

# Annex to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet

### 1. Institutional Information

#### 1.1. Institutional details

<b>Name of the institution</b>	<b>Universität Bielefeld</b>
Erasmus Code	D BIELEFE 01
EUC	
Institution website	<a href="http://www.uni-bielefeld.de">http://www.uni-bielefeld.de</a>
Online course catalogue	<a href="http://www.uni-bielefeld.de/ekvv">http://www.uni-bielefeld.de/ekvv</a>

#### 1.2. Main contacts

<b>Contact person</b>	Ms. Karin Kruse, M.A.
<b>Responsibility</b>	ERASMUS+ Institutional Coordinator Contact person for Erasmus + partners
<b>Contact details</b>	Phone: +49-521-106-4087, Fax: +49-521-106-6439, Email: <a href="mailto:karin.kruse@uni-bielefeld.de">karin.kruse@uni-bielefeld.de</a>

<b>Contact person</b>	Ms. Sabine Scheuer, M.A.
<b>Responsibility</b>	Contact person for incoming students
<b>Contact details</b>	Phone: +49-521-106-2426, Email: <a href="mailto:sabine.scheuer@uni-bielefeld.de">sabine.scheuer@uni-bielefeld.de</a>

<b>Contact person</b>	Ms. Monika Bokermann, Dipl.-Soz. Päd.
<b>Responsibility</b>	Contact person for outgoing students
<b>Contact details</b>	Phone: +49-521-106-67302, Email: <a href="mailto:monika.bokermann@uni-bielefeld.de">monika.bokermann@uni-bielefeld.de</a>

### 2. Detailed requirements and additional information

#### 2.1. Recommended language skills

The sending institution, following agreement with the receiving 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 of instruction 1	Language of instruction 2	Recommended level of language of instruction 1 or 2
Student Mobility for Studies	Educational Science	BA: German	MA: German/English	German/English Minimum B1
Staff Mobility for Teaching or Training	Applies to all fields of teaching and training		German/English or another language of instruction	Minimum B2

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

The language of instruction at Bielefeld University is German. Exception: all courses in British/American Studies and some international track courses in Educational Science, Sociology/Politics and Informatics are taught in English; also some MA courses in Social, Computer and Natural Sciences. Please refer to the course catalogue: [http://ekvv.uni-bielefeld.de/kvv\\_publ/publ/Englische.jsp](http://ekvv.uni-bielefeld.de/kvv_publ/publ/Englische.jsp)

## 2.2. Additional requirements

Applies to	Additional requirements
SMS Incoming students	Incoming students are required to take part in the welcome and orientation program with intensive German language courses that takes place before the beginning of classes.

### Infrastructure to welcome students and staff with disabilities:

Contact	Information
The rectorate's representative in charge of disabled/handicapped persons: Prof. Dr. Jacoby, email: <a href="mailto:florian.jacoby@uni-bielefeld.de">florian.jacoby@uni-bielefeld.de</a> Service for students with disabilities and chronic illness (RSB)	<a href="http://www.uni-bielefeld.de/handicap">www.uni-bielefeld.de/handicap</a> <a href="http://www.rsb-bielefeld.de">www.rsb-bielefeld.de</a>

## 2.3. Calendar

### 2.3.1. Nomination Deadlines

<b>Autumn term</b>	June, 15
<b>Spring term</b>	December, 15

Students who are nominated by their home university coordinators per mail to the International Office at Bielefeld University will receive a mail with information about the online registration process.

### 2.3.2. Decision Response

We send out letters of admission a few weeks after having received the printout of the online registration resp. application of admission (= Antrag auf Zulassung).

### 2.3.3. Transcripts of Records

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

### 3. Additional information

#### 3.1. Grading system

Grades at Bielefeld University	Description
1,0	A Excellent
1,3	B Very good
1,7; 2,0; 2,3	C Good
2,7; 3,0; 3,3	D Satisfactory
3,7; 4,0	E Sufficient
5,0	F Fail
Bestanden/completed	Passed with success (not graded)

#### 3.2. 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:

<b>Contact person</b>	Ms. Sabine Scheuer
<b>Responsibility</b>	Contact person for incoming students
<b>Contact details</b>	Phone: +49-521-106-2426, Email: sabine.scheuer@uni-bielefeld.de
<b>Website</b>	<a href="http://www.uni-bielefeld.de/International/Students/non-degree/preparations">www.uni-bielefeld.de/International/Students/non-degree/preparations</a>

#### 3.3. 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](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:

<b>Contact person</b>	Ms. Sabine Scheuer
<b>Responsibility</b>	Contact person for incoming students
<b>Contact details</b>	Phone: +49-521-106-2426, Email: sabine.scheuer@uni-bielefeld.de
<b>Website</b>	<a href="http://www.uni-bielefeld.de/International/Students/non-degree/upon-arrival/health-insurance.html">www.uni-bielefeld.de/International/Students/non-degree/upon-arrival/health-insurance.html</a>

#### 3.4. Housing

Our institution will guide 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:

<b>Contact person</b>	Accommodation Service
<b>Responsibility</b>	Housing arrangements
<b>Contact details</b>	Phone: +49-521-106-2487, Email: wohnen-io@uni-bielefeld.de
<b>Website</b>	<a href="http://www.uni-bielefeld.de/International/Students/non-degree/preparations/wohnen.html">www.uni-bielefeld.de/International/Students/non-degree/preparations/wohnen.html</a>