

## Annex II to Erasmus+ Inter-Institutional Agreement

### Institutional Factsheet



#### 1. Institutional Information

##### 1.1. Institutional details

<b>Name of the institution</b>	Leopold-Franzens-Universität Innsbruck / University of Innsbruck
Erasmus Code	A INNSBRU01
EUC	<b>29267-IC-1-2007-1-AT-ERASMUS-EUCX-1</b>
Institution Web site	<a href="http://www.uibk.ac.at">www.uibk.ac.at</a>
International relations office Web site	<a href="http://www.uibk.ac.at/international-relations/erasmus/">http://www.uibk.ac.at/international-relations/erasmus/</a>
Online course catalogue	<a href="http://orawww.uibk.ac.at/public/ifuonline_lv.home">http://orawww.uibk.ac.at/public/ifuonline_lv.home</a>

##### 1.2. Main contacts

<b>Contact person</b>	Michelle Heller
<b>Responsibility</b>	Erasmus Institutional coordinator
<b>Contact details</b>	Herzog-Friedrich-Str. 3, A-6020 Innsbruck +43 512 507 32407, <a href="mailto:michelle.heller@uibk.ac.at">michelle.heller@uibk.ac.at</a>

<b>Contact person</b>	Michelle Heller
<b>Responsibility</b>	Administrative contact for bilateral agreements
<b>Contact details</b>	Herzog-Friedrich-Str. 3, A-6020 Innsbruck +43 512 507 32407, <a href="mailto:michelle.heller@uibk.ac.at">michelle.heller@uibk.ac.at</a>

<b>Contact person</b>	Michelle Heller, Nina Eder-Haslehner
<b>Responsibility</b>	Contact person for outgoing students/staff
<b>Contact details</b>	<a href="mailto:michelle.heller@uibk.ac.at">michelle.heller@uibk.ac.at</a> / <a href="mailto:nina.eder-haslehner@uibk.ac.at">nina.eder-haslehner@uibk.ac.at</a>

<b>Contact person</b>	Nina Eder-Haslehner
<b>Responsibility</b>	Contact person for incoming students/staff
<b>Contact details</b>	Herzog-Friedrich-Str. 3, A-6020 Innsbruck +43 512 507 32406, <a href="mailto:nina.eder-haslehner@uibk.ac.at">nina.eder-haslehner@uibk.ac.at</a>

#### 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	Subject area	Language(s) of instruction	Recommended language of instruction level *
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Student Mobility for Studies	all	German	If ECTS credits are needed a minimum of B1 recommended. No certificate required
Staff Mobility for Teaching	all		To be defined between teachers in advance

\* 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

[http://orawww.uibk.ac.at/public/lfuonline\\_lv.home](http://orawww.uibk.ac.at/public/lfuonline_lv.home)

## 2.2. Additional requirements

Support is offered to students and staff with a special need or disability: [www.uibk.ac.at/behindertenbeauftragte](http://www.uibk.ac.at/behindertenbeauftragte)

## 2.3. Calendar

### 2.3.1. Nomination Deadlines

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

<b>Autumn term</b>	July 31
<b>Spring term</b>	December 31

### 2.3.2. Decision Response

Letter of Acceptance will be sent by the Admission Department within **6** weeks after receipt of the complete application.

### 2.3.3. Transcripts of Records

Each student can print the Transcript of Records personally on lfu-online. A signed and stamped version is issued by the International Relations Office on demand.

### 2.3.4. Termination of Agreement

This agreement can be terminated at any time by mutual consent. In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September of one given year will only take effect as of 1 September of the next 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

Austrian grading scheme	Definition
1	EXCELLENT: Outstanding performance
2	GOOD: Generally good, but with some errors
3	SATISFACTORY: Generally sound work with a number of substantial errors
4	SUFFICIENT: Performance meets the minimum criteria
successfully completed	Positive performance, where a strict differentiation is not adequate
5	UNSATISFACTORY: Substantial improvement necessary; requirement of further work
not completed	Negative performance, where a strict differentiation is not adequate

### 3.2. 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:

<b>Contact person</b>	Mag. Nina Eder-Haslehner
<b>Responsibility</b>	Erasmus Incomings
<b>Contact details</b>	Tel: +43 512 507 32406; <a href="mailto:erasmus@uibk.ac.at">erasmus@uibk.ac.at</a>
<b>Website</b>	<a href="http://www.uibk.ac.at/international-relations/erasmus/incoming/passport_visa.html">http://www.uibk.ac.at/international-relations/erasmus/incoming/passport_visa.html</a>

### 3.3. 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](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:

<b>Contact person</b>	Mag. Nina Eder-Haslehner
<b>Responsibility</b>	Erasmus Incomings
<b>Contact details</b>	Tel: +43 512 507 32406; <a href="mailto:erasmus@uibk.ac.at">erasmus@uibk.ac.at</a>
<b>Website</b>	<a href="http://www.uibk.ac.at/international-relations/erasmus/incoming/guide-englisch.pdf">http://www.uibk.ac.at/international-relations/erasmus/incoming/guide-englisch.pdf</a>

### 3.4. 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:

<b>Contact person</b>	Nicole Jordan
<b>Responsibility</b>	Housing Office

<b>Contact details</b>	OeAD Housing Office, Meinhardstr. 5/3. Stock, A-6020 Innsbruck +43 512 319 115 housing-innsbruck@oead.at
<b>Website</b>	<a href="http://www.housing.oead.ac.at/index_e.asp">http://www.housing.oead.ac.at/index_e.asp</a> Please apply immediately after nomination. Rooms are assigned "First come, first served"