



**Erasmus +
Contact Information 2018-2019
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
E-mail	erasmus-koordinierung@zuv.uni-heidelberg.de
Telephone	+49 6221 5412731
Fax	+49 6221 5412789
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 5412744
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

Generally: German B1 (for courses taught in German), English B2 (for courses taught in English).

Please note that some departments might have differing language prerequisites. Please refer to the departmental coordinators directly for further information.

D. Additional requirements

Contact for Students with disabilities	http://www.uni-heidelberg.de/studium/kontakt/handicap/allgemein/kontakt.html
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E. Calendar

1.

<u>Winter Term 2018/19:</u>	term dates: 01.10.2018 – 31.03.2019 lecture dates: 16.10.2018 – 10.02.2019
<u>Summer Term 2019:</u>	term dates : 01.04.2019 – 30.09.2019 lecture dates : 16.04.2019 – 28.07.2019
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. 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 5412759 http://www.uni-heidelberg.de/international/erasmus/accommodation/
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