

General Information Sheet for Incoming Exchange Students

Academic year 2016/17

| University | |
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| Name of University | Friedrich-Alexander-Universität Erlangen-Nürnberg |
| Country | Germany |
| Erasmus Code | D ERLANGE01 |
| Contact Information | |
| Postal address | Central Office for International Affairs, Schlossplatz 4, 91054 Erlangen, Germany |
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| Head | (Mrs) Dr Brigitte Perlick |
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| Email address | brigitte.perlick@fau.de |
| University homepage | www.fau.de (in German) |
| University homepage | www.fau.eu (in English) |
| Homepage of the Central Office for International Affairs | www.fau.eu/international |
| Homepage for exchange students (Incomings) | www.fau.eu/international/international-applicants/semester-abroad-at-fau |
| Advisor for exchange students and Double Degree student – EUROPE (Incomings) | (Mrs) Maija Hocke (Ms) Yvonne Wöhner, incoming-students@fau.de +49 (0) 9131-85-65146 |
| Advisor for exchange students and Double Degree Students - Non-EUROPE and CsF-Scholars (Incomings) | (Mrs) Christine Kalla-Harnisch, christine.kalla@fau.de +49 (0) 9131-85-65147 |
| Erasmus Institutional Co-ordinator | (Mrs) Bianca Köndgen, bianca.koendgen@fau.de +49-(0) 9131-85-65165 |
| Bilateral Agreements | |

| Academic Information | |
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| Language of instruction | German, some programmes in English – the offer on courses in German is much bigger than the offer in other languages |
| 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, MA Development Economics and International Studies, MA North American Studies: Culture and Literature, MA English Studies |
| Modules in English | Some modules are taught in English in different departments: Political Science, Social Sciences, Economics, Engineering |
| Double Degree Programmes | MSc International Business Studies/MSc Management/MSc Marketing (Ecole de Management de Strasbourg), MSc International Business Studies/Msc Management (Universidad de Alcala de Henares), Erste Juristische Prüfung/Master of Laws (LL.M.) (Université de Rennes I), , MSc Chemistry/MSc Molecular Science (University of Wollongong), Master of Science Computational Engineering (Kungliga Tekniska Högskolan Stockholm (KTH)), MA Development Economics and International Studies (Universität Baghdad, Center for Iraq Studies, Salahhadin Universität, Erbil, Mustansiriya Universität Baghdad), European Master in Lexicography (EMLex) (Université de Lorraine, Universidade Santiago de Compostela, Stellenbosch University, Károli Gáspár Református Egyetem Budapest, Universitat Autònoma Barcelona, Uniwersytet Śląski w Katowicach, Universidade do Minho), BSc International Production Engineering and Management (Università degli studi di Palermo), MSc Chemical and Biological Engineering/MSc Life Science Engineering (Dongseo University, Busan); BA Business Studies (Universidad de Málaga) |
| Information about degree programmes | www.fau.eu/study/prospective-students/degree-programmes |
| Syllabi | http://univis.uni-erlangen.de , click "Vorlesungsverzeichnis" |
| Course registration for exchange students | Will be clarified upon arrival |
| Credits generally recommended for one semester of studies | We are recommending to the students to make 30 ECTS per semester. Generally the students need to check with their Home-Universities how many ECTS they need to do at the FAU. |
| Credits generally required for one year of studies | 60 ECTS recommended |
| Information about European Credit Transfer System ECTS | www.fau.eu/international/international-applicants/semester-abroad-at-fau/starting-your-studies/ects-and-german-university-grades |
| Transcript of Records | Not delivered automatically. Incoming students should ask for a transcript before/shortly after leaving Germany |
| Language courses during the semester (cost, credits, etc.) | German language courses for international students are free of charge. For all other courses costs are possible. |

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| (Strongly recommended) Pre-semester Intensive German Language Course | The three-week Intensive German Language Course takes place in March and September. It costs € 280 (the price includes the books used). 5 ECTS credits can be obtained. www.sz.uni-erlangen.de/abteilungen/daf/kursangebot/aiferienkurs_english.html |
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| Application for Exchange Students | |
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| Application deadlines for exchange students | 15th May for coming winter semester 15th November for coming summer semester For double degree students in accordance with the corresponding co-operation agreement |
| Application procedure (5 steps) | <ol style="list-style-type: none"> 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 yvonne.woehner@fau.de (EUROPE) or christine.kalla@fau.de (Non-EUROPE). 2. All nominated students will receive information explaining how to apply online. 3. The students complete and submit the online application first. 4. The students then print out the online form, sign it and send it together with the required documents as a SCAN VIA EMAIL to the person in charge (Ms. Wöhner or Ms. Kalla) (before the 15th of May or 15th of November). 5. When we receive the completed application, we will process 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. Double degree students will be treated as regular exchange students. |
| Documents required for incoming student applications | <ul style="list-style-type: none"> • Printed application form • Copy of Secondary School Certificate (no translation) • Transcripts of Records for all academic years (university): in German or English • Proof of German language knowledge – in accordance to the partnership agreement with the FAU • ONLY ERASMUS-Students: Proof of English language knowledge – in accordance to the partnership agreement with the FAU • Certificate of Enrolment at home university (no translation) • Actual photo • Application form for the Help by the Housing Search (the form can be found: www.fau.de/files/2014/09/Bewerbungsbogen_Austausch.pdf) If the students would like to write a thesis at the FAU, they have to send together with the application documents a confirmation from a professor of the FAU, that he will supervise the thesis. The form for the confirmation can be found: www.fau.de/files/2014/09/Betreuungszusage_Austausch.pdf |
| German knowledge required | German language knowledge – in accordance with partnership agreement with FAU. For Double Degree Students: individual conditions regarding specific double degree programmes in accordance with the corresponding co-operation agreement. |

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| English language knowledge required | ONLY FOR ERASMUS-Students: English language knowledge – in accordance with the partnership agreement with the FAU |
| Application information | www.fau.eu/international/international-applicants/semester-abroad-at-fau/admission-requirements |
| Application | Complete applications must be sent as a SCAN VIA EMAIL . |
| Courses/Programmes not available to exchange students | Limited access to Medicine and Law; consultation required |

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| Academic Calendar | |
| Compulsory orientation courses for exchange incoming students | www.fau.eu/international/international-applicants/semester-abroad-at-fau/starting-your-studies/mandatory-orientation-course |
| 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) | www.fau.eu/study/current-students/semester-dates |

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| Housing | |
| General information about accommodation for exchange students | www.fau.eu/international/international-applicants/important-information/accommodation-2 |

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| Additional Information | |
| Compulsory fees to be paid after the enrolment | 107 € (42 a semester for the University Social Services + 65 € for the semester ticket) |
| Buddy programme | www.fau.eu/international/international-applicants/semester-abroad-at-fau/starting-your-studies/buddy-programme |

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| Faculties | <ul style="list-style-type: none"> - Faculty of Humanities, Social Sciences and Theology - Faculty of Business, Economics and Law - Faculty of Medicine - Faculty of Sciences - Faculty of Engineering |
| Travel health insurance | Recommended for non-EU citizens |
| Health insurance during the exchange stay | <p>EU citizens keep their national (European) health insurance.</p> <p>Non-EU citizens have to buy a German statutory health insurance for students (approx. € 87 monthly – registration after arrival in Germany).</p> |
| Proof of finance | Non-EU citizens have to prove that they have at their disposal at least € 670 monthly (scholarship + parents' support + [can be combined]) |
| Visa for exchange students | <p>EU citizens do not need any visa for Germany.</p> <p>Non-EU citizens need a visa <u>except when</u>:</p> <ol style="list-style-type: none"> 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. |
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| Complete Information Package | www.fau.eu/international/international-applicants/semester-abroad-at-fau/admission-requirements |

FAU Grading System

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

Grades at FAU are generally awarded according to the following scale; however, the grades awarded for a specific degree programme may differ depending on the respective examination regulations:

| Grade | Designation | Explanation |
|-------|------------------------------------|---|
| 1 | Sehr gut (excellent) | an outstanding achievement |
| 2 | Gut (good) | an achievement that exceeds the average requirements considerably |
| 3 | Befriedigend (satisfactory) | an achievement that fulfils average requirements |
| 4 | Ausreichend (sufficient) | an achievement that fulfils the requirements despite flaws |
| 5 | Nicht ausreichend (unsatisfactory) | an achievement that does not fulfil requirements due to major flaws |

The examination regulations can specify whether the grades can be increased or decreased by 0.3 to indicate varying performance.

| Grade | Designation | Explanation |
|-------|-------------------------------|-------------|
| 1.0 | Sehr gut (excellent) | Pass |
| 1.3 | Sehr gut (excellent) - | Pass |
| 1.7 | Gut (good) + | Pass |
| 2.0 | Gut (good) | Pass |
| 2.3 | Gut (good) - | Pass |
| 2.7 | Befriedigend (satisfactory) + | Pass |
| 3.0 | Befriedigend (satisfactory) | Pass |
| 3.3 | Befriedigend (satisfactory) - | Pass |

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| 3.7 | Ausreichend (sufficient) + | Pass |
| 4.0 | ausreichend (sufficient) | Pass |
| 4.3 | Nicht ausreichend (unsatisfactory) | Fail |
| 4.7 | Nicht ausreichend (unsatisfactory) | Fail |
| 5 | Nicht ausreichend (unsatisfactory) | Fail |

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+)

(2.7 to 3.3) – satisfactory (B- to C)

(1.3) – very good (A)

(3.7 to 4.0) – sufficient (D)

(1.7 to 2.3) – good, considered a (rather) good result (A- to B)
awarded (F)

(5.0) – deficient/fail, no course certificate

Common Mark Equivalences for Law and Legal Subjects*:

| German points | 0 | 1–3 | 4–6 | 7–9 | 10–12 | 13–15 | 16 – 18 |
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| Assessment | ungenügend: an entirely insufficient achievement | mangelhaft: an unsatisfac- tory achieve- ment with significant flaws | ausreichend: an achievement that fulfils the requirements despite flaws | befriedigend: an achieve- ment that fulfils average requirements in every re- spect | vollbefriedi- gend: an achievement that exceeds average requirements | gut: an achieve- ment that exceeds average require- ments considera- bly | sehr gut: an out- standing achieve- ment |
| Equivalent English | fail | fail | satisfactory | good | very good | excellent | excellent |
| Equivalent French | insuffisant | insuffisant | passable | satisfaisant | très satis- faisant | bien | très bien |

* These equivalences are for guidance only!