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## School, training, study

### Vocational training

#### Jobs in Germany

### What training opportunities are there?

In Germany there are over **350 apprenticeship occupations** and various forms of training:

- **in-company training / dual training** (combination of school and work)
- **school education**
- **dual studies** (studies at a university while working in a company)
- **Higher education studies** (studies at a university or university of applied sciences)

### Who can help me?

The Employment Agency provides support in choosing a career, informs about training opportunities and helps free of charge in the search for an apprenticeship or university place.

A talk with the **careers adviser: at the employment agency** helps with career orientation and the search for a training place. You can make appointments by telephone. [Employment agencies in Naumburg](#), [Weißenfels](#) and [Zeitz](#).

You can visit the **Berufsinformationszentrum (BIZ)** in Weißenfels without registering. There you will find a wide range of information about different professions and training paths. You will also find bilingual information material to help with orientation.

### Information on the net

About the pages [www.berufenet.arbeitsagentur.de](http://www.berufenet.arbeitsagentur.de) and [www.berufe.tv](http://www.berufe.tv) you can find detailed information about job profiles.

[www.planet-beruf.de](http://www.planet-beruf.de) offers the opportunity to find out more about personal strengths and professional interests. You will also find special information for parents in different languages on this page.

At [www.jobboerse.arbeitsagentur.de](http://www.jobboerse.arbeitsagentur.de) many internships and dual training positions are offered.

You can find school apprenticeships on the page [www.kursnet.arbeitsagentur.de](http://www.kursnet.arbeitsagentur.de)

[Here](#) you can find out how much money you can expect to earn as a skilled worker.

[Here](#) you can find out about the various apprenticeships.

[Here](#) you will also find an overview of training content and a remuneration overview.

### HKW Chamber of Crafts

## What is the HWK?

The **Chamber of Skilled Crafts**(HWK) represents the companies in the **skilled crafts occupational fields** in the region. She is responsible for many things in vocational training: she enters training contracts, advises trainers and trainees and takes exams.

The Chamber of Skilled Crafts is a large network.

There is a HWK in many cities.

The HWK offers a training exchange on its website. Here young people can search for current offers for apprenticeships and receive tips on choosing a career.

You can also find the HWK's apprenticeship radar in our app under the Extras offer.

You can find **more information on** the HWK [website](#).

You can find an **overview of** the professions in the skilled crafts sector on [www.handwerk.de](http://www.handwerk.de)

## IHK- Chamber of Industry and Commerce

### What is the IHK?

The Chamber of Industry and Commerce (IHK) represents the companies of certain occupational fields in the region. She is responsible for many things in vocational training: she enters training contracts, advises trainers and trainees and takes exams.

The IHK is a large network.

Many cities have a chamber of commerce.

The IHK offers a training exchange on its website. Here young people can search for current offers for apprenticeships and receive tips on choosing a career.

In **our app**, you will find the apprenticeship and internship exchange of the Chamber of Industry and Commerce for the Burgenland district under the offers **Extras**.

for more information, please feel free to visit the IHK [website](#).

Dates for regional training fairs are also often posted, at which companies present their training opportunities.

## School for children aged 6 to 18

### Compulsory education

In Germany, school attendance is compulsory by law. The duration of compulsory education is twelve years, of which **nine years** are **full-time compulsory education** (general compulsory education) and **three years** are **part-time compulsory education (compulsory vocational education)**. **“Part-time compulsory education” does not apply if the person attends school full-time during that period. If no [vocational training](#) follows or another school is attended, full-time compulsory education is ten years (basic vocational training year).**

**Compulsory education ends** when the child reaches the age of 18. The age of consent shall be the age of 16, if there is no apprenticeship relationship.

The parents or guardians of the children have the **duty to ensure that the children attend school regularly.**

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## Costs

Attendance at state and municipal schools **costs nothing.**

Public **schools** charge fees, but these are also available to people with limited financial means under certain conditions.

There are different [types of schools](#) in Germany. The type of school your child should attend depends on many factors, including the child's age and performance at school.

The school often gives children letters to take home with them and give to their parents. It is important that you read this information.

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## Registration

Children must be registered at the primary school by **1.3. of the year before enrolment** at the latest. For this, the parents must go to primary school with the child.

All children who are **6 years old by 30.06. of the year before school enrolment** are required to attend school at the beginning of the new school year.

Children who have reached the age of 5 by this time can be admitted to the school at the beginning of the school year at the request of their legal guardians if they have the necessary physical and mental prerequisites for school attendance and are sufficiently developed in their social behaviour. These children become of compulsory school age upon admission. An official medical **examination** must be carried out before admission to the school.

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## Allowance

Children of compulsory school age who are not sufficiently developed physically, mentally, emotionally or in their social behaviour to participate in lessons with a chance of success are given appropriate support at the Grundschule or at the Förderschule. In individual cases, admission to the school (upon application) may be **postponed** by one **year by the school authorities in agreement with the parents or guardians. these children become of compulsory school age upon admission.**

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## **different schools and degrees**

### **Different schools and degrees**

In Germany, school attendance is compulsory. This means that in Germany all children between the ages of 6 and 15 inclusive must attend school. The parents or guardians of the children have the duty to ensure that the children attend school regularly. School attendance at state and municipal schools costs nothing.

#### **Primary school**

First, all children from the age of 6 attend primary school. In Years 1-4, they learn reading, writing and basic mathematics. After that, you transfer to a secondary school (secondary school or grammar school). The children's performance decides whether they go to secondary school or grammar school.

#### **Secondary school**

The secondary school comprises grades 5 to 10 and prepares pupils for professional life. With the successful visit of the 9. In the second year of schooling, the lower secondary school leaving certificate is obtained.

With the successful attendance of the 10th The Realschulabschluss (secondary school leaving certificate) is achieved after the end of the second year of school and after passing the final examination.

#### **Grammar school**

The Gymnasium comprises school years 5-12, prepares students for university studies and is completed with a final examination (Abitur).

#### **Special school**

Children with learning difficulties or special needs can be individually supported and cared for at special schools.

In principle, higher school-leaving qualifications can also be made up. This is possible, for example, at the Adult Education Centre Burgenlandkreis or at the Abendgymnasium.

#### **Tutoring for pupils**

#### **Homework supervision and tutoring for pupils**

For school children, there are after-school care centres. Here your children get help with their homework. Homework supervision in the after-school care centre is free of charge.

Tutoring is additional support for a school subject outside the classroom. You usually must pay for this yourself. The costs for tutoring can be covered within the framework of the education package and the participation package.

Here you can find tutors:

[www.schuelernachhilfe-im-burgenlandkreis.de](http://www.schuelernachhilfe-im-burgenlandkreis.de)

[Abacus](#) is a tutoring portal that helps you find a suitable tutor. Tutoring can be funded by the Job Centre through Bildung und Teilhabe (Education and Participation).

Tutoring in Zeitz and Weißenfels:

please contact Kathrin Bürger  
Kathrin.Buerger@sbh-suedost.de

## Useful apps and websites for students

### Learning aid

[www.e-Hausaufgaben.de](http://www.e-Hausaufgaben.de)

[www.unterricht.de](http://www.unterricht.de)

[www.mathebibel.de](http://www.mathebibel.de)

[www.lingolia.com](http://www.lingolia.com)

### Search engines for children

[www.blinde-kuh.de](http://www.blinde-kuh.de)

[www.fragfinn.de](http://www.fragfinn.de)

[www.helles-koepfchen.de](http://www.helles-koepfchen.de)

[www.internet-abc.de](http://www.internet-abc.de)

### Children's site overview

[www.seitenstark.de](http://www.seitenstark.de)

#### Learn German:

[Serlo ABC \(app\)](#), [WhatsGerman \(app\)](#), [Duolingo \(app\)](#), [Einstieg Deutsch \(app\)](#),  
[Refugeephrasebook.de](http://Refugeephrasebook.de)

## Education and Participation Package (BuT)

It is possible for your child to receive financial support for school lunches, membership fees for cultural and sports clubs or money for participation in school excursions through the education package and participation package. You can submit the application at the [Migration Agency](#) or at the [Job Centre](#). If the [Asylum Seekers' Benefits](#) Unit (SG) is responsible for you, please submit your application there.

## Mobbing

If you suspect that your child is being bullied, you should act quickly and contact the school. Talk to the class teacher or liaison teacher, social worker or contact the school administration.

Here you can find an [anti-bullying network](#).

The project "[Being Classy Together](#)" is aimed at schools that want to take action against bullying.

## Studies

### General information

Lifestyles and the world of work have changed dramatically within a few decades. The **forms of study** also take this into account. Those who want to study are spoilt for choice. Take the traditional route and complete a full-time undergraduate degree? Or would you rather do an apprenticeship? Maybe better one after the other, first training, then studies? Or both at the same time? The how and the where are also not clear. Even today, prospective students benefit from the great founding boom of German universities in the sixties and seventies. Within a few years, the Ruhr region became the most densely populated university landscape in Europe. Studying on your doorstep - that has often been possible since then.

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### Forms of study: Which ones are there?

Within a few decades, the higher education landscape in Germany has changed significantly. Whereas it used to be considered impossible to study without an Abitur, for example, the framework conditions were changed in 2009. In this way, vocationally qualified students were able to **enter higher education** without first having to take the diversions via an evening school.

But it is not only the access authorisations that have been simplified. The right to education is one thing. At the same time, the opportunities for this were expanded to a completely new extent by **abolishing rigid structures**. The internet has also contributed to this.

Which form of study someone chooses depends primarily on **personal expectations and requirements**. You can choose between these types of study:

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### Full-time study

The majority of those wishing to study are aiming for a so-called regular full-time degree programme. Ordentlich (or also called regular) means that you attend all the necessary courses as part of your studies in order to finally obtain a degree through examinations.

This is usually a first degree with compulsory attendance, which takes up about 40 hours a week, just like a normal job. This includes not only the time spent in lectures, seminars and courses, but also self-study at home or research in the library.

Anyone who has passed the Abitur automatically fulfils the entry requirements. [Studying without an Abitur](#) is also possible under certain conditions.

However, there are often restrictions here regarding the choice of subjects or [aptitude tests](#) must be passed beforehand. A standard period of study of six to eight semesters must be expected for the Bachelor's degree, and two to four semesters for the Master's degree.

### Part-time study

The great advantage of part-time study is flexibility. Those who do not have 40 hours a week to study - for example, because they have a job or have to look after a family - can reduce their hours by half.

Otherwise, part-time study leads to the acquisition of an academic degree in the same way as full-time study. However, it is also clear that you have to allow more time for this. While a Bachelor's degree usually takes between six and eight semesters, you can expect the degree to take twice as long here.

In return, you have to complete fewer courses per semester. Nevertheless, staying power and [self-discipline](#) are required.

This form of study is made possible by a high proportion of [e-learning](#) and weekend block courses. The [evening study](#) programme is also designed for students who want to continue their education alongside other commitments.

### Distance learning

Distance learning is absolutely equivalent to regular full-time study, but still a different form of study. The big difference is that you essentially have to acquire the knowledge through self-study.

Knowledge transfer via [blended learning](#) fits in with this. Learning content is taught as study letters for self-study by post or as [study online](#) on special platforms. These forms of study are suitable for those who, for a variety of reasons, are unable to study in person.

The effort involved should not be underestimated and is just as intensive for full-time distance learning as "normal" full-time study; the same applies to part-time distance learning. A high degree of self-discipline and [self-management](#) is required.

### Part-time study

Those who are already working and have a full-time job logically do not have the capacity to study full-time. If you cannot or do not want to give up your job and reduce the number of hours, this form of study is suitable for you.

Various options are available here: You work normally in your job during the day and decide to study part-time or in the evening. Here, the study content is shifted to the weekend (block seminars) or into the evening. Those who cannot attend on-site can alternatively complete a distance learning programme.

The advantage of this type of study: You maintain your financial independence; in some cases, employers even pay the tuition fees. On the other hand, good [self-organisation](#) and



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discipline are required due to the double workload.

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## **Work-study programme**

The big disadvantage with most forms of study: No money is coming in, on the contrary: You need some. This is partly dependent on the university itself - state universities are cheaper than private ones. But even so, you have to finance semester fees and living expenses somehow.

Bafög and scholarships are one possibility. If you are interested in economic, commercial, technical or social subjects, you might be right for a dual study programme. Here, theory and practice are taught at the same time, a mixture of training and study, so to speak.

A distinction is made between two forms: On the one hand, the apprenticeship-integrated dual study programme, in which the Bachelor's degree is obtained alongside a state-recognised apprenticeship. On the other hand, there is the so-called practice-integrating dual study programme. Here, practical experience is gained in cooperating companies alongside the studies, but no qualification for an apprenticeship is acquired.

Imparts knowledge in a two-week rotation between companies, then back to university. The big advantage of this type of study is that you already have an income. Your contacts with the company during your studies significantly increase your chances of being taken on.

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## **International studies**

A course of study broadens the horizon - even more so if it is an international course of study. To do this, you complete part (usually at least two semesters) of your studies abroad at a partner university.

The achievements gained during your studies are mutually recognised so that you can obtain a double degree. This is where it differs from another stay abroad, such as with the [Erasmus programme](#).

A prerequisite for this form of study is very good language skills in the respective national language (usually at least English). Interest in and knowledge of the host country are also expected. Prospective students should have a clear idea of what they want to achieve with the degree and what the financing will look like. Studying abroad often involves tuition fees.

Source: <https://karrierebibel.de/studienformen/>

## **I have already studied at a university**

### **Recognition from studies**

Do you want to have your studies recognised?

[Here](#) is the internet address in German and English.

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You can also find the contact persons in Integreat if you would like to have your degree recognised --> [Recognition counselling](#)

## **I would like to study**

### **Preparation**

To make it easier for you to start studying in Germany, you can take part in so-called Studienkollegs. These are oriented to your future degree programme, usually last one year. As a prerequisite, you need a higher education entrance qualification (Abitur/Hochschulreife), depending on your country of origin additional study time. Another requirement is a knowledge of German at level B1 (you must present proof of this in your application!). Further information, as well as locations of the Studienkolleg, can be found on the website <http://www.studienkollegs.de/index.html> (available in German and English).

### **Admission restrictions and enrolment**

If you would like to study, but do not yet know exactly which subject suits you, you can contact the student advisory service at your local employment agency. They will be happy to help you. Among other things, you can go to the website of the Employment Agency [arbeitsagentur.de/studium](https://arbeitsagentur.de/studium) (available in easy language, German, English and French). All study programmes in Germany are listed on the website [studienwahl.de](https://studienwahl.de) (available in easy language, German and English) with a detailed description.

On the websites of universities you can find information about different study programmes. Information can be found on the website [www.uni-assist.de](https://www.uni-assist.de) (available in various languages).

Very importantly, there are enrolment deadlines that must be met. These deadlines depend directly on your university or college and can usually be viewed online on their websites.

### **What kind of degree do I need to be admitted?**

If you want to study at a German university, you need a so-called "university entrance qualification". This is a school leaver's certificate that qualifies you to study. To be more precise, there are three types of university entrance qualification:

- the general higher education entrance qualification (Abitur),
- the subject-linked higher education entrance qualification (Fachgebundenes Abitur)
- or the advanced technical college entrance qualification (Fachabitur).

First of all, you should check whether your higher education entrance qualification is recognised in Germany. The database of the Central Office for Foreign Education (ZAB) can support you with this. There you can enter the country in which you obtained your school leaver's certificate. The website will tell you whether your school leaver's certificate is adequate for the course you wish to follow. You can access this database at [www.anabin.kmk.org](https://www.anabin.kmk.org) access.

Alternatively, you can also do this on the pages [www.study-in.de](https://www.study-in.de) and [www.kmk.org/anerkennung](https://www.kmk.org/anerkennung).

If you need to catch up on your degree, one way to do this is through the "second educational pathway" (catching up on the required university degree). The options are different in each state. There is also detailed information in the online brochure "Weiter durch Bildung" (Going further through education) by the Federal Employment Agency ([www.arbeitsagentur.de](http://www.arbeitsagentur.de), enter "Weiter durch Bildung") and the German Education Server ([www.bildungsserver.de](http://www.bildungsserver.de), enter "Zweiter Bildungsweg" in the search field).

In exceptional cases, you may be allowed to study without the university entrance qualification. More detailed information is available on the page <http://www.studieren-ohne-abitur.de/web/>

### **Proof of German language skills**

Anyone wishing to study at a German university needs sufficient knowledge of German. Most universities and colleges set a minimum level of B2 in order to study. Some universities have courses where you can start studying at level B1.

Information on language courses and examinations can be found on the website of the Goethe-Institut ([www.goethe.de](http://www.goethe.de)) and on <http://www.sprachnachweis.de/sprachnachweis/studi...>. Comprehensive information is also available at the German Academic Exchange Service (DAAD, [www.daad.de](http://www.daad.de)).

You cannot study in Germany without proof of proficiency in German or proof of participation in a German language course!

The proficiency level required varies from institution to institution. Some universities also require a German course and examination to be completed at a particular institution. Just contact your university directly for more information.

### **When are there admission restrictions?**

There are always admission restrictions if experience shows that the number of applicants exceeds the number of places available in a degree programme.

#### **Admission N.C. (Numerus clausus)**

This requires a certain average grade in university admission exams in order to get a place at university. The N.C. value is only determined by the university upon receipt of all application documents for the coming semester, and depends on the number of applications to your degree programme.

At many universities, the application process is done completely online through an application module. If online application is not possible in individual cases, the application documents are usually available to download from the websites of the universities. Otherwise, you can get the documents for that particular university by writing to or telephoning the enrolment offices or student secretariat. Please note that there are enrolment deadlines which must be met.

### **Can I submit more than one application?**

Yes, you can apply for a degree programme at several universities. This increases the chances of admission and, if successful, can select. In some cases, it is possible to apply for several different degree programmes at one university.

## **What documents do I need to register?**

"Immatrikulation" (enrolment) is your registration. If your application has been accepted and the university has a place for you, you will receive a letter or email asking you to enrol. All the documents you need are listed in the letter (or email). Here is a list as a rough guideline:

Passport, identity card or equivalent proof of identity  
University entrance qualification  
Certificate of health insurance  
Proof of German language skills

## **Semester fee**

In Germany, state universities no longer charge tuition fees, at least for Bachelor's degree programmes, but they do charge a semester fee. The amount of the fee depends on the particular university. Private universities, on the other hand, usually charge significantly higher fees than state universities.

## **Financing your studies**

### **Various possibilities**

**There are various options for financing studies and the rising cost of living:**

Financial support from parents.  
Child benefit.  
BAföG.  
Scholarships.  
Jobbing.  
Student loans.  
Tuition fee loan.  
Education loan

## **Finance studies**

How can you finance your studies? Many of those who want to be the first in their family to study are very worried about financing their studies. Some therefore think that they don't even need to think about studying because they can't finance it anyway. You might also think about the fact that you don't want to burden your parents financially, but you don't want to get into debt either. Or you ask yourself whether you shouldn't do an apprenticeship first, because you would earn money immediately, whereas you invest in a degree course first. We know from our own experience the many questions and worries about financing your studies and would like to encourage you to look into the various financing options. There are a number of options, such as state funding BAföG or scholarships, and it's worth investing in your studies. It is usually a mixture of different sources of money that gives you financial security. Here we give you an overview and our volunteers at the nearest ArbeiterKind.de-Gruppe in your area will also be happy to support you personally in finding the right student financing.

Studying is an investment in your future! But it's not so easy to invest when money is tight. Even though there are hardly any tuition fees at state universities, you will need accommodation, books and basic technical equipment, such as a laptop, in addition to food and clothing. One financing option that you should always check is the [BAföG](#) grant.

### **Finance doctoral thesis**

Have you enjoyed working on your Master's thesis and are now thinking about writing a doctoral dissertation? Of course, especially for first-generation academics, the question arises as to how you can finance your livelihood during this time? Many people who are currently writing their doctoral thesis or have already completed it are involved in the ArbeiterKind.de-Community. We want to encourage you!

[Read more](#)

### **BAföG (student loans)**

One financing option that you should always consider is financial support through the [Federal Training Assistance Act \(BAföG\)](#). BAföG is intended to ensure that you can study even if your parents do not have enough income to support you financially. We would like to encourage you to accept this government funding.

[Read more](#)

### **Jobbing**

For many, getting a job is part of everyday life at university. Some have slipped into the world of work through a company internship, earning something on the side and building a network for later. Others have to earn money to be able to afford their studies at all. Again, there are also students who only work during the semester break and then draw on this during the lecture period.

[Read more](#)

### **Scholarships for you too**

Your chances of getting a scholarship are much better than you might think, because top grades are not a prerequisite. What counts is your commitment to others, whether in a club or privately. We inform you about scholarships - from the application to the selection interview. You get a lot back as a scholarship holder. We will help you find your scholarship programme.

[Read more](#)

### **Student loan instead of dropout**

If you are financially strapped during your studies, you can also borrow money to cover your living expenses. Before you do that, however, you should plan first. With a loan, you commit to paying back money every month. So you should neither rush into a loan nor completely rule out this financing option out of sheer fear for the future. If you plan "soberly", you can create the financial possibilities for your studies.

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[Read more](#)

### **Tips for the budget conscious**

Studying costs money, and since you can't work full time on the side, you're probably already saving on many a budget item. If your parents cannot support you financially at regular intervals, money will always be tight in certain months. We would like to give you a few tips on how to save money. You will probably smile or think at one point or another: That's obvious! But maybe there is a tip among them that you haven't thought of yet.

[Read more](#)