

Study Guide: How to study successfully!

Version 2.0

Created during the summer semester 2022

by Judith Hirning and Martina Ronconi

(student coordination of Study Partner Programme)

We have created the study guide to the best of our knowledge and belief.

If you would like to suggest any additions, please contact us.

Contact:

International Support Services
Innstraße 41, 94032 Passau
refugeeprogramme@uni-passau.de

Table of contents

1. Semester organisation	2
1.1. Semester schedule.....	2
1.2. Create your timetable.....	3
1.3. Time management.....	3
2. Types of classes.....	6
3. Lectures and exams	7
3.1. During the semester.....	7
3.2 On the day of the exam.....	12
4. Seminars	13
4.1. Preparing and giving a presentation.....	13
4.2. Writing a term paper.....	18
5. Motivation und support.....	26
6. Lecture-free period.....	29
7. Useful links and sources.....	30

Thanks to the team from the project seminar „Interkulturalität im Kontext von Fluchtmigration“ at the chair of intercultural communication for the preparatory work (version 1.0): Zarina Katmaganbetova, Ning Xu, and Ben Hindrichs.

GEFÖRDERT VOM



Bundesministerium
für Bildung
und Forschung

Funded by DAAD WELCOME with funds from the Federal
Ministry of Education and Research (BMBF)

1. Semester organisation

Everything will be different this time....

"This time I'm going to study right from the beginning, attend all classes, read the literature, and so on."

Do you renew this resolution every semester? To meet your own expectations **good planning BEFORE the semester starts is essential**. You need to **schedule** throughout the semester, create your **timetable** and have a good **time management**, that supports your plans and goals.

We will introduce a few methods from which you can choose the most suitable for you.

1.1 Semester schedule

Every semester, here we go again: course registration, exam registration and withdrawal period, re-registration for the next semester, private appointments, time to explore Germany and the region and other obligations should not be forgotten.

For reasonable planning, it is best to check the respective dates and deadlines right away and make a note of them in the calendar.

Tip: For courses with a particularly high demand, to which places are allocated according to the time of registration, it is best to set a reminder that you are sure to be on time and get a space.



A torn-edge notepad with a checklist of semester tasks. The notepad is light beige with a deckled top edge. It has a vertical line on the left side, suggesting it's part of a binder. The checklist items are written in a simple, sans-serif font, each preceded by an empty square checkbox. The items are: Course registration, Exam registration, Withdrawal period for exam, Re-registration, Private appointments, Travel, Other important appointments, and Studying abroad/ internships.

- ☐ Course registration
- ☐ Exam registration
- ☐ Withdrawal period for exam
- ☐ Re-registration
- ☐ Private appointments
- ☐ Travel
- ☐ Other important appointments
- ☐ Studying abroad/ internships

1.2 Schedule creation:

The base for a successful semester is your timetable. To create a good timetable that fits to your life and your study goals, you should consider these criteria:

- ✓ Have you selected courses for around 25-35 ECTS?
- ✓ Are there any overlaps in time?
- ✓ Are you taking courses that interest you?
- ✓ What types of exams are required?
 - Can you give, for example, a presentation at the beginning of the semester so that it isn't stressful at the end of the semester?
 - Do you have a good ratio between different types of exams?
- ✓ How many days a week do you have classes? Does that match yours part-time job or voluntary position?
- ✓ Have you planned enough free time to relax?

Mon	Tue	Wed	Thur
08:00 - 10:00, PHH HS 1 91021 Algebraische Betriebswirtschaftliche Prüfung	08:00 - 10:00, PHH/121 & 434 91808 Spanisch - Grundstufe 1.1 / A1 (Perez Meyer)	08:00 - 10:00, PHH/116 S 46121 Einführung in die internationale Management und des internationalen Management (Bensch, Bensch, Mautzky de Garcia et al.)	08:00 - 10:00, PHH/121 & 434 91808 Spanisch - Grundstufe 1.1 / A1 (Perez Meyer)
09:00			
10:00			
11:00			
12:00 - 14:00, JMA HS 10 35481 Mathematik für Wirtschaftswissenschaftler (Schnitzler)	12:00 - 14:00, JMA HS 10 35481 Mathematik für Wirtschaftswissenschaftler (Schnitzler)	12:00 - 14:00, JMA HS 10 35481 Mathematik für Wirtschaftswissenschaftler (Schnitzler)	12:00 - 14:00, JMA HS 10 35481 Mathematik für Wirtschaftswissenschaftler (Schnitzler)
13:00			
14:00 - 16:00, JMA HS 122 90470F English (WW) - FFA A21 2 / B2 (Purcell)		14:00 - 16:00, JMA HS 122 41711 Einführung in die Politikwissenschaft (Chen)	
15:00			
16:00	14:00 - 16:00, JMA HS 122 41711 Einführung in die Politikwissenschaft (Chen)		14:00 - 16:00, JMA HS 122 41711 Einführung in die Politikwissenschaft (Chen)
17:00			
18:00			
19:00			

1.3 Time management



when planning the upcoming semester we still are in good cheer.

But at some point during the semester the chaos seems to take over: submissions have to be completed, you need to meet your study group, there's a lot to do for the language courses and you should also find the time for sport and relax.

If this sounds familiar, then our **time management strategies** are for you.

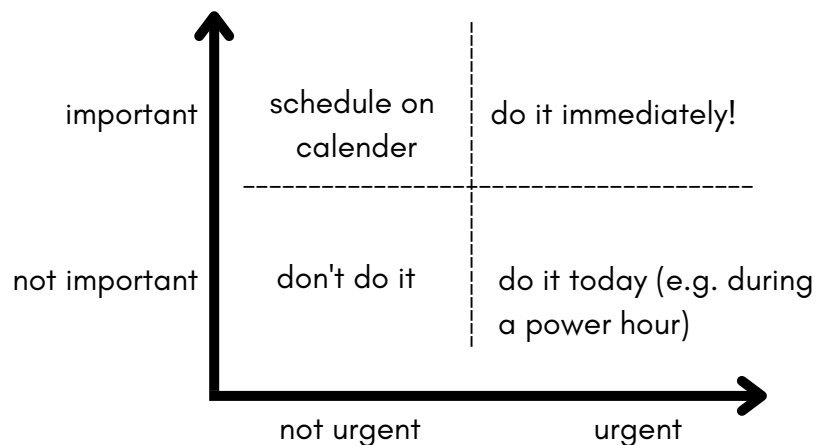
But keep in mind: each of us is different and what helps one person could stress another. Try the tips and keep what works for you.

EISENHOWER- MATRIX:

The Eisenhower Matrix is a simple tool to prioritize tasks according to the factors "importance" and "urgency".

Ask yourself the questions:

- Is the task **urgent**?
- Is the task **important**?



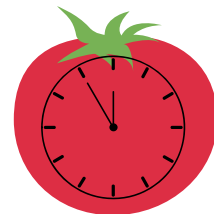
ABC-ANALYSIS:

Not every task leads to the same benefit. Therefore, focus on A and B tasks.

- A Little effort & great benefit
- B Effort equals benefit
- C Great effort, little benefit

POMODORO:

Learning with no end in sight? This is not only frustrating but also ineffective because your brain needs breaks to process the new information.



1. Work focused for 25 minutes.
2. Take a five minute break.
3. After four sets, take a longer break.

(Caution: this is less suitable for creative tasks).

STAY FOCUSED:

- Fresh air
- stay hydrated (at least 2.5 liters/day)
- Eat healthy food
- Take breaks (after 90 minutes at the latest)
- Enough sleep
- Movement
- Small rewards

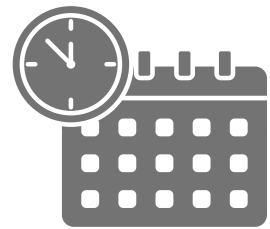


Weekly schedule:

Most likely, every week looks a little different. To avoid missing anything important you should definitely create a weekly schedule.

This should not only include your appointments and class schedule but also the time for sports and time to study.

1. Write down all appointments for the upcoming week (e.g. lectures, doctor's appointments, birthdays,...)
2. Be sure to plan the time you need for the way to these appointments!
3. Schedule appointments with yourself (sports, me-time,...)
4. Plan a realistic learning schedule
5. If you like: plan meals or set a drink reminder
6. Check if you have enough breaks in your schedule. Unexpected things often happen!



Tue.	Wed.
8:00 - 9:30, VL Montag nachbereiten	9:00 - 12:00, Hausarbeit: Recherche (Bla)
10:00 - 11:30, Arzttermin	
12:00 - 14:00, Mündliche Prüfung: Power Points Karteikarten fertig machen	13:00 - 17:00, Arbeit
14:30 - 16:30, Mündliche Prüfung: Handout erstellen	
17:00 - 19:30, Ehrenamt	

Daily schedule:

Planning the day is just as important as planning the week. It is best to create your daily schedule the evening before so that you can start right away in the morning!

You can do this as follows:

1. Take a look at your weekly schedule: what appointments do you have? Schedule them in generous blocks of time.
2. What subjects or topics would you like to learn? Plan them as specific as possible.
3. Remember to schedule time for breaks!

It's your turn: What tip are you trying this week?

2. Types of classes

During your studies you will attend **different types of classes**.

The requested examination depends on the type of course and also the **preparation and participation** looks **different**.

Lecture (VL):

- unlimited number of participants
- no mandatory attendance
- given by a lecturer
- little interaction
- Examination: written exam

Seminar: Proseminar (PS) / Advanced seminar (HS)

- small groups
- topics change every semester
- active participation requested
- examination: presentation and/ or term paper

Basic course (GK):

- similar to VL
- most likely smaller groups
- Examination: presentation or exam

Tutorial (TUT) & exercise (Ü)

- Accompanies VL or GK
- Often run by student assistants
- Exercises or repetition of lecture material
- smaller groups

Compact seminars (KS):

- Courses from the ZKK (Centre for Careers and Competencies)
- Often take place on the weekend
- usually without an exam

Scientific exercise (WÜ):

- Format varies
- often with discussions and exercises
- May resemble a VL or a seminar

Language courses:

- end with a language exam (often oral and written)

On the following pages you learn

- How to prepare for **courses with a written exam** at the end (mainly **lectures**)
- How to prepare for **seminars**, specifically how to prepare and **give presentations** and write **term papers**.

2.1 Lectures and exams

During your studies you are going to have lectures or other courses that end with a written exam. **Participation** during the semester **is essential** so that you can prepare well for the exam.

In this chapter, you find study tips, suggestions for for the day of the exam, a checklist of what you should take with you and a procedure for the exam.

2.1.1. During the semester

Not a surprise, but: **attend the lectures!** That means that you hear the learning material for the first time, think about it and visualize it in the same step. This creates the base for your exam.

You should also make sure that you understand everything during the semester. Otherwise, ask other students or your lecturers.

Tip: Meet up regularly with your study partner right from the semester start

PRIMING

= prioritize certain topics during the semester

- Read blurbs
- Table of contents: Which topics are important?
- What things do I already know and what is completely new?
- Skim graphics, images and headings






TAKE NOTES

Going to the lecture is essential for your academic success. But **presence alone is not enough**. Use that time as effectively as possible. Listen actively and write along! If you're on the phone during that time, it's better to do it at home on the couch.

Taking notes: it easier said than done. The lecturers talk fast and you should think too.

That's why we've collected **a few tips for you on how to get the best out of the lecture.**

Cornell method for taking notes

<p><i>Keywords</i></p> <p><i>Technical terms</i></p> <p><i>Questions</i></p>	<p><i>Here is the space for your notes. Write down all important information.</i></p> <div data-bbox="651 504 727 577"></div> <h2>Cornell method:</h2> <p>Using the Cornell method, you can easily structure your notes. Therefore, the sheet is divided into three areas in which specific information is written.</p> <p>The middle part is intend for the main part of your notes.</p> <p>Remember: Keep it simple and stupid (KISS)! </p> <ul style="list-style-type: none"><input type="checkbox"/> Clear logic and structure<input type="checkbox"/> Keywords instead of full sentences<input type="checkbox"/> Order through headings and subheadings<input type="checkbox"/> Write as much as necessary, but as little as possible
<p><i>Here is space for a short summary.</i></p> <div data-bbox="240 1827 316 1906"></div> <p>Do the summary right before the next lecture. That way you automatically repeat what was important.</p>	

6 cm

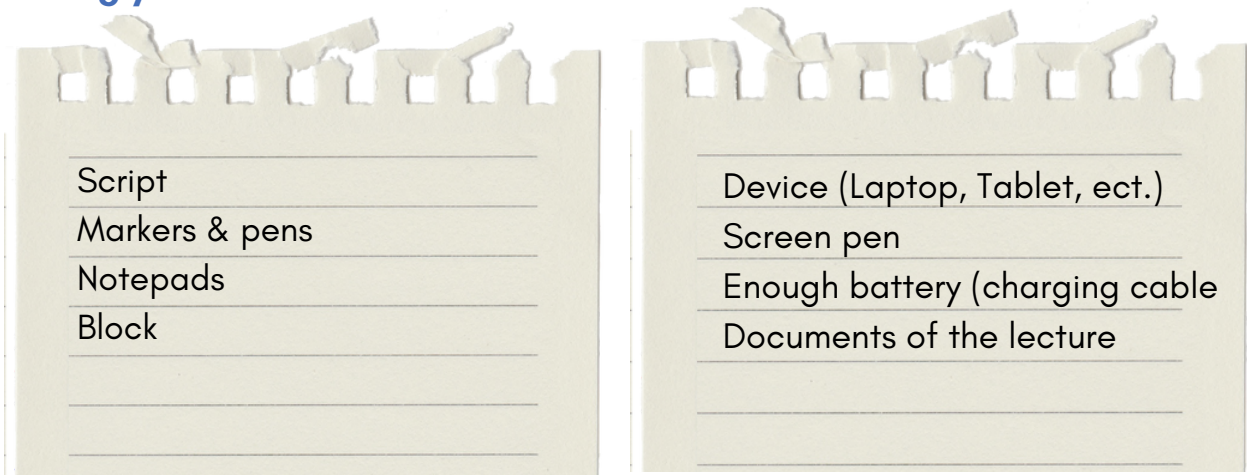


5 cm

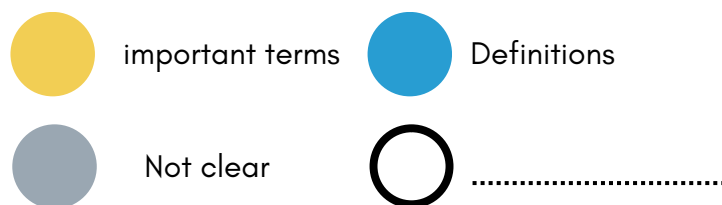


1. It does not matter whether digital or in paper form:

Bring your material!



2. Colour Coding: Use different colors to emphasize certain things!



3. Use abbreviations and symbols!

Use abbreviations for common terms. It's enough if you understand them.



4. Mother tongue or couse language?

It does not matter. Take what is easier for you!



5. Listen actively!



Don't write everything down but filter out the most important information directly and write it down. The Cornell Method can help you with this!

2.1.2. Exam preparation

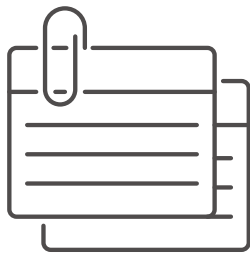
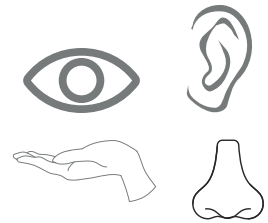
Exam preparation is a marathon, not a sprint! Learning at the last minute may sometimes be enough for passing but not necessarily for good grades.

So that you don't run out of breath halfway, we have collected some tips for you on how to prepare well in addition to your classic learning methods.

Involve different senses

You've probably heard of "learning types". No matter what type of learner you are, you get better results when you use different senses. For example, use colorful graphics, touch objects while learning vocabulary or sing the learning content!

Use what works for you!

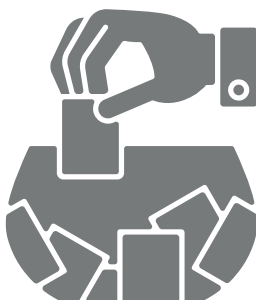


Cards

These are particularly useful for explaining factual knowledge, models or concepts: You have a double learning effect: you already learn while writing by limiting yourself to what is important and by asking yourself questions.

Be creative!

Do you have to learn important formulas or dates? Then wrap them in a story or song. The more absurd, the better you can remember it. Everything is permitted!



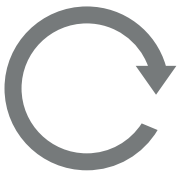
Learning lottery

You actually want to learn but you feel overwhelmed by the amount of topics? Our suggestion: Write down all the topics on small pieces of paper and put them in a box. Then you pull a piece of paper and learn the topic that is on it! Luck decides for you!

Competition among friends

Coordinate with your study group and make common lists of what you want to learn and when. Preferably online in a place where everyone can access it. Then you learn and once the topic is finished, you can check it off.

To add a bit of fun and motivation, you can set a reward for the best of the day or the best of the week. But be careful: the other team members can ask you questions about a topic at any time if they think you've ticked off a topic but you have not learned it well.



Repetitions

No matter how well you learn, always remember to review the material. This works well with cards. Preferably increasing intervals. In this way, the learning material enters the long-term memory and can be called up again at any time

Learning is individual!

My best learning tip is:

.....
.....
.....

Tommorrow I am going to try this study tip:

.....

You do not have a study partner for a specific subject?

Sign up for the **STUDY PARTNER PROGRAMME:**

At the beginning of the semester we match German and international students according to their subjects!

<https://www.uni-passau.de/en/study/before-you-begin/for-refugees/study-partner-programme/>



2.1.3. On the exam day

You made it! You are prepared and ready. T
What else can you do on the day of the written exam?



You should pack everything you need for the exam:



4. Seminars

To pass (pro or advanced) seminars you have to do 2 things:
give a presentation and write a scientific term paper

4.1. Prepare and give a presentation

Find a topic

- Ideas: Research the most important KEYWORDS / CONCEPTS of the seminar content
- Select a specific topic that is relevant to the seminar

How to save time:

- Choose a topic that is also suitable for the term paper! (So that you do not have to start the term paper from the beginning).
- Already think of a possible research question for the later term paper (so that you can already structure the presentation in that direction and start researching).

Literature research

- **Google Scholar** (academic version of Google)
<http://www.ub.uni-passau.de/suchen-finden/recherche/google-scholar/>
- **Passauer Suchportal**: Research portal of the Uni Passau
<https://www.ub.uni-passau.de/suchen-finden/recherche/passauer-suchportal/>
- **Search engine BASE**: <https://www.base-search.net/>
- For **Scientific Journals**:
<http://www.ub.uni-passau.de/suchen-finden/zeitschriften/>
- For **newspaper**:
<http://www.ub.uni-passau.de/suchen-finden/zeitungen/>
- **Recommened reading** of the seminar
- **Bibliography** of other authors



Structure

1 Introduction:

Presentation of the topic, the structure and the research question.

2. Main part:

Clear development of the topic limited to the essentials

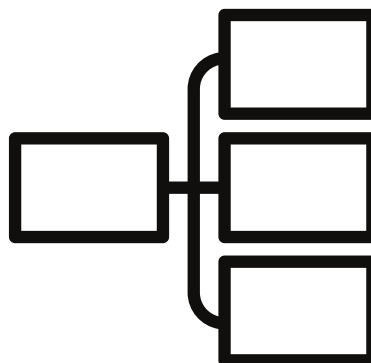
3. Conclusion:

- a) Brief summary of what has been said
- b) Answer to the research question
- c) Questions from fellow students
- d) Prognosis for future development / start discussion

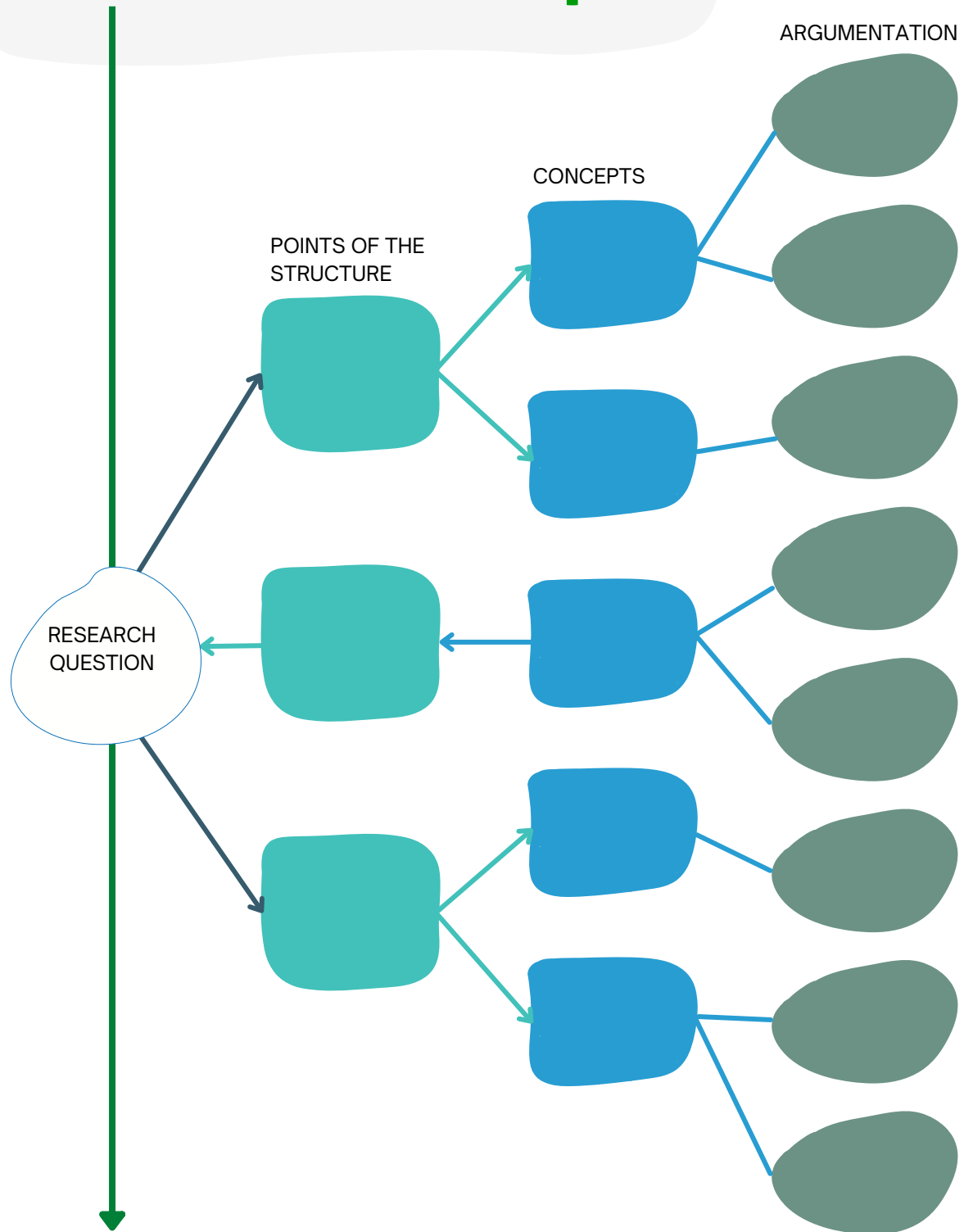


In general **you should stick to the time limit given by the lecturer!** Adjust your structure accordingly to the time.

Tip: Use structure maps to organize your ideas. Use the structure maps like the map on the next page.



Structure map



Layout

Use multimedia formats such as Power Point, Prezi or similar

- ✓ Key points of the most important concepts
- ✗ No long sentences
- ✓ Videos, photos, quotes
- ✗ Not only text

Create a quiz with an app so that the participants can answer questions with their phones.

Start sentences

1) Introduction

- The topic of my presentation today is...
- First I'll... Then I'll get into... at the end...
- In my presentation I will first...

2) Main part

- Now I would like to go into detail on the individual aspects...
- I would like to start..., First of all... secondly..
- Also... Another important point...

3) Ending

- Finally I would like to say that...
- In conclusion / to sum up...
- Clearly recognizable is...

4) Questions

- Do you have any questions?
- I'm happy to answer your questions.

5) End

- Thank you very much for your attention



Practice at home!
This will give you an idea of how you sound..

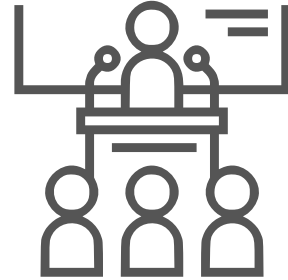
Presentation day

Speak freely

- Support yourself with the bullet points on the slides
- Just speak and don't pay attention to wording / grammar

The GOAL, is that nobody falls asleep 😊

- Modulate voice and intonation to bring out the essential
- Use gestures
- Maintain eye contact



4.2. Writing a paper term

in STEPS

1. Select a topic

- It was already selected with the presentation
- If not: Choose a topic that was not dealt with too extensively in the seminar...
- ... and focus on a specific aspect:
better specific than too general!
- Rely on the recommendations of the lecturer

2. Decide on a research question

- The research question should be **SPECIFIC** :
 - ➡ It has to deal specifically with a certain aspect of the chosen topic...
 - ➡ .. and at the same time allow you to write 10 or 20 pages !!

Example of questions:

NO: "What are the main topics of John Rawls book?" (-->too general)

YES: "How is the issue of the veil of ignorance addressed in John Rawls' book?"

- Decide on a research question immediately after choosing the topic:

WHY?

- In order to not go off topic
- To immediately search for suitable and appropriate literature (not only for the topic, but also specifically for the question).

HOW?

- An interesting question
- Find out which aspects of your topic have not been researched yet in detail or which have not been written about too much/often.

3. Literatur search

- Use only **academic and scientific sources**



No, Wikipedia is not suitable!

You may use Wikipedia but only to get an idea about the topic.

- Look at the bibliography of other books on your topic or on a related topic: there you will always find more literature on the topic!
- Use **filters to make your research easier**
 - by language
 - by author
 - by media type (video, essay, book, magazine...),
 - by year of publication

Academic research: WHERE?

- **Google Scholar** (academic version of Google)
<http://www.ub.uni-passau.de/suchen-finden/recherche/google-scholar/>
- **Passauer Suchportal**: Research portal of the Uni Passau
<https://www.ub.uni-passau.de/suchen-finden/recherche/passauer-suchportal/>
- **Search engine BASE**: <https://www.base-search.net/>
- For **Scientific Journals**:
<http://www.ub.uni-passau.de/suchen-finden/zeitschriften/>
- For **Magazines**: <http://www.ub.uni-passau.de/suchen-finden/zeitungen/>
- **Reccomended reading** of the seminar
- **Bibliographie of others authors**



4. Create the structure

1) Introduction

- Relevance of the topic
- State of research
- Structure of the entire work

2) Theoretical foundations

3) Corpus and methodology

- Description and justification of the selected data collection (= corpus)
- Description and justification of the methods used (e.g. text analysis, field research and corpus analysis)

4) Results

- Explain results, clearly and concisely

5) Discussion

- Interpret the results

6) Conclusion and outlook

- Summary of results and answer to the question
- Outlook for future developments



5. Writing

1. Write the first draft without paying attention to the choice of words or grammar.

Here it is important to present the concepts in order not to forget them.

- Logic sequence of topics
- forming of arguments

2. Edit the first draft of the text: use appropriate words, scientific terms and correct grammar.

Academic/scientific language style:

- 1) Objective writing style
- 2) Short sentences (1 sentence= 1 thought)
- 3) Active voice

6.Citation

DIRECT QUOTE

= WORD FOR WORD TEXT REPRODUCTION

„Quote“ (name of author, year of publication, page number).

- Use quotations marks („...“)
- Example: It appears that „[w]ithout effective security measurements “ (Geier, 2021, p.11) the internet has the potential to be harmful to minors.

INDIRECT QUOTE

= TEXT REPRODUCTION ACORDING TO MEANING

... quote (cf. name of author, year of publication, page number).

- In the text body
- Use „cf“
- Example: There is always a risk of harmful content on the Internet (Geier, 2021, p.11).

The source of the quotation must be given on the page on which the quotation appears

- either in the body (see examples above)
- or by a footnote

There are **different citation styles**

- Harvard citation style
- APA citation style,
- the German citation style.

In order to choose the appropriate one,
always follow the guidelines of the lecturer!

7. Bibliography

- The bibliography is a list of each paper cited as a source in the text.
- Use **literature management software** to make it easier:

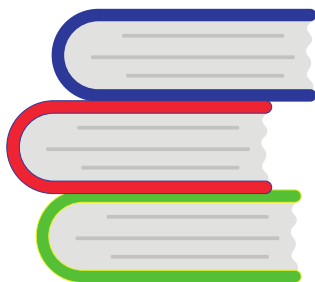
Citavi: <https://www.ub.uni-passau.de/publizieren/literaturverwaltung/citavi/>

Zotero: <https://www.ub.uni-passau.de/publizieren/literaturverwaltung/zotero/>



Trainings for this software are offered by the ZKK (Centre for Careers and Competencies)

How do I cite sources??



1. Every department has **different guidelines for citing literature**. Therefore, check the website of the respective chair.
2. The **bibliography style** must be **the same as the citation style!** For example, if you use the Harvard citation style you must also use the Harvard bibliography style.
3. Sources must be arranged **alphabetically**

8. Rewrite

- **Self-correction**
Read your work from beginning to end to search for mistakes and inaccuracies.
- **Outside correction**
Have it read by a third party to get a more objective opinion (e.g. by fellow students).

Example of bibliography (Harward-Stil)

BOOKS:

NAME, first name (year): Title, edition, place, year of publication

Example: FARNY, Dieter (1989): Buchführung und Periodenrechnung im Versicherungsunternehmen, 3., vollständig überarb. Aufl., Wiesbaden 1989

JOURNALS:

NAME, first name (year): Title, in: Journal Volume (year), pages.

Example: HAX, Herbert (1964): Investitions- und Finanzplanung mit Hilfe der linearen Programmierung, in: ZfbF 16 (1964), S. 430 – 446

NEWSPAPER ARTICLES:

NAME, first name (year): Title, in: Full name of newspaper, year, number, pages.

Example: MUSTERMANN, Max (12.03.2021): Rosen sind schöne Blumen, in: Passauer Neue Presse, Jg.23, Nr.12, S.4

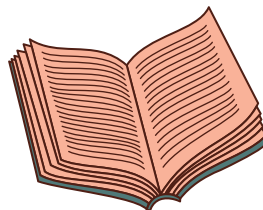
COMPILATIONS:

NAME, first name (year): Title, in: Collective work, ed. by first name Last name, edition, place Year, pages.

Example: MATSCHKE, Manfred Jürgen (1993): Lenkungspreise, in: Handwörterbuch der Betriebswirtschaft, Teilband 2, hrsg. v. Waldemar WITTMANN u. a., 5. Aufl, Stuttgart 1993, Sp. 2581 – 2594

ONLINE SOURCE:

Author, title, publication date, URL or author, title, URL (accessed on ...)



9. Upload or send

- Send in time by e-mail and/or post, depending on the lecturers instructions.

If you want to learn ore about **ACADEMIC AND SCIENTIFIC WIRTING:**

- Attend the **ZKK seminar: Academic and scientific writing!**
- Join the **Essay Doctor Stud.IP group** at any time!
There you can get useful information on topics such as literature search, citation and basics for the term paper, and counselling appointments to discuss individual concerns. Workshops for specific topics are also offered.
- Attend the course **"Wissenschaftskommunikation Deutsch"**
Here you will not only learn everyday skills such as writing e-mails and methods on how to write exams, but also further skills for your term paper.
- **Follow the official Instagram page of the International Support Services:**
"unipassau.international"
In the highlights you can find writing tips and how to write your term paper in a month!



Now the
term paper
is also done!

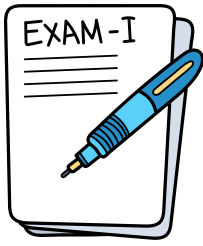


TO DO LIST

Term paper

To organise yourself better,
plan exactly when or until when you want to do what!
If you think of something else, write it down.

WAS?	ZEITRAUM	ERLEDIGT?
1. Find a topic		<input type="checkbox"/>
2. Decide on a research question		<input type="checkbox"/>
3. Search for literature		<input type="checkbox"/>
4. Create the structure		<input type="checkbox"/>
5. First draft		<input type="checkbox"/>
6. Citations		<input type="checkbox"/>
7. Edit the first draft		<input type="checkbox"/>
8. Bibliography		<input type="checkbox"/>
9. Outside correction		<input type="checkbox"/>
10. _____		<input type="checkbox"/>
11. _____		<input type="checkbox"/>
12. Submission		<input type="checkbox"/>



5. Motivation and support



During the semester, it might be difficult to manage all subjects and several papers at a time.

Staying motivated and concentrated is crucial during this phase. That gives you the strength and drive to achieve your goal.

STAY MOTIVATED!

1. Make **realistic and concrete daily** and weekly **plans**.
2. **Talk to someone else about the plans/goals you have set:** this can help a lot with staying motivated, because you don't want to be seen as somebody who doesn't keep his word.
3. **Think only about the next step** that gets you closer to your goal to prevent feeling overwhelmed.
4. **After each step reward yourself:** e.g. by delicious food or exercise... ;)
5. **Study in groups:** the likelihood that you will complete your study tasks increases because you support each other.

YOU CAN
DO IT!

EXAM ANXIETY:

You've learned so much. Actually, you know everything perfectly. But suddenly everything has disappeared. You sit in front of the exam sheet and can't remember anything.

BUT: What you have learned has not been erased: Try to imagine your brain as a computer: Your memory disk is still full but the files cannot be retrieved at the moment.

1. Stop the negative thoughts like "I can't do this" and **think positively: "I am well prepared and I can do this."**
2. **Wiggle your toes:** This loosens the muscles that are tense due to stress. This also calms your mind.
3. Reboot your brain like a PC! To do this, **breathe deep in and out** for 2 minutes.

Failing at University

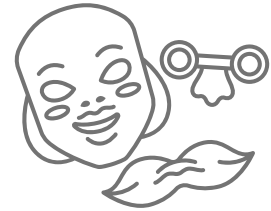


Failed! How to deal with it?

Failure is a taboo! And yet it happens to everyone!

No matter what culture you come from, we all have a hard time with failure. While some cultures find it difficult because it doesn't fit in with the 'perfect' life that everyone else (seems to) have, in other cultures it is extremely important to save face.

Keep this in mind when dealing with your learning partners.



As trite as it sounds, it is quite normal that not everything works out perfectly right away! Failure is a part of life.

Think of it another way: If you could do everything perfectly all the time, you wouldn't have to learn anything and studying would be redundant.

How to deal with it:

Be angry and annoyed

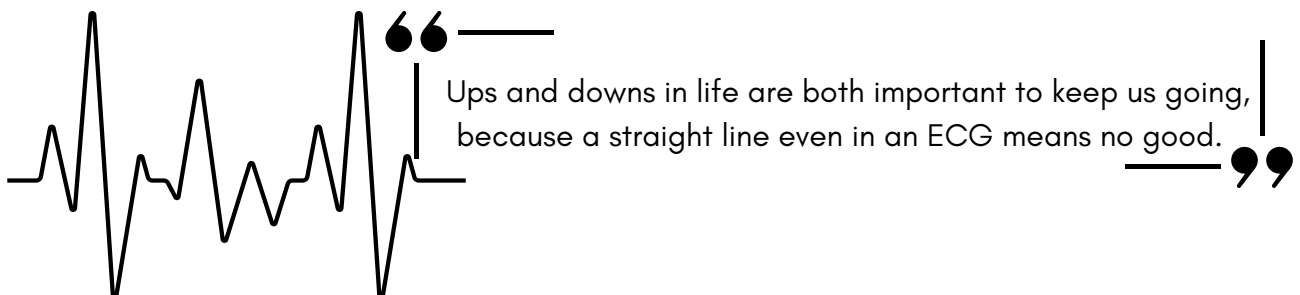
All feelings are good. Anger, resentment and disappointment have just as much right to exist as positive feelings.

Accept it and take the responsibility

Accept that it didn't work out but don't take it too personally. Take responsibility for it and don't blame others.

Learn from it

Take a step back and analyse the situation: What was already good and where do you see room for improvement so that the next attempt will work out? Then take the steps: Do you need a better plan? Make it. Do you need support? Ask someone. You lack a skill? Learn it.



If you notice that you're overwhelmed by stress and you can't go on like this, you should actively do something about it.

The University of Passau offers a **Psychological Counselling Service** at

<https://www.uni-passau.de/psychologische-beratung>

You can make appointments by phone or email :)



Here you can find an overview of

all support offers at the University of Passau:

<https://www.uni-passau.de/coronavirus/soziales-digital/>



Please do not hesitate to take up the offers:

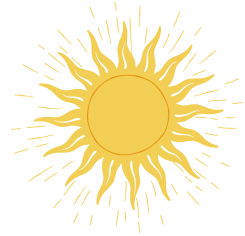
1. Chaplaincy and psychological counselling service
2. Advice for students with disabilities or chronic illness
3. Representative for the Severely Disabled
4. Advice for persons in threatening situations
5. Sexual harassment and domestic violence
6. Digital support for families
7. Beratungsangebot für Promotionsinteressierte, Promovierende und Postdocs
8. Advice for international students
9. Studienberatung

6. Lecture-free period

Now you've finished your exams and handed in your seminar paper
and you have earned some free time!



- Relax!
- Catch up on all that sleep you missed out on during the semester ☺
- Do everything you've postponed:
 - Meet friends
 - Make time for your hobbies and sports
- You could also go on a trip!

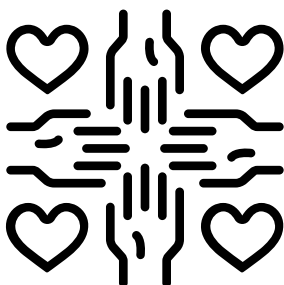


AND... in case you get bored ☺ here are some suggestions:

LEARN A FOREIGN LANGUAGE

You could finally improve and deepen this one foreign language!

Watch a series or videos in this foreign language and change the operating system of your mobile phone to that language as well ☺



VOLUNTARY ENGAGEMENT

You could volunteer:
Helping others makes you happy! And you'll meet great people and learn new things.

Sign up for **projects** like
All You Can Do!

There you can get in touch with international and German-speaking students in local projects.



<https://www.uni-passau.de/studium/vor-dem-studium/fuer-gefluechtete/all-you-can-do/>

DO AN INTERNSHIP

It is useful to do internships during your semester break: This way you can finally complete the compulsory internship for your degree programme or might even earn money 😊

Are you looking for **orientation**?
On ILIAS you can find **500 internship reports from students of the University of Passau** who have already completed an internship at home or abroad.

<https://www.uni-passau.de/zkk/praktikum/praktikumsberichte/>

(Registration via ILIAS with your own ZIM ID)



7. Useful links and sources

1. https://www.hu-berlin.de/de/studium/beratung/psyber/faq-fuer-studierende/_lernstrategien (last accessed on 25.07.2022)
2. https://www.unidue.de/imperia/md/images/iw/de/studium/_checkliste_lernstrategien.pdf (last accessed on 25.07.2022)
3. <https://www.uniturm.de/magazin/lerntipps/die-8-besten-lernstrategien-fuer-die-uni-pruefungen-1748> (last accessed on 25.07.2022)
4. [Lernguide Version 1.0 \(Handreichung für Lernpartner\)](#) (last accessed on 15.07.2022)
5. <https://www.schreiben.net/artikel/hausarbeit-schreiben-tipps-bestnote-1683/>
6. <https://www.bachelorprint.de/hausarbeit> (last accessed on 15.07.2022)
7. <https://studyflix.de/studentipps/hausarbeit-thema-finden-13> (last accessed on 15.07.2022)
8. <https://www.scribbr.de/harvard-zitierweise/beispiel-literaturverzeichnis/> (last accessed on 15.07.2022)
9. <https://www.uni-passau.de/studium/service-und-beratung/psychologische-beratung/pruefungsangst/> (last accessed on 15.07.2022)
10. <https://www.studierenplus.de/pruefungszeit/pruefungsangst/> (last accessed on 15.07.2022)
11. <https://learningcenter.unc.edu/tips-and-tools/studying-101-study-smarter-not-harder/> (last accessed on 17.08.2022)