

Glossary of common terms at the University of Music Würzburg

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German Term	English Translation
Anmeldefrist	Application deadline
Anschrift	Address (mailing address)
Behindertenbeauftragte	Disabled Persons' Representative. It is their job to represent and help people with a disability in case of discrimination.
Eignungsprüfung	Entrance examination for all degree programs except Meisterklasse
Eignungsverfahren	Entrance examination for the Meisterklasse
Einrichtung	Facility
Einschreibung	Enrollment: another word for „Immatrikulation“. This is the process of beginning your studies at the HfM.
Einzelunterricht	Private lessons – only you and your instructor
Ensemblepraxis	Module for participation in various ensembles
Exmatrikulation	Disenrollment. At the end of your degree (or if you break too many rules), you will be disenrolled from the HfM and will no longer be a student.
Fachsemester	Your current semester number, e.g. if you have just begun your second year of a Bachelor's degree, you are in FS 3. This is important for your Regelstudienzeit (see below). If you start a new degree, that degree also begins at FS 1. If you would like to be placed into a higher FS, you will need to submit an application (see Handbook chapter 2.6)
Fachspezifische Bestimmungen (FsB)	The document governing all Bachelor's programs until 2015
Fine	Final project of a degree, e.g. a recital
Frauenbeauftragte	Womens' Representative. It is their job to represent and help people women in case of discrimination.
Gruppenarbeit	Group project
Hausarbeit	An essay you research and write at home
Immatrikulation	Enrollment: another word for „Einschreibung“. This is the process of beginning your studies at the HfM.
Immatrikulationsbescheinigung	A legal document given to you by the Department of Student Services (Studierendenservice) after enrolling/re-enrolling for a semester. This document is legal proof of your student status.

Kernfach	Core subject. This is the same as the name of your degree (e.g. if your degree is Akkordeon bachelor kü-päd, your Kernfach is your accordion lessons)
Klausur	An written test you take at the University
Kolloquium	Usually a meeting where you discuss and defend an essay or paper you have written before a jury
Künstlerische Ergänzung	Additional courses contributing to your Kernfach, e.g. repertoire class (<i>Literaturkunde</i>) or a second instrument
Künstlerisches Kernfach	Core subject. This is the same as the name of your degree (e.g. if your degree is Akkordeon bachelor kü-päd, your Kernfach are you accordion lessons)
Künstlerisch-praktische Prüfung	An examination where you perform music, like a concert
Lehramt	School Music Teaching (a degree preparing students for the state examination for the German public school music program)
Lehrprobe	An examination where you teach a student or group of students in front of a jury
Matrikelnummer	Your student ID number, given to you at the beginning of your degree
Modul	Module: a block of courses with similar topics. Usually, a module lasts 2 semesters. At the end of each module, you will take an examination to test your progress. See the Modulplan for your degree to get an overview of what modules and examinations you need to take and when.
Mündliche Prüfung	Oral examination
Musikalische Strukturen	Classes in Music Theory
Musikbezogene Kontexte	General music courses, like musicology (<i>Systematische Musikwissenschaft</i>), music history (<i>Historische Musikwissenschaft</i>), and form and analysis (<i>Formenanalyse</i>)
Orientierungsgespräch	A meeting with your instructor (usually after 2 semesters), in which the instructor can help you refine your focus and set goals for your degree
Praktikum	An internship outside of the University where you can practice what you have learned in a real-life setting
Professionalisierung	Courses meant to help with the career side of making music: self-management, musicians' health, etc.
Regelstudienzeit	The number of semesters the Bavarian government usually allows you to study for a certain degree. For bachelor's degrees, this is 8 semesters. For master's and Meisterklasse, this is 4 semesters. If you need more time, you will need to apply for an extension (which is only granted if you have a very good reason for it).

Rückmeldung	Re-enrollment. All students are required to re-enroll for every new semester at the HfM.
Schulmusik	School Music Teaching (a degree preparing students for the state examination for the German public school music program)
Semesterbeitrag	The fee due every semester when you re-enroll. It is made up of a fee for the Studentenwerk and a semester ticket for public transit
Semesterticket	This means that as long as your student ID card is valid, you can ride in all public transportation services within the WVV / VVM region (trains, tram, bus)
Studentenwerk	Student Union
Studentenwerksbeitrag	The part of the Semesterbeitrag which supports the Studentenwerk (Student Union Würzburg). This organization provides a lot of free services for students plus very affordable dining and living
Studienangelegenheiten	Department of Student Services, which is responsible for enrolling you, managing your documents, and handing out diplomas (=Studierendenservice)
Studiengang	Course of study (e.g. Gesang Master, Musiktheorie, Schulmusik...)
Studiengangspezifische Bestimmungen (SsB)	The document governing all current Bachelor's programs
Studierendenausweis	Student ID card
Studierendenservice	Department of Student Services, which is responsible for enrolling you, managing your documents, and handing out diplomas (=Studienangelegenheiten)
Studierendenvertretung	Student Representation Council
Testat	A small form which an instructor needs to sign in order for you to receive course credit
Tutorium	Coaching or tutoring with a more advanced fellow student
Unterlagen	Documents, paperwork
Untersagt	Prohibited (=verboten)
Vertrauensperson / Vertrauenssteam	A trustworthy, confidential person or team you can go to if you have conflicts or trouble with faculty, staff, or other students, including violence, sexual assault, discrimination, etc.
Vorlesung	Lecture – a group of students meet regularly to listen to one instructor speak (as opposed e.g. to Seminar or Übung)
Wahlmodul / Wahlbereich	Elective courses: you may choose your favorites from a list of courses. The courses you choose must add up to the number of ECTS credit points required in that module
Zurückmelden	To re-enroll, see „Rückmeldung“