

Annex to Erasmus + Inter-Institutional Agreement
Institutional Fact Sheet 2019/20 + 2020/21

1. Institutional Information

1.1. Institutional details

Name of the institution	Universität Stuttgart – University of Stuttgart
Erasmus Code	D STUTTGA01
PIC	999974747
EUC	28252-IC-1-2007-1-DE-ERASMUS-EUCX-1
Address International Office	International Office, Pfaffenwaldring 60 (IZ), 70569 Stuttgart, Germany
Website Institution	https://www.uni-stuttgart.de/
Website International Office	https://uni-stuttgart.de/io
Online course catalogue	https://campus.uni-stuttgart.de/cusonline/webnav.ini

1.2. Main contacts

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

Contact person	Ms Anna Weiss and Ms Julia Vogl
Responsibility	General Erasmus incoming enquiries Contact person for Erasmus incoming students
Contact details	Phone Weiss: +49 711 685 68545 Phone Vogl : +49 711 685 68556 Fax: +49 711 685 68600 Email: incoming@ia.uni-stuttgart.de

Contact person	Ms Britta Goertz
Responsibility	Contact person for Erasmus outgoing and incoming staff
Contact details	Phone: +49 711 685 60944 Fax: +49 711 685 68600 Email: britta.goertz@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	Requires language of instruction level *	Participation in the intensive German course (course fee = € 250,-)
Student Mobility for Studies	Any	German	proof of C 1 (German) by the registration deadline	optional
			proof of B1 (German) or B 2 (German) by the registration deadline	optional, but highly recommended
			proof of A2 (German) by the registration deadline	mandatory
	Any	English: <ul style="list-style-type: none"> English taught Bachelor courses are rare English taught International MSc courses <u>on request only!</u> (study level: 3rd or 4th year) 	proof of B2 (English) and A1 (German) by the registration deadline	optional, but highly recommended
proof of B2 (English) by the registration deadline			mandatory	
Staff Mobility for Teaching / Training	Any	German / 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 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. Nomination, Registration and Application Deadlines

E-Mail Nomination by home institution of selected students must reach our institution by:

Autumn / Winter term	April 1 st
Spring / Summer term	October 1 st

Online Registration (Mobility-Online Portal) of nominated students must reach our institution by:

Autumn / Winter term	May 1 st
Spring / Summer term	November 1 st

Online Application (C@mpus Portal) of registered students must reach our institution by:

Autumn / Winter term	June 1 st
Spring / Summer 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.

ECTS credits	
1 full academic year	60 credits
1 semester	30 credits
1 term/trimester	20 credits

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 - 1,3	<i>sehr gut</i>	very good (seldom achieved)
1,4 - 2,3	<i>gut</i>	good (well above average)
2,4 - 3,3	<i>befriedigend</i>	satisfactory (fulfilling all normal requirements)
3,4 - 4,0	<i>ausreichend</i>	sufficient (meeting requirements despite weakness; 4,0 = pass)
4,1 - 5,0	<i>mangelhaft</i>	not sufficient / 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 Anna Weiss and Ms Julia Vogl
Responsibility	General Erasmus incoming enquiries Contact person for Erasmus incoming students
Contact details	Phone Weiss: +49 711 685 68545, Phone Vogl : +49 711 685 68556 Fax: +49 711 685 68600 - Email: incoming@ia.uni-stuttgart.de
Website	https://www.uni-stuttgart.de/en/study/international/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 Anna Weiss and Ms Julia Vogl
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Contact details	Phone Weiss: +49 711 685 68545, Phone Vogl : +49 711 685 68556 Fax: +49 711 685 68600 - Email: incoming@ia.uni-stuttgart.de
Website	https://www.uni-stuttgart.de/en/study/international/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 Anna Weiss and Ms Julia Vogl
Responsibility	General Erasmus incoming enquiries Contact person for Erasmus incoming students
Contact details	Phone Weiss: +49 711 685 68545, Phone Vogl : +49 711 685 68556 Fax: +49 711 685 68600 - Email: incoming@ia.uni-stuttgart.de
Website	<p>We are not able to provide rooms for the students during the Erasmus exchange period. Students have to find accommodation on their own. Please arrange your housing matters as early as possible. Further information about housing can be found here: https://www.uni-stuttgart.de/en/study/living-in-stuttgart/housing/</p> <p>We recommend strongly to apply as soon as possible at the Studierendenwerk Stuttgart for student dormitory: https://www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen</p> <p>Please note: You do not need to be officially admitted or enrolled to apply for student dormitory.</p>

5. Academic Calendar:

<https://www.student.uni-stuttgart.de/en/organizing-studies/semester-dates/>

	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, 07.01.2020 (ks)