

Annex to ERASMUS+ Inter-Institutional Agreement

Institutional Factsheet: D HAMBURG01

A. Institutional Information

1.1. Institutional details

Name of the institution	UNIVERSITÄT HAMBURG
Erasmus Code	D HAMBURG01
EUC	29770
Institution website	http://www.uni-hamburg.de/
Online course catalogue	https://www.stine.uni-hamburg.de/

1.2. Main contacts

Contact person	Nadine Stäcker
Responsibility	ERASMUS Institutional Coordinator
Contact details	Department of International Affairs, Mittelweg 177, 20148 Hamburg, Germany Tel.: +49 40 42838-7932 Fax: +49 40 427977-015 hochschulkoordinatorin.erasmus@verw.uni-hamburg.de

ERASMUS contacts in the faculties (+ Nomination)	https://www.uni-hamburg.de/en/internationales/studieren-im-ausland/programme/erasmus/ansprechpartner.html
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B. Introduction Week

The Universität Hamburg organises an International Welcome Week for exchange students in the week prior to the semester.

<http://www.uni-hamburg.de/piasta/veranstaltungen/international-welcome-week.html>

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	Recommended language of instruction level according to CEFR
Student Mobility for	any	German	Min. B1 (B2 highly recommended)

Studies		(Please note that some Departments offer courses in English (especially at Master level), while others do not. At Bachelor level the language of instruction is mainly German)	
Staff Mobility for Teaching	any	German, English	Min. B2 (C1 highly recommended)

For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for

Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

D. Additional requirements

The sending university will screen and select candidates for exchange studies in accordance with its applicable rules and regulations. The receiving institution will accept the candidates selected by the sending institution if mutually acceptable academic and/or professional qualifications and standards are met. However, the receiving university has the right to make the final decision on the admission of candidates nominated for exchange. Admission to a specific course is subject to the exchange student being satisfactorily qualified for the chosen area of study and/or course level, and availability.

The Universität Hamburg welcomes students and staff with disabilities and has the infrastructure to support people with disabilities. Please contact the Institutional Coordinator to obtain further information concerning the support available in your respective institute or school. You will find information on the support available at <http://www.uni-hamburg.de/studieren-mit-behinderung.html>

E. Calendar

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

Autumn term (please specify)	May 15th
Spring term (please specify)	November 15th

Decision Response: As receiving institution the Universität Hamburg will send its decision within 6 weeks.

Transcripts of Records: A Transcript of Records will be issued by the receiving institution no later than ten (10) weeks after the assessment period has finished.

Termination of Agreement: This agreement shall become effective from the academic year 2014/15 and shall remain in effect until the academic year 2020/21. The agreement may be terminated by either contracting party giving at least six (6) months' written notice. However, any exchange in progress will continue until completed. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Academic Calendar

Winter term ¹ [month]	Summer term ² [month]
October - March	April - September

Exams: There is no fixed exam period. Exams often take place after the lecture period (i.e. January/February and July/August).

G. Additional information

a. Grading system:

Universität Hamburg does not fully comply with the ECTS grading system.

The grading scheme usually comprises five levels (with numerical equivalents; intermediate grades may be given):

- **"Sehr Gut" (1) = Very Good;**
- **"Gut" (2) = Good;**
- **"Befriedigend" (3) = Satisfactory;**
- **"Ausreichend" (4) = Sufficient;**
- **"Nicht ausreichend" (5) = Non-Sufficient/Fail.**

The minimum passing grade is "Ausreichend" (4). Verbal designations of grades may vary in some cases and for doctoral degrees.

Universität Hamburg participates in the EGRACONS program to simplify the conversion of grades. The EGRACONS tool is a free, user-friendly web-based tool for grade conversion available to all European HEIs (and beyond) who supply their degree grade distribution tables. It enables a transparent interpretation of student achievements abroad. We encourage our partners to participate in this project so that students from both institutions profit from fair and transparent grade conversion. For more information <http://egracons.eu/>

b. 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	(see 1.2. : ERASMUS contacts in the faculties)
Website	https://www.uni-hamburg.de/internationales/download/studieren-an-der-uhh/einreisevisum.pdf

¹ To be adapted in case of a trimester system.

² To be adapted in case of a trimester system.

c. 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	(see 1.2. : ERASMUS contacts in the faculties)
Website	www.uni-hamburg.de/ersteschritte

d. 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:

Contact person	(see 1.2. : ERASMUS contacts in the faculties)
Website	www.uni-hamburg.de/ersteschritte

e. Finances

Students must allow for a minimum of approx. € 700 (approx. CHF 730) per month to cover **living expenses** in Hamburg.