

## Institutional Factsheet for KIT – Version 2018/19

### 1. Institutional Information

#### 1.1. Institutional Details

<b>Name of institution</b>	<b>KIT – Karlsruhe Institute of Technology</b>
<b>ERASMUS Code</b>	<b>D KARLSRU01</b>
<b>ECHE</b>	<b>29815</b>
<b>Institutional website</b>	<b><a href="http://www.kit.edu">www.kit.edu</a></b>
<b>International website</b>	<b><a href="http://www.intl.kit.edu/istudies/3171.php">www.intl.kit.edu/istudies/3171.php</a></b>
<b>Course catalogue</b>	<b><a href="http://studium.kit.edu/meineuniversitaet/Seiten/vorlesungsverzeichnis.aspx">studium.kit.edu/meineuniversitaet/Seiten/vorlesungsverzeichnis.aspx</a></b>
<b>Head of institution</b>	<b>Prof. Dr. Holger Hanselka</b>

#### 1.2. Main Contacts for ERASMUS programme

<b>Head of the International Students Office</b>	<b>Hana Fehrenbach</b>	KIT – International Students Office Adenauerring 2, Geb. 50.20, D-76131 Karlsruhe, Germany
<b>Erasmus Institutional &amp; Staff Exchange Coordinator</b>	<b>Dr. Julia Johnsen</b>	KIT – International Students Office Adenauerring 2, Geb. 50.20, D-76131 Karlsruhe, Germany
<b>Bilateral Agreements</b>		<a href="mailto:erasmus_agreement@intl.kit.edu">erasmus_agreement@intl.kit.edu</a>
<b>Erasmus Outgoing Coordinator</b>	<b>Marco Martori</b>	KIT – International Students Office Adenauerring 2, Geb. 50.20, D-76131 Karlsruhe, Germany Tel.: +49 (0721) 608-44920, Fax: +49 (0721) 608-44907 Email: <a href="mailto:erasmus-out@intl.kit.edu">erasmus-out@intl.kit.edu</a>
<b>Erasmus Incoming Coordinator</b>	<b>Mia Tjandisaka</b>	KIT – International Students Office Adenauerring 2, Geb. 50.20, D-76131 Karlsruhe, Germany Tel.: +49 (0721) 608-44927, Fax: +49 (0721) 608-44907 Email: <a href="mailto:erasmus-in@intl.kit.edu">erasmus-in@intl.kit.edu</a>
<b>Departmental Coordinators</b>		For all academic questions concerning study schedule, ECTS, courses etc., please <b>contact our departmental coordinators</b> . A list is available online at: <a href="http://www.intl.kit.edu/istudies/3742.php">http://www.intl.kit.edu/istudies/3742.php</a>

## 2. Calendar

<b>Calendar of the academic year</b>	<b>1<sup>st</sup> semester</b>	October 1 <sup>st</sup>	–	March 31 <sup>st</sup>
	<b>2<sup>nd</sup> semester</b>	April 1 <sup>st</sup>	–	September 30 <sup>th</sup>
<b>Period of courses 2018-19</b>	<b>1<sup>st</sup> semester</b>	October 15 <sup>th</sup> , 2018	–	February 9 <sup>th</sup> , 2019
	<b>2<sup>nd</sup> semester</b>	April 23 <sup>rd</sup> , 2019	–	July 26 <sup>th</sup> , 2019
<b>Period of exams 2018-19</b>	<b>1<sup>st</sup> semester</b>	February 2019	–	March/April 2019
	<b>2<sup>nd</sup> semester</b>	July 2019	–	September/October 2019
<b>Orientation week 2018-19 (preliminary dates)</b>	<b>1<sup>st</sup> semester</b>	September 17 <sup>th</sup> , 2018	–	September 23 <sup>rd</sup> , 2018
	<b>2<sup>nd</sup> semester</b>	March 25 <sup>th</sup> , 2019	–	March 31 <sup>th</sup> , 2019
<b>Pre-semester German language course 2018-19 (preliminary dates)</b>	<b>1<sup>st</sup> semester</b>	September 24 <sup>th</sup> , 2018	–	October 12 <sup>th</sup> , 2018
	<b>2<sup>nd</sup> semester</b>	April 1 <sup>st</sup> , 2019	–	April 18 <sup>th</sup> , 2019
<b>Nomination deadline</b>	<b>May 15<sup>th</sup></b>	for the 1 <sup>st</sup> semester or for the whole academic year		
	<b>November 15<sup>th</sup></b>	for the 2 <sup>nd</sup> semester		
<b>Application deadline</b>	<b>June 1<sup>st</sup></b>	for the 1 <sup>st</sup> semester or for the whole academic year		
	<b>December 1<sup>st</sup></b>	for the 2 <sup>nd</sup> semester		
<b>Decision time</b>	Students will receive notice within 4 -6 weeks after the application deadline <b>provided that the nominated students sent complete application files.</b>			
<b>Transcript of records</b>	A transcript of records (academic transcript) will be issued no later than 8 weeks after the end of the period of exams at KIT.			
For more information check: <a href="http://www.intl.kit.edu/istudies/6265.php">http://www.intl.kit.edu/istudies/6265.php</a>				

### 3. Detailed requirements

<b>3.1. Language skills</b>	The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates to reach the required language skills			
	Type of mobility	Subject areas/Departments	Language of instruction	Required language level <sup>1</sup> , <i>if it is not stated in the agreement</i>
	Student Mobility for Studies	Architecture, Biology/Bio Sciences, Chemistry, Mechanical Engineering.  <b>Chemical Engineering</b> (starting from 2016/17) <b>Informatics</b> (starting from 2017/18)	German	B1 (obligatory)
		All other subject areas	German	A2 (obligatory)
		All subject areas, if English classes selected	English (only 10% of classes)	B1 (additionally) or B2 (for Mechanical Engineering)
Staff Mobility for Teaching	All subject areas	/	B2	
<p>We require ERASMUS exchange students to have a <b>German language certificate (recommended: at least B1-level</b>, in order to be able to follow lectures at KIT – the majority of courses at KIT are held in German only) <b>at the time of application (i.e. on June 1<sup>st</sup> / December 1<sup>st</sup>)</b></p> <p>If a student wishes to attend <b>English-taught lectures or write his/her final thesis in English, proof of English knowledge (B2-level recommended)</b> should be provided.</p> <p>Certificates do not necessary need to be from the Goethe Institute/TOEFL/IELTS. We accept certificates issued by your university or issued by a language school. However, we will not accept a simple certificate of attendance for a German/English course of a certain level.</p>				

<sup>1</sup> Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<p><b>3.2. Additional requirements</b></p>	<p><b>Project / Internship / Final thesis</b> If students are planning to do a project, internship or a final thesis at KIT, a supervisor/tutor at KIT is necessary and applicants are required to find both topic and supervisor on their own. Please be aware that carrying out a Master thesis will take about 4 -6 months or longer. Please contact the departmental coordinator for further details.</p> <p><b>Students and Staff with disabilities</b> KIT welcomes students and staff with disabilities, but asks them to contact the International Students Office as soon as possible, so that special care can be taken during preparation.</p>
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#### 4. Additional Information

<p><b>4.1. Nomination &amp; application procedure</b></p>	<ol style="list-style-type: none"> <li>1. Please send an e-mail (<a href="mailto:Erasmus-in@intl.kit.edu">Erasmus-in@intl.kit.edu</a>) to us with <ul style="list-style-type: none"> <li>- the names of your nominated students,</li> <li>- their period of stay and</li> <li>- the KIT department/faculty they will be enrolled at</li> </ul> <p><b>prior to the nomination deadline.</b> After receiving the nomination, we will inform your students about our online application procedure directly.</p> </li> <li>2. Students must fill out the online application and send <ul style="list-style-type: none"> <li>- <b>two hard copies</b> of the online application form, stamped and signed by their home university coordinator</li> <li>- <b>Learning Agreement</b>, stamped and signed by their home university coordinator</li> <li>- <b>German Language Certificate (obligatory)</b></li> <li>- <b>English Language Certificate, if applicable</b></li> </ul> <p>to the following address:</p> <p style="text-align: center;"><b>KIT – International Students Office ERASMUS Adenauerring 2 D-76131 Karlsruhe Germany</b></p> <p>All documents must arrive <b>prior to the application deadline!</b></p> </li> <li>3. Acceptance at KIT depends on the decision of each departmental coordinator and is confirmed when the nominated students receive the admission letter (“Zulassungsbescheid”), <b>that will be available online in our application portal approx. 4-6 weeks after the application deadline provided that students send complete application files.</b> Further instructions on how to download and print the documents will be sent via email directly to the accepted students.</li> </ol>
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<p><b>4.2. Information on courses</b></p>	<p>Complete Course catalogue:  <a href="https://studium.kit.edu/meineuniversitaet/Seiten/vorlesungsverzeichnis.aspx">https://studium.kit.edu/meineuniversitaet/Seiten/vorlesungsverzeichnis.aspx</a></p> <p>Further information on course selection and Learning Agreements:  <a href="http://www.intl.kit.edu/istudies/3377.php">http://www.intl.kit.edu/istudies/3377.php</a></p> <p>Please note that registration for some seminars or lectures is required.          If further information is needed, please contact the departmental coordinator directly and enquire about the details.</p>
<p><b>4.3. German language courses</b></p>	<p>We offer beginners and intermediate <b>pre-semester German language courses (3 weeks, 4 ECTS)</b> for exchange students usually about 3-4 weeks before lectures begin. At the moment the tuition fee for this course is 75 €. Registration for the course is integrated into the online application.  <b>This course is not a substitute for a certificate of German language required for the application.</b></p> <p>ERASMUS students also have the possibility to participate in <b>German courses during the semester for a small fee.</b> However, they have to register online at the start of each semester and since there is a high demand, late registration might lead to students not being able to participate.</p> <p>For more information please check <a href="http://www.stk.kit.edu/deutsch_kurse.php">www.stk.kit.edu/deutsch_kurse.php</a>.</p>
<p><b>4.4. Housing</b></p>	<p>Our institution will guide incoming students/staff in finding accommodation, according to the requirements of the ERASMUS Charter for Higher Education.</p> <p>However, housing is a difficult subject for all students in Karlsruhe. We are doing our best to secure rooms for our incoming exchange students, but due to the recent rise in Karlsruhe student numbers it is a nearly impossible task. Hence, we cannot guarantee a room upon your arrival, but have to ask the incoming students to take action themselves.</p> <p>We have accumulated tips and tricks about housing in Karlsruhe at <a href="http://www.intl.kit.edu/ischolar/6166.php">www.intl.kit.edu/ischolar/6166.php</a>.</p>
<p><b>4.5. Health insurance</b></p>	<p>Our institution will provide assistance in obtaining health insurance for incoming and outgoing students/staff, according to the requirements of the ERASMUS Charter for Higher Education.</p> <p>For students, health insurance coverage during the <b>entire</b> stay in Germany is compulsory.</p> <p>Further information at <a href="http://www.intl.kit.edu/istudies/3372.php">http://www.intl.kit.edu/istudies/3372.php</a> or contact <a href="mailto:erasmus-in@intl.kit.edu">erasmus-in@intl.kit.edu</a>.</p>

<p><b>4.6. Visa/ residence permit</b></p>	<p>Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirement of the ERASMUS Charter for Higher Education.</p> <p>In general, ERASMUS students from a non-EU member state or a non-EEA member state will require a <b>student visa</b> (not a tourist visa) in order to study in Germany. <b>All other ERASMUS students do not require a visa.</b></p> <p>For further information check <a href="http://www.intl.kit.edu/istudies/6194.php">www.intl.kit.edu/istudies/6194.php</a> or contact <a href="mailto:erasmus-in@intl.kit.edu">erasmus-in@intl.kit.edu</a>.</p>																		
<p><b>4.7. Grading system</b></p>	<table border="1" data-bbox="469 775 1422 1113"> <thead> <tr> <th>Grade</th> <th>German</th> <th>English</th> </tr> </thead> <tbody> <tr> <td>1.0 – 1.3</td> <td>Sehr gut</td> <td>Very good</td> </tr> <tr> <td>1.7 – 2.3</td> <td>Gut</td> <td>Good</td> </tr> <tr> <td>2.7 – 3.3</td> <td>Befriedigend</td> <td>Satisfactory</td> </tr> <tr> <td>3.7 – 4.0</td> <td>Ausreichend</td> <td>Sufficient</td> </tr> <tr> <td>&gt; 4.0</td> <td>Ungenügend/Nicht ausreichend</td> <td>Fail</td> </tr> </tbody> </table> <p>Exams may also be evaluated as “bestanden“ (passed) or “nicht bestanden“ (failed) without grade.</p> <p>Further information on the statistical distribution of grades according to the descriptions in the ECTS users’ guide can be found in the individual module handbooks of each degree course and on request at the KIT registrar’s office.</p>	Grade	German	English	1.0 – 1.3	Sehr gut	Very good	1.7 – 2.3	Gut	Good	2.7 – 3.3	Befriedigend	Satisfactory	3.7 – 4.0	Ausreichend	Sufficient	> 4.0	Ungenügend/Nicht ausreichend	Fail
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<p><b>4.8. Further information for incoming students</b></p>	<p>Useful and helpful information for incoming students can be found on our webpages or in our student handbook available online: <a href="http://www.intl.kit.edu/istudies/3171.php">http://www.intl.kit.edu/istudies/3171.php</a>.</p>																		