



Annex to Erasmus+ Inter-Institutional Agreement (2014/15-2020/21)

Institutional Factsheet



NB: This information is subject to update on an annual basis.

1. Institutional Information

1.1. Institutional details

Name of the institution	Universität zu Köln
Erasmus Code	D KOLN01
EUC	29855
Institution website	www.uni-koeln.de
Online course catalogue	www.uni-koeln.de

1.2. Main contacts

Contact person	Christiane Biehl, M.A.
Responsibility	ERASMUS + Institutional Coordinator
Contact details	c.biehl@verw.uni-koeln.de

Contact person	Annika Uhlig, M.A.
Responsibility	ERASMUS Student Advisor
Contact details	a.uhlig@verw.uni-koeln.de

2. Detailed requirements and additional information

2.1. 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	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	German English (if English subjects are offered)	B1 (requirements may be higher at individual departments)
Staff Mobility for Teaching	German	B2

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

2.2. Additional requirements

2.2.1. The number of students you will send shall not exceed the number of students mentioned in this agreement. However, we may accept the mechanism by which shorter periods of stay allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, you may send 2 students for 5 months. Please contact the International Office / Departmental Co-ordinator for approval prior to sending your students' nominations.



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Website	<p>General information: http://verwaltung.uni-koeln.de/international/content/erasmus/incomings/index_ger.html</p> <p>Students with disabilities: http://www.portal.uni-koeln.de/3741.html</p>
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2.3. Calendar

2.3.1. Nomination procedure & Application Deadlines

- Applications/information on students nominated must reach our institution by:

Autumn term	15 th July
Spring term	15 th January

2.3.2. Decision Response

We will send our decision within 5-6 weeks after the end of deadline.

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.

2.3.4. Termination of Agreement

The above parties agree on the present agreement and the activities listed below replace any other previous agreement. For each academic year, both parties will have the opportunity to review the exchanges. After notifying the partner institution, and if agreed by that institution, amendments of the mobility figures can be made annually. One of the parties may also decide to cancel the agreement, after having notified the partner institution not later than 1 year prior to the start of the respective academic year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional information

3.1. Grading system

Website	<p>General Information The grading scheme usually comprises five levels (with numerical equivalents; intermediate grades may be given):</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">"Sehr Gut" (1)</td> <td style="padding-left: 100px;">Very Good</td> </tr> <tr> <td style="padding-left: 20px;">"Gut" (2)</td> <td style="padding-left: 100px;">Good</td> </tr> <tr> <td style="padding-left: 20px;">"Befriedigend" (3)</td> <td style="padding-left: 100px;">Satisfactory</td> </tr> <tr> <td style="padding-left: 20px;">"Ausreichend" (4)</td> <td style="padding-left: 100px;">Sufficient</td> </tr> <tr> <td style="padding-left: 20px;">"Nicht ausreichend" (5)</td> <td style="padding-left: 100px;">Non-Sufficient/Fail.</td> </tr> </table> <p>The minimum passing grade is "Ausreichend" (4). Verbal designations of grades may vary in some cases and for doctoral degrees.</p> <p><i>The transference into ECTS-grades is in compliance with the current ECTS users guide.</i></p>	"Sehr Gut" (1)	Very Good	"Gut" (2)	Good	"Befriedigend" (3)	Satisfactory	"Ausreichend" (4)	Sufficient	"Nicht ausreichend" (5)	Non-Sufficient/Fail.
"Sehr Gut" (1)	Very Good										
"Gut" (2)	Good										
"Befriedigend" (3)	Satisfactory										
"Ausreichend" (4)	Sufficient										
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3.2. Visa

Nationals of non-EU/EEA countries (so-called "third country nationals") need an entry visa or residence permit for entry into and residence in Spain. The type of permit depends on the length and purpose of the stay.
For details please visit:

Website	http://www.auswaertiges-amt.de/DE/EinreiseUndAufenthalt/Visabestimmungen_node.html
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3.3. Nationals of EU/EEA countries staying in Germany for a period exceeding of 3 months shall register at:

Website	http://verwaltung.uni-koeln.de/international/content/incoming/studium_in_koeln/wege_durchs_studium/einreise_und_aufenthalt/aufenthaltserlaubnis/index_ger.html
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3.4. Insurance

Website	http://verwaltung.uni-koeln.de/international/content/erasmus/incomings/index_ger.html
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3.5. Housing

Our institution will offer information to 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 details	ERASMUS Student Advisor E-mail: a.uhlig@verw.uni-koeln.de Tel.: +49-221-470-5804
Website	http://verwaltung.uni-koeln.de/international/content/erasmus/incomings/index_ger.html http://www.kstw.de/ → Wohnen