

Guest auditor offer for refugees at Kiel University

Please note: This offer is valid from the Summer Semester 2016! Application period January 6th to April 15th 2016

Many of the refugees coming to Kiel and Schleswig-Holstein have an excellent education and are therefore in principle qualified to study at Kiel University.

Every refugee with the qualification to study and with German or English knowledge (B1 or B2) can apply as guest auditor in an admission-free subject. You will be able to take examinations and to receive credits for the actual course of study.

Required Documents:

- Application for guest auditors for refugees
- Normal copies of the school leaving certificates (if possible all high school diplomas and University certificates that are available)
- Proof of German or English knowledge (normal copies, also proofs from private language schools, transcripts, school certificates etc. will be accepted)
- Formative Curriculum (Educational background in original language)

Process:

Interested persons can contact Mr. Orlando Zendejas by email refugees-guest@uv.uni-kiel.de or they can come to his consultation hours on Mondays from 13:00 to 15:00 hrs. In International Center at Kiel University.

The International Center will check all your documents and only if they are sufficient, you will obtain the application form and ID for guest auditors from Mr. Zendejas.

Afterwards you have to go to the lecturers of the lectures/seminars (Univis) you are interested in and get their signatures on the application and the guest auditor ID

Additionally, you have to talk to the course advisers to get their signature. This is obligatory.

You can only choose seminars/lectures for the summer semester 2016!

The complete documents (application and ID for guest auditors) with all the required signatures have to be submitted to the International Center and the fee of 20€ has to be paid there. The IC will stamp and sign the guest auditor ID.

You can then visit the selected and confirmed lectures/seminars.

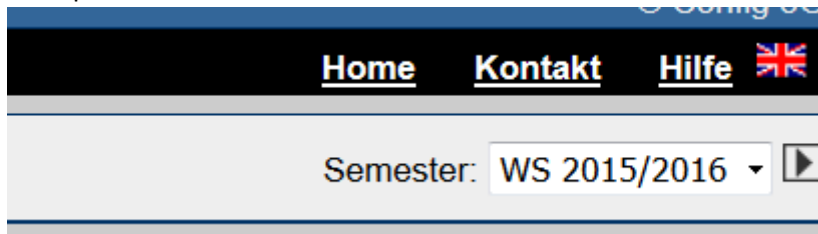
After the successful participation and completion of the required examination you will have to go to the examination office and get a confirmation of the credits acquired so the credit points can be saved for future regular studies.

How to find your courses and create a schedule online

Finding courses online:

1. Go to the univis website: <http://univis.uni-kiel.de/>.
2. Make sure that the current semester is displayed in the top right corner.

Example:



3. Choose the category „Vorlesungsverzeichnis“ on the home page.
4. Choose the respective faculty of your subject of study.
5. Choose your subject of study and your course of study (Bachelor, Master, etc.) if necessary
6. Choose your current year of study/semester if necessary.

NOTE: Your course plan should state which courses are offered during which year of study. If you do not yet have a basic course plan of the subject of study you will find it on the respective faculty's website or via google.

7. You will now find the courses that you are interested in depicted, including information about date, location and lecturer.

Example:

[Vorlesungsverzeichnis](#) >> [Philosophische Fakultät](#) >> [Fachwissenschaftliches Lehrangebot](#) >> [Englisch](#) >> [Bachelor](#) >> [2. Studienjahr](#) >>

Linguistik

	From the Phoneme to the Word	PFL Angl-B-2F 3
	S; 2 SWS; Teil des Moduls ELing-B;	
<input type="checkbox"/>	050848 Di 14:15 - 15:45 LS10 - R.002	van der Kloet, I.
	vom 25.10.2015 bis zum 10.2.2016, English Phonetics and Phonology	

Creating a schedule online:

1. Click on the white square located directly in front of the module number. A small check mark should appear.

Example:

[Vorlesungsverzeichnis](#) >> [Philosophische Fakultät](#) >> [Fachwissenschaftliches Lehrangebot](#) >> [Englisch](#) >> [Bachelor](#) >> [2. Studienjahr](#) >>

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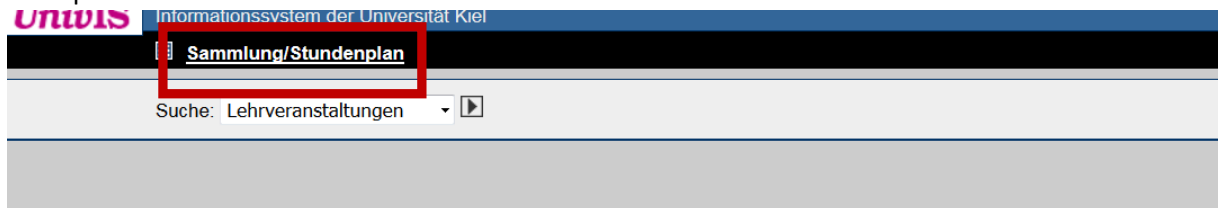
2. Afterwards, scroll towards the bottom of the page and chose „Auswahl zur Sammlung hinzufügen“.

Example:



- Repeat this procedure for all courses you are planning on choosing for the semester. When finished scroll towards the top of the page and click on „Sammlung/Stundenplan“.

Example:



Mehrsprachigkeit befindet sich im Aufbau.

[Vorlesungsverzeichnis](#) >> [Philosophische Fakultät](#) >> [Fachwissenschaftliches Lehrangebot](#) >> [Englisch](#) >> [Bachelor](#) >> [2. Studienjahr](#) >>

- All selected courses will now be depicted on the page.
- You should now be able to choose from different activities for your collection in the columns on the left hand side, click on „Sammlung Speichern“.

Example:



6. A note that your collection has been saved should now appear, click on “weiter”.

7. Now you can have a look at your schedule if you choose the category “Stundenplan” in the left hand column.

8. Your schedule should now be displayed. If you would like to save the schedule on your computer or print it choose „PDF Querformat“ in the column on the left hand side.

Example:

The screenshot shows the 'Sammlung/Stundenplan' page. The 'PDF Querformat' button in the 'Darstellung' section is highlighted with a red rectangular box. Below the navigation bar, there are checkboxes for 'Veranstaltungsnamen', 'Dozentennamen', 'Zeitangaben', 'Kursangaben', and 'Sondertermine'. The main content area is titled 'Lehrveranstaltungsplan' and displays a table with columns for days of the week (Mo, Di, Mi, Do, Fr) and rows for time slots (08:00 to 17:00). A course titled 'From the Phoneme to the Word' is listed in the 14:00 slot on Tuesday.

	Mo	Di	Mi	Do	Fr
08:00					
09:00					
10:00					
11:00					
12:00					
13:00					
14:00		From the Phoneme to the Word (27.10.-9.2.) (van der Kloet) LS10 - R.002			
15:00					
16:00					
17:00					