

Annex to Erasmus+ Inter-Institutional Agreement

Institutional Fact Sheet 2016/17

1. Institutional Information

1.1. Institutional details

Name of the institution	Universität Stuttgart – University of Stuttgart
Erasmus Code	D STUTGA01
EUC	28252-IC-1-2007-1-DE-ERASMUS-EUCX-1
Website Institution	http://www.uni-stuttgart.de/
Website International Office	http://www.ia.uni-stuttgart.de/
Online course catalogue	http://www.lsf.uni-stuttgart.de/

1.2. Main contacts

Contact person	Ms Katja Schuster
Responsibility	Erasmus Institutional Coordinator Contact person for Erasmus partners and inter-institutional agreements Contact person for Erasmus outgoing students and staff Contact person for Erasmus incoming staff
Contact details	Phone: +49 711 685 68553 - Fax: +49 711 685 58553 - Email: schuster@ia.uni-stuttgart.de

Contact person	Ms Melanie Schillo
Responsibility	General Erasmus incoming enquiries Contact person for Erasmus incoming students
Contact details	Phone: +49 711 685 68566 - Fax: +49 711 685 68600 - Email: incoming@ia.uni-stuttgart.de

2. Detailed requirements and additional information

C. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	German	B1 (at the beginning of the exchange) + participation in the intensive German course at the University of Stuttgart
Student Mobility for Studies	Any	English	B2 (at the beginning of the exchange)
Staff Mobility for Teaching	Any	German	B2
Staff Mobility for Teaching	Any	English	B2

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

D. Additional requirements

Bachelor/Master Thesis:

Incoming students, who would like to write a Bachelor or Master thesis in the field of **Engineering** at our university, will have to apply for a 1-year exchange (2 semesters) *:

- 1st semester: The incoming student will take courses and look independently for a thesis topic and a supervisor during the exchange semester (or before). Please note that the Office of International Affairs and the Erasmus departmental coordinators are not able to assist in finding a suitable thesis topic and supervisor.
- 2nd semester: The incoming student may write the thesis, if he/she has found a thesis topic and supervisor. If not he/she will be able to take courses at our university instead or write the thesis at e.g. the home institution.

* This regulation applies to all partner institutions and incoming students, unless there is a special pre-approval by the hosting institute/department of the University of Stuttgart.

Special Needs:

Students and staff with disabilities are welcome to apply for an Erasmus exchange to our university. Our university is generally able to accommodate students and staff with disabilities upon request. Please make sure to inform us about the special needs of your students and staff well ahead of time.

E. Calendar

1. Application Deadlines

Applications of nominated students must reach our institution by:

Autumn term	May 1 st
Spring term	December 1 st

2. Decision Response

We will send our decision within ~6 weeks.

3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

F. Additional information

1. Grading system

The University of Stuttgart awards so-called *Leistungspunkte (LP)* = credit points for their Bachelor and Master courses. These credit points are equivalent to ECTS. More information on the ECTS system may be found on the following website: <http://www.ia.uni-stuttgart.de/internat/bewerber/program/ects/>

Incoming students receive documents verifying successful participation in a course, the so-called *Scheine*. These have to be submitted to the Erasmus departmental coordinators before the end of the exchange. The departmental coordinators will then issue the students' transcripts of records.

grade	in words	corresponding to
1,0 - 1,5	<i>sehr gut</i>	excellent (seldom achieved)
1,6 - 2,5	<i>gut</i>	very good (well above average)
2,6 - 3,5	<i>befriedigend</i>	satisfactory (fulfilling all normal requirements)
3,6 - 4,0	<i>ausreichend</i>	sufficient (meeting requirements despite weakness; 4,0 = pass)
4,1 +	<i>mangelhaft</i>	fail

2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Contact person	Ms Melanie Schillo
Responsibility	General Erasmus incoming enquiries Contact person for Erasmus incoming students
Contact details	Phone: +49 711 685 68570 - Fax: +49 711 685 68600 - Email: schillo@ia.uni-stuttgart.de
Website	http://www.ia.uni-stuttgart.de/internat/bewerber/program/visa/

3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Ms Melanie Schillo
Responsibility	General Erasmus incoming enquiries Contact person for Erasmus incoming students
Contact details	Phone: +49 711 685 68570 - Fax: +49 711 685 68600 - Email: schillo@ia.uni-stuttgart.de
Website	http://www.ia.uni-stuttgart.de/internat/studierende/practical/insurance/

4. Housing

Our institution will support incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Contact person	Ms Melanie Schillo
Responsibility	General Erasmus incoming enquiries Contact person for Erasmus incoming students
Contact details	Phone: +49 711 685 68570 - Fax: +49 711 685 68600 - Email: schillo@ia.uni-stuttgart.de
Website	http://www.ia.uni-stuttgart.de/internat/studierende/practical/accomm/

5. Academic Calendar: http://www.ia.uni-stuttgart.de/internat/bewerber/program/academical_calendar/

	Autumn term	Spring term
Intensive German Course	September – mid-October	March – mid-April
Lecture period	mid-October – mid-February	mid-April – mid-July
Exam period	mid-February – mid-April	mid-July – mid-October



Stuttgart, 01.10.2015