Orientation program - introductory courses for new students in the department → highly recommended for international students.

SE

Seminar/course.

SONA

Online Research Participation System which is used to bring together researchers and participants and document proband-hours.
See also **VPN-Stunden**.

SoSe (Sommersemester)

Summer semester, from April to September.

s.t.

sine tempore – „without time“, the lecture/class/exercise starts exactly at the time specified (usually on the hour).
See also **c.t.**

SWS

Contact hours per week – amount of times (each 45 minutes) a lecture/class/exercise is held per week.

ToR

Transcript of Records.

UB (Universitätsbibliothek)

University library – the main library at Wilhelm-Röpke-Straße 4, 35037 Marburg (Tel. +49 6421/28-25130, E-Mail: auskunft@ub.uni-marburg.de).

VL (Vorlesung)

Lecture.

VP/VPN-Stunden (Versuchspersonen/ Versuchspersonenstunden)

Proband (participant), proband-hours - Psychology students at the University of Marburg are required to participate in psychological experiments of the department as part of their studies. For a certain number of hours as volunteers, students receive ECTS credits. This abbreviation indicates how many proband hours can be credited for participating in a particular experiment.
See also **SONA**.

WiSe (Wintersemester)

Winter semester, from October to March.

Notes:

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erasmus4@uni-marburg.de

<https://www.uni-marburg.de/en/fb04/studying/international>

