



## General Information Sheet for Incoming Exchange Students

<b>University</b>	
<b>Name of University</b>	<b>Friedrich-Alexander-Universität Erlangen-Nürnberg</b>
<b>Country</b>	Germany
<b>Erasmus Code</b>	D ERLANGE01

<b>Contact Information</b>	
Postal address	Central Office for International Affairs, Schlossplatz 4, 91054 Erlangen, Germany
Visitor address	Central Office for International Affairs, corner Halbmondstr. 6 - Schlossplatz 3, 91054 Erlangen, Germany
Fax number	+49 (0) 9131-85-24004
Head	(Mrs) Dr Brigitte Perlick
Phone number	+49 (0) 9131-85-24801
Email address	<a href="mailto:brigitte.perlick@fau.de">brigitte.perlick@fau.de</a>
University homepage (in German)	<a href="http://www.fau.de">www.fau.de</a>
University homepage (in English)	<a href="http://www.fau.eu">www.fau.eu</a>
Homepage of the Central Office for International Affairs	<a href="http://www.fau.eu/international">www.fau.eu/international</a>
Homepage for exchange students (Incomings)	<a href="http://www.fau.eu/international/from-abroad/exchange-students">www.fau.eu/international/from-abroad/exchange-students</a>
Advisor for exchange students- ERASMUS- Incomings	(Mrs) Maija Hocke, <a href="mailto:maija.hocke@fau.de">maija.hocke@fau.de</a> +49 (0) 9131-85-25795
Advisor for exchange students- Non-ERASMUS- Incomings and Scholars	(Mrs) Elzbieta Garza, <a href="mailto:elzbieta.garza@fau.de">elzbieta.garza@fau.de</a> +49 (0) 9131-85-24820
Bilateral agreements	(Mrs) Boryana Klinkova, <a href="mailto:boryana.klinkova@fau.de">boryana.klinkova@fau.de</a> +49 (0) 9131-85-25786



<b>Academic Information</b>	
Language of instruction	German, some programmes in English (few courses in French or Spanish)
Degree programmes available in English	Master in Advanced Materials and Processes, Master in Advanced Optical Technologies (MAOT), Master in Computational Engineering, Master in Chemical and Bioengineering, Master in Molecular Science, Master in Physical Activity and Health, Master in Systems of Information and Multimedia Technology
Modules in English	Some modules are taught in English in different departments: Political Science, Social Sciences, Economics, Engineering
Information about degree programmes	<a href="http://www.fau.eu/studying/degree-programmes/overview.shtml">www.fau.eu/studying/degree-programmes/overview.shtml</a>
Syllabi	<a href="http://univis.uni-erlangen.de">http://univis.uni-erlangen.de</a> , click "Vorlesungsverzeichnis"
Course registration for exchange students	Will be clarified upon arrival
Credits generally required for one semester of studies	30 ECTS
Credits generally required for one year of studies	60 ECTS
Information about European Credit Transfer System ECTS	<a href="http://www.fau.eu/international/from-abroad/exchange-students/ects">www.fau.eu/international/from-abroad/exchange-students/ects</a>
Transcript of Records	Not delivered automatically. Incoming students should ask for a transcript before leaving Germany
Language courses during the semester (cost, credits, etc.)	German language courses for international students are free of charge. All other language courses cost €20 a semester hour (e.g. one course with two semester hours per week costs €40 for the whole semester)
(Strongly recommended) Pre-semester Intensive German Language Course	The three-week Intensive German Language Course takes place in March and September. It costs €150 for Erasmus students and €250 for non Erasmus students (the price includes the books used). 5 ECTS credits can be obtained. <a href="http://www.fau.eu/international/from-abroad/exchange-students/intensive-german-course">www.fau.eu/international/from-abroad/exchange-students/intensive-german-course</a>

<b>Application for Exchange Students</b>	
Application deadlines for exchange students	<b>15th May for coming winter semester</b> <b>15th November for coming summer semester</b>



Application procedure (5 steps)	<ol style="list-style-type: none"> <li>1. The home university selects the exchange students and sends the nominations (name, duration of stay, field of study and email address of the nominated students) by email to <a href="mailto:majja.hocke@fau.de">majja.hocke@fau.de</a> (ERASMUS) or <a href="mailto:elzbieta.garza@fau.de">elzbieta.garza@fau.de</a> (Non-ERASMUS).</li> <li>2. All nominated students will receive information explaining how to apply online.</li> <li>3. The students complete and submit the online application first.</li> <li>4. The students then print out the online form, sign it and send it together with the required documents as a <b>SCAN VIA EMAIL</b> to the person in charge (Mrs. Garza or Mrs. Hocke) (before the 15<sup>th</sup> of May or 15<sup>th</sup> of November).</li> <li>5. When we receive the completed application, we will process the admission. The students will be informed about their admissions by email and by post (letter of admission). The letter of admission must be brought to Germany.</li> </ol>
Documents required for incoming student applications	<ul style="list-style-type: none"> <li>• Printed application form</li> <li>• Copy of Secondary School Certificate (no translation)</li> <li>• Transcripts of Records for all academic years (university): in German or English</li> <li>• Proof of German language knowledge</li> <li>• Certificate of Enrolment at home university (no translation)</li> <li>• Actual photo</li> </ul>
German knowledge required	Level A2 of the Common European Framework of Reference for Languages or equivalent certificate of German language proficiency
Application information	<a href="http://www.fau.eu/international/from-abroad/exchange-students/application">www.fau.eu/international/from-abroad/exchange-students/application</a>
Application	Complete applications must be sent as a <b>SCAN VIA EMAIL</b> .
Courses/Programmes not available to exchange students	Limited access to Medicine and Law; consultation required

<b>Academic Calendar</b>	
Compulsory orientation courses for exchange incoming	<a href="http://www.fau.eu/international/from-abroad/exchange-students/orientation-course">www.fau.eu/international/from-abroad/exchange-students/orientation-course</a>
Winter semester Orientation course	First ten days of: September (if the student attends the language course) or October (if the student does not attend the language course)
Winter semester Lecture period	Middle of October to Middle of February
Winter semester Examination period	Middle of February to End of February



Summer semester Orientation course	First ten days of: March (if the student attends the language course) or April (if the student does not attend the language course)
Summer semester Lecture period	Middle of April (depending on Easter holidays) to Middle of July
Summer semester Examination period	Middle of July to End of July
Link to academic calendar (in German)	<a href="http://www.uni-erlangen.de/studium/zulassung/formulare/semesterplan">www.uni-erlangen.de/studium/zulassung/formulare/semesterplan</a>

<b>Housing</b>	
Housing options	Single rooms in student residences. Family apartments available for parents and/or married couples
Housing application deadlines	15 <sup>th</sup> June for accommodation starting winter semester 15 <sup>th</sup> December for accommodation starting summer semester
Application procedure	Online-application. The information about the application will be send to the students via email.  PLEASE DO NOT USE ANY OTHER LINKS. THE RIGTH LINK WILL BE SEND TO YOU AFTER YOU APPLIED FOR A STUDY PLACE AT THE UNIVERSITY OF ERLANGEN-NUERNBERG.
Accommodation costs per month	€140 - €240 depending on type of accommodation
Link to housing website	<a href="http://www.studentenwerk.uni-erlangen.de/wohnen/en/sok.shtml">http://www.studentenwerk.uni-erlangen.de/wohnen/en/sok.shtml</a>
General information about accommodation for exchange students	<a href="http://www.fau.eu/international/from-abroad/exchange-students/accommodation">www.fau.eu/international/from-abroad/exchange-students/accommodation</a>

<b>Additional Information</b>	
<u>Compulsory</u> enrolment fees	€42 a semester for the University Social Services (when the student comes from a partner university)
Tuition fees	Additional €500 a semester when the student does not come from a partner university
Buddy programme	<a href="http://www.fau.eu/international/from-abroad/exchange-students/buddyprogramme">www.fau.eu/international/from-abroad/exchange-students/buddyprogramme</a>
Faculties	<ul style="list-style-type: none"><li>- Faculty of Humanities, Social Sciences and Theology</li><li>- Faculty of Business, Economics and Law</li><li>- Faculty of Medicine</li><li>- Faculty of Sciences</li><li>- Faculty of Engineering</li></ul>



Travel health insurance	Recommended for non-EU citizens
Health insurance during the exchange stay	EU citizens keep their national (European) health insurance. Non-EU citizens have to buy a German statutory health insurance for students (approx. €78 monthly – registration after arrival in Germany).
Proof of finance	Non-EU citizens have to prove that they have at their disposal at least €760 monthly (scholarship + parents' support + .... [can be combined])
Visa for exchange students	EU citizens do not need any visa for Germany. Non-EU citizens need a visa <u>except when</u> :  1. They are citizens of one of the following countries: Australia, Brazil, Canada, Israel, Japan, Korea (South), New Zealand, USA  2. They live in a Schengen country and possess a valid residence permit for this Schengen country
Day nursery	Students with children can apply for the university day nurseries. Please inform us in advance.
Special facilities for disabled persons	Please inform us in advance.
<b>Complete Information Package</b>	<a href="http://www.uni-erlangen.org/international/from-abroad/exchange-students/downloads/Infopack_Austauschstud_EN_Jan13.pdf">www.uni-erlangen.org/international/from-abroad/exchange-students/downloads/Infopack_Austauschstud_EN_Jan13.pdf</a>

# Information Sheet: Transcript of Records

## ECTS-credits

ECTS, the *European Credit Transfer and Accumulation System*, was developed by the Commission of the European Community in order to provide common procedures to guarantee academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements, and transferring them from one institution to another.

In ECTS, 60 credits represent the workload of a full year of study; normally 30 credits are given for a semester. It is important that no special courses are set up for ECTS purposes, but that all ECTS courses are mainstream courses of the participating institutions, and followed by home students under normal regulations. Credits are awarded only when the course has been completed and all necessary examinations have been successfully taken.

When the student has successfully completed the study programme agreed upon by the home and host institutions, transfer of credit will take place. The student will then continue his or her studies at the home institution without any loss of time or credit. Transfer of credit is realized with a form (Transcript of Records) and by applying a special grading system in addition to the local grading system.

## German Grading System

According to the Examination Regulations, the grades to be used are as follows:

Grade	Mention	Explanation
1	Very good	Excellent performance
2	Good	Performance considerably above the average
3	Satisfactory	Performance meeting average requirements
4	Sufficient/Adequate	Performance meeting the requirements in spite of deficiencies
5	Unsatisfactory (failed)	Performance not meeting the requirements because of considerable deficiencies

Normally, these values are increased or decreased by 0.3 in order to give more precise results (the grades 0.7, 4.3 and 5.3 do not exist).

Grade	Mention	Explanation
1.0	Very Good	Passing grade
1.3	Very Good -	Passing grade
1.7	Good +	Passing grade
2.0	Good	Passing grade
2.3	Good -	Passing grade
2.7	Satisfactory +	Passing grade
3.0	Satisfactory	Passing grade
3.3	Satisfactory -	Passing grade
3.7	Sufficient/Adequate +	Passing grade
4.0	Sufficient/Adequate	Passing grade
4.3	Unsatisfactory	Failing grade
4.7	Unsatisfactory	Failing grade
5	Unsatisfactory	Failing grade

Furthermore, for modules requiring regular attendance but no exam, there is a special grade “TN” = **Teilnahme** = attendance which is a “pass” grade. If a student participates in a module that requires an exam but does not take it – that is, only his/her attendance is certified – no credits can be awarded.

1S = 1 semester; 2S = 2 semesters/academic year

#### Common US-American Mark Equivalences\*:

- (1.0) – excellent, seldom achieved → (A+)
- (1.3) – very good → (A)
- (1.7 to 2.3) – good, considered a (rather) good result → (A- to B)
- (2.7 to 3.3) – satisfactory → (B- to C)
- (3.7 to 4.0) – sufficient → (D)
- (5.0) – deficient, fail, no course certificate awarded → (F)

#### Common Mark Equivalences for Law and Legal Subjects\*:

German points	0 – 3	4 – 6	7 – 9	10 – 12	13 - 15	16 – 18
Equivalent English	fail	sufficient	satisfactory	good	very good	excellent
Equivalent French	insuffisant	passable	satisfaisant	assez bien	bien	excellent

\* These equivalences are for guidance only!