



**ERASMUS +
Contact Information 2016-2017
Annex to Inter-institutional Agreements
Key Action 1**

A. Information about higher education institutions

Institution Name	UNIVERSITÄT HEIDELBERG
Institutional Erasmus Code	D HEIDELB01
ECHE Code 2014-2020	29870-LA-1-2014-1-DE-E4AKA1-ECHE
Website	www.uni-heidelberg.de
ERASMUS Homepage	www.uni-heidelberg.de/erasmus

Institutional ERASMUS Coordinator	Mrs Alexandra Braye
Address	Seminarstr. 2, D - 69117 Heidelberg
Email	erasmus-koordinierung@zuv.uni-heidelberg.de
Telephone	+49 6221 542489
Fax	+49 6221 542332
Departmental Coordinators	www.uni-heidelberg.de/ international/erasmus/fachkoordinatoren/
First Contact for Erasmus Incoming Students	Ms Ganna Harms Incoming-erasmus@zuv.uni-heidelberg.de +49 6221 542495
Course Catalogue	http://lsf.uni-heidelberg. de/qisserver/rds?state=user&type=0

B. Mobility numbers per academic year

-> See Agreement

C. Recommended language skills

We do NOT require any official certificates. But we do expect Erasmus students to be sufficiently proficient in German in order to be able to successfully cope with academic work (language level **B1**), due to the fact that the majority of courses and lectures in Heidelberg are taught in German.

Other language requirements: For example English language skills (**B2**) required for the Master "Molecular Biosciences"; Japanese language skills for the Master of "Japanese Studies".

D. Additional requirements

Contact for Students with disabilities	Blanche Brinken / Anja Maria Münz handicap@zuv.uni-heidelberg.de Tel.: 49 6221/54 -3840 / 2362
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E. Calendar

1.

<u>Winter Term 2016/17:</u>	term dates: 01.10.2016 – 31.03.2017 lecture dates: 17.10.2016 – 11.02.2017
<u>Summer Term 2017:</u>	term dates : 01.04.2016 - 30.09.2016 lecture dates : 18.04.2017 - 29.07.2017
Deadline for Nominations	Winter term: 15 th May Summer term: 15 th November
Deadline for Application Forms (after the online application students have to print out the application form and send it via regular mail signed and stamped)	Winter term: 15 th June Summer term: 15 th December
2. The receiving institution will send its decision within 6 weeks.	
3. A Transcript of Records will be issued by the receiving institution no later than the end of the semester after the students have fulfilled the course requirements in a timely manner and provided the necessary documentation to the Departmental Coordinators in Heidelberg.	
4. The agreements should be cancelled one year in advance (Sept. 1 st for the next academic year)	

F. Information

1. Course Types and Grading systems Heidelberg University

Vorlesung	<i>Lecture</i>
Übung	<i>Exercise</i>
Proseminar	<i>Basic seminar</i>
Hauptseminar	<i>Advanced seminar</i>
Oberseminar	<i>Advanced seminar for degree candidates</i>
Tutorium	<i>Tutorial</i>
Praktikum	<i>Practical</i>
Repetitorium	<i>Examination review course</i>

COURSE REQUIREMENTS

Klausur	<i>Written examination</i>
Abschlußklausur	<i>Final examination</i>
Mündliche Prüfung	<i>Oral examination</i>
Referat	<i>Seminar paper / presentation</i>
Hausarbeit	<i>Term paper</i>
Protokoll	<i>Taking of minutes</i>

GRADING SYSTEM

1 = sehr gut	<i>very good (best possible grade, an excellent achievement)</i>
2 = gut	<i>good (well above average)</i>
3 = befriedigend	<i>satisfactory (average, meets all requirements)</i>
4 = ausreichend	<i>sufficient (pass)</i>
5 = nicht ausreichend	<i>deficient (fail)</i>
unbenoteter Schein	<i>pass (P)</i>

Please note that this grading system may slightly differ in the departments

2. Visa and 3. Insurance

Information on visa procedures can be found here:

www.uni-heidelberg.de/university/life/entry.html

and here: www.uni-heidelberg.de/international/erasmus/incoming/residence_permit.html

Concerning insurance matters see our ERASMUS Homepage:

www.uni-heidelberg.de/international/erasmus/incoming/health_insurance.html

4. Housing

Accommodation Office	Zimmervermittlung Seminarstraße 2, D - 69117 Heidelberg aaazimmer@zuv.uni-heidelberg.de +49-6221 542497 www.uni-heidelberg.de/international/erasmus/zimmerboerse/
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