



**ERASMUS +  
Contact Information 2015-2016  
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	<a href="http://www.uni-heidelberg.de">www.uni-heidelberg.de</a>
ERASMUS Homepage	<a href="http://www.uni-heidelberg.de/erasmus">www.uni-heidelberg.de/erasmus</a>

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

## 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 <a href="mailto:handicap@zuv.uni-heidelberg.de">handicap@zuv.uni-heidelberg.de</a> Tel.: 49 6221/54 -3840 / 2362
--	--

## E. Calendar

### 1.

<u>Winter Term 2015/16:</u>	term dates: 01.10.2015 – 31.03.2016 lecture dates: 12.10.2015 – 06.02.2016
<u>Summer Term 2016:</u>	term dates : 01.04.2016 - 30.09.2016 lecture dates : 18.04.2016 - 30.07.2016
Deadline for Nominations	Winter term: 15 <sup>th</sup> May. Summer term: 15 <sup>th</sup> 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 <sup>th</sup> June. Summer term: 15 <sup>th</sup> 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 <sup>st</sup> 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](http://www.uni-heidelberg.de/university/life/entry.html)

and here: [www.uni-heidelberg.de/international/erasmus/incoming/residence\\_permit.html](http://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](http://www.uni-heidelberg.de/international/erasmus/incoming/health_insurance.html)

### **4. Housing**

<b>Accommodation Office</b>	Zimmervermittlung Seminarstraße 2, D - 69117 Heidelberg <a href="mailto:aaazimmer@zuv.uni-heidelberg.de">aaazimmer@zuv.uni-heidelberg.de</a> +49-6221 542497 <a href="http://www.uni-heidelberg.de/international/erasmus/zimmerboerse/">www.uni-heidelberg.de/international/erasmus/zimmerboerse/</a>
-----------------------------	---