



STUDENT EXCHANGE FACT SHEET (2022/23)

Name of Institution	Heidelberg University
Website of Institution	http://www.uni-heidelberg.de/index_e.html

Contact Information

Name of International Office	Dezernat Internationale Beziehungen/International Relations Office (IRO)	
Address	Postal address: Seminarstr. 2 69117 Heidelberg Deutschland Tel.: +49 6221 54-12741 Fax: +49 6221 54- 12789	Visiting address: Fischmarkt 2 69117 Heidelberg Deutschland
Studying at Heidelberg University & Study programs	https://www.uni-heidelberg.de/en/study https://www.uni-heidelberg.de/en/study/all-subjects	
Website for exchange students	www.uni-heidelberg.de/international-exchange	
Heads of International Office (name & position)	Dr. Joachim Gerke (Director) aaa@zuv.uni-heidelberg.de Tel.: +49 6221 54- 12700	
Coordinators for exchange program (name / position / contacts)	Dr. Enrico Boccaccini (Mr.) (Programme Manager) enrico.boccaccini@zuv.uni-heidelberg.de Tel.: +49 6221 54-12737	
Assistants incoming	Gabi Koehler/ Charlotte Schuberth exchange2@zuv.uni-heidelberg.de	

Student Exchange Information

Beginning and end of lectures (examination dates <i>not</i> included!)	<u>Semester 1 (wintersemester)</u> October 17, 2022 till February 18, 2023	<u>Semester 2 (summer semester)</u> April 17, 2023 till July 29, 2023
Expected arrival dates for exchange students	Semester 1: Early October (early September for language course)	Semester 2: Early April (early March for language course)
Orientation programme	Semester 1: The week before the term starts	Semester 2: The week before the term starts
Buddy programme	The International Relations Office offer a buddy programme for new students.	You can contact them via email: International Relations office: buddy-programm@zuv.uni-heidelberg.de
Application deadlines	Application for winter semester: June 15 Application for summer semester: December 15	
Application procedures	<ol style="list-style-type: none"> 1) Please nominate selected students before May 15 or November 15 (via e-mail or letter) indicating the name, study level, discipline, length of stay, e-mail address 2) Online application open from May 15 to June 15 (WS) or November to December 15 (SS). We will contact nominees, asking them to register in our database. 3) Further information: https://www.uni-heidelberg.de/en/study/international-studies/studying-in-heidelberg/destination-heidelberg/preparing-your-stay 	
Application materials	<ol style="list-style-type: none"> 1) Application form for admission as exchange student 2) Transcript 3) Copy of Passport 4) Photo 5) invitation letter of academic supervisor at Heidelberg University (PhD candidates only) 6) certificate of exmatriculation (if they studied at a German university before) 	
Supporting documents required for enrolment	For academic enrolment: <ol style="list-style-type: none"> 1) Passport 2) Proof of health insurance 3) Admission letter 	
Visa requirements	Please check the information on the visa requirements given by the German embassy.	
Courses available to exchange students	Course list: http://lsf.uni-heidelberg.de/ The language of instruction is indicated in the column next to the lecture's content.	
Restricted disciplines for exchange students	The Faculty of Medicine is not open to exchange students. Limited access to English taught MA Courses (admission needs to be negotiated with the relevant department on individual basis)	
Maximum number of units/credits that a full-time exchange student can study each semester	30 ECTS maximum	

Housing

Accommodation	<p>Student residences at Heidelberg University are administered by the <i>Studierendenwerk</i>, an independent organisation providing various services to the student population. Although the number of available rooms is quite limited (only ~15 per cent of all Heidelberg students can be housed in student residences), the <i>International Relations Office</i> cooperates with the <i>Studierendenwerk</i> to secure rooms in student residences for international exchange students coming to Heidelberg.</p> <p>Students usually stay in single rooms sharing kitchen and bathrooms in groups of 2 – 4, or in dormitories with kitchens and bathrooms on each floor. There is also a small number of single apartments available. The residences are located in different parts of the city and very close to public transport. Shopping areas are usually nearby. More detailed information about student residences (including pictures of each residence) is available online at http://www.studentenwerk.uni-heidelberg.de/zv_portal/zv</p>
Application procedure for housing	No separate housing application for exchange students. Please see the application form for admission and tick the relevant box
Other facilities for students	Sports centre, swimming pool, library, computer centre, cafeteria

Fees and Others

Do students need to pay any other fees?	Student Service fee (currently): € 101,80
Monthly costs (for reference only)	(1) Housing: from € 250 to € 499 (2) Meals: ~ € 3 for a warm meal in the canteen/"Mensa" (3) Transportation: ~ € 175 for the so called "Semesterticket" Others: living expenses ~ € 200-300

Insurance

Health insurance requirements	Sufficient health insurance required, e.g. student state health insurance: www.uni-heidelberg.de/en/international-affairs/erasmus/incoming/insurance-and-financial-matters
-------------------------------	---

Admission letter and Transcripts

When will students receive the acceptance letter?	July resp. January
When will transcript be released?	After students present their records (Scheine) to the Coordinator at IRO

General information about Heidelberg University

Name of the University:

Ruprecht-Karls-Universität Heidelberg (Heidelberg University)

Founding year:

1386 (Germany's oldest university)

Brief Information about the University:

Heidelberg University sees itself as a research university with a strong international orientation. Besides enhancing its disciplinary strengths, the University places special emphasis on maintaining the dialogue across traditional subject boundaries. Numerous great minds have learned, taught and conducted research at Heidelberg University. The oldest German university has thus played an important part in shaping science and society since its founding in 1386. Heidelberg University has twelve faculties with a total of more than 29,000 students and a research and teaching staff of more than 5,000 scientists - among them 420 professors. <http://www.uni-heidelberg.de/>

Address:

Heidelberg University, International Relations Office, Seminarstr. 2, 69117 Heidelberg, Germany

Contact Person and position:

Mr. Oliver Piller, Exchange Coordinator
E-Mail: oliver.piller@zuv.uni-heidelberg.de
Tel: +49-6221-54 12734
Fax: +49-6221-54 12789

Facts and Figures:

Students (term 16/17)	30,787
Foreign students (term 15/16)	5,793 (18.8%)
Doctorates (2015)	1,210
Habilitations (2015)	104

Total number of staff (1 Dec. 2015) 13,449

University, excl. medical faculties	7,632
Total number of professorships	452
Total number of academic staff	5,584

Website:

<http://www.uni-heidelberg.de>

Website for exchange-related information:

http://www.uni-heidelberg.de/international/index_e.html

For nominated exchange students:

http://www.uni-heidelberg.de/courses/prospective/admission_int/guide/online_guide_index.html

Website for Covid-19 updates at Heidelberg University:

<https://www.uni-heidelberg.de/en/newsroom/information-about-the-coronavirus>

Academic Calendar and Key Dates:

<https://www.uni-heidelberg.de/en/study/management-of-studies/key-dates-deadlines>

<https://www.uni-heidelberg.de/en/study/management-of-studies/key-dates-deadlines/further-semesterdates>

Duration of exchange:

Semester students and yearlong students are accepted.

Programs or courses, which are not open to exchange students:

Modules from Faculty of Medicine, Faculty of Dentistry are not open to exchange students. For other restrictions and general information, please refer to:

<https://www.uni-heidelberg.de/en/study/international-studies/studying-in-heidelberg>

Website for course information:

<http://www.uni-heidelberg.de/studium/imstudium/vorlesungen/>

→ or browse the online system LSF:

1. Please go to the website: <https://lsf.uni-heidelberg.de/>
2. Please click on the British flag symbol in the right upper corner.
3. Please click on "courses" in the left upper corner.
4. Please click on "Search for Lectures".
5. Please choose "English" in the drop down menu behind "Language of instruction"
6. Please click "Start Search"
7. Now you should be able to see all the results.

The courses offered each semester might vary.

Language of instruction:

In general German with a few courses taught in English (unfortunately, no list available)

Level of German proficiency requirement:

In general, teaching and examinations are conducted in German. Students should therefore have a solid knowledge of German in order to effectively follow your courses.

Students who need additional support regarding their German language proficiency are offered a large variety of different language programs at the University's International Study Center. It offers an intensive four-weeks' language course before the start of the semester as well as language instruction during the semester, supplementing regular university courses. An overview of the courses offered can be found at:

http://www.isz.uni-heidelberg.de/e_index.html

Additionally, the International Relations Office organizes various language tutorials for international students and provides a tandem service for students who wish to improve their level of class participation.

Exchange students whose language proficiency is not sufficient for taking part in university courses in their subject may be admitted to a full-time German language course upon prior consultation with the *International Relations Office* (20 hours of teaching per week). The course fee for the full-time German language course for students on levels from A1.1 to A2.2 will be covered by the International Relations

Office of Heidelberg University. For students on level B1.1 there are general German language courses for 4 to 8 hours a week, supplementing the university course. In individual cases students on this level can participate in the full-time German language course after prior consultation with the exchange coordinator.

Can exchange students be allowed to join courses in fields they are not enrolled in?

In general this is possible after prior consultation with the teaching professor. The professor's approval is necessary. Without profound knowledge of the subject or the language of instruction expectations to successfully pass the course should be lowered. Credits are usually only awarded for courses passed successfully. Prior consultation with the professor is strongly advised.

Pre-semester German language courses:

Do you offer pre-sessional German language course to exchange students?

Yes.

URL :

http://www.isz.uni-heidelberg.de/e_index.html *Do you ask exchange students to pay tuition?*

Nominated exchange students do not need to pay tuition.

Are students allowed to take cross-faculty modules? Yes.

Is on-campus housing available for exchange students? Yes.

Are exchange students required to purchase a compulsory medical insurance plan?

Students have to be informed that all hospital and other medical expenses are the responsibility of the student, and that each student must purchase insurance to cover medical contingencies while in the host country.

Health Insurance:

Health insurance is compulsory for all Heidelberg University students.

You must either have sufficient insurance coverage from your country of residence or apply for insurance in Heidelberg.

All international students under the age of 30 have the possibility to take our German state health insurance for students (approx. 600 Euro /Semester; 100 Euro per month).

Please note: Even if you sign a German state health insurance contract in March/September, and take care of your enrolment at the beginning of March/ September, your insurance coverage will be effective as of April/ October 1st as this is the official start date for the summer semester/winter semester. For this reason, we strongly recommend that you bring extra insurance coverage from home for the period between your arrival and April/October 1st.

Please note! For students staying longer than one semester the public authority responsible for aliens will require German state health insurance in order to issue a residence permit. Health insurance coverage from their home country will not be accepted for those students by the authority.

Student Casualty Insurance:

With your enrolment, you are covered as part of the statutory casualty insurance during all activities that are directly connected to your studies (e.g. the way to and back from the university).

For more information please see:

<http://www.studentenwerk.uni-heidelberg.de/en> -> Advice & Service -> Insurance

Liability insurance:

Students are strongly recommended to take out personal liability insurance as well. Liability insurance covers cases in which the property of a third party is damaged or their person injured (e.g. from a bike accident or as a pedestrian). This type of insurance can be taken out in Germany after your arrival or in your country of residence. (Costs between € 40 and € 50 per year)

Please note! In future it may become mandatory to purchase student health insurance in Germany even if the student stays for only one semester.

Is a medical report required?

No.

Suggested Arrival Date:

Suggested arrival dates depend on the semester plan and will be sent by email to each student within reasonable time after Heidelberg University received the application. Usually, suggested arrival dates are the first or second working day (not on weekends or holidays) of the month in which the personal study plan of the exchange student starts. The latter depends on if the student will attend the preparatory German language course or not.

Application procedure:

Partners are required to send a letter of nomination together with the duly filled application forms and together with an official transcript of records for each student nominated for exchange to Heidelberg University. The letter of nomination can be a cover letter giving the names and details of the nominated students.

Please note! Arrivals in March or September are only possible for students participating in the Preparatory German language course.

Application materials:

Application materials will be sent to the partners via email. For winter semester application materials will be sent end of April and for summer semester application material will be sent end of October.

Application and nomination deadlines every year:

Applications for winter semester: June 15

Applications for Summer semester: December 15

Supporting documents required to be submitted with exchange application:

Please send the nomination sheet (excel file) via email to the program coordinator at Heidelberg University via email.

Application to the __st university semester in Germany:

For students who have never been enrolled at a German university before it is always "Application to the 1st university semester in Germany". Students who would have been enrolled at a German university before would have to add those to the number. E.g. students who studied 1 semester at a German university before would write "Application to the 2nd university semester in Germany", students who studied 2 semester at a German university before would write "Application to the 3rd university semester in Germany" and so on.

However, if the student had been enrolled at a German university before we need the student to add the

certificate of removal from the register of students (German: Exmatrikulationsbescheinigung) to the application documents.

When will the official transcripts be ready?

Fall Semester: approximately two months after the completion of the semester.

Spring Semester: approximately two months after the completion of the semester.

Information on cost of living:

[http://www.uni-](http://www.uni-heidelberg.de/courses/prospective/admission_int/guide/predeparture_information.html#financial)

[heidelberg.de/courses/prospective/admission_int/guide/predeparture_information.html#financial](http://www.uni-heidelberg.de/courses/prospective/admission_int/guide/predeparture_information.html#financial)

Financial Planning:

Please refer to the information given on this website:

http://www.uni-heidelberg.de/courses/prospective/admission_int/guide/predeparture_information.html

On average, the cost of living and studying in Heidelberg comes to about € 850 - € 900 per month. Please be aware that you will have additional expenses at the beginning of your stay.

In order to receive a residence permit, you need to present to the Ausländerbehörde (local foreigner's registration office) a statement of financial support proving that you have at least € 861 to live on for each month of your stay. This can be either a bank statement, a notarized parental letter or a scholarship certificate.

Useful website for exchange students:

http://www.uni-heidelberg.de/courses/prospective/admission_int/guide/online_guide_index.html

Accommodation for exchange students:

What options are available for exchange students?

Student residences: Student residences at Heidelberg University are administered by the *Studierendenwerk*, an independent organization providing various services to the student population. Although the number of available rooms is quite limited (only 13 per cent of all Heidelberg students can be housed in student residences), the *Akademisches Auslandsamt* cooperates with the *Studierendenwerk* to secure rooms in student residences for international exchange students coming to Heidelberg. The *Studierendenwerk* maintains a large variety of student residences. Almost all of them were built after 1983 or have recently been renovated (many of the buildings in the Altstadt are renovated heritage properties). Students usually stay in single rooms sharing kitchen and bathrooms in groups of 2 – 4, or in dormitories with kitchens and bathrooms on each floor. There is also a small number of single apartments available. The residences are located in different parts of the city and very close to public transport. Shopping areas are usually nearby. More detailed information about *Studierendenwerk* student residences (including pictures of each residence) is available on-line at <http://www.studentenwerk.uniheidelberg.de/wohnen>

In some of the dormitories internet access is available but this cannot be guaranteed. Further, the internet access in the dorms is usually cable bound and only a few have wireless LAN access. Internet access is not available in some dormitories located in Heidelberg's old town (*Altstadt*).

How should exchange students apply for accommodation? (Only bilateral agreements)

Please check the respective box in the online application system. ***Students who have special housing needs due to a disability, allergy or other health problems should indicate this on their application.***

Please indicate the maximum number of credits exchange students can take per semester: In general there is no restriction of ECTS (credit points) a student can take per semester at Heidelberg University. However, we suggest exchange students not take more than 15 to 30 ECTS per semester.