



Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Fachhochschule Südwestfalen (South Westphalia University of Applied Sciences)
Erasmus Code	D ISERLOH01
PIC	996205327
EUC	29712-EEP-1-2014-1-DE-EPPKA3-ECHE
Institution Web site	https://www.fh-swf.de/de/index.php
International relations office Web site	https://www.fh-swf.de/de/studierende/international_studieren/index.php
Online course catalogue	https://www.fh-swf.de/de/studienangebot/studiengaenge/index.php

1.2. Main contacts

RESPONSIBILITY	HEAD OF INTERNATIONAL OFFICE
Contact person	Dr. Ingrid Thaler
Contact details	thaler.ingrid@fh-swf.de

RESPONSIBILITY	ERASMUS INSTITUTIONAL COORDINATOR
Contact person	Christine Lange/Katja Hölter
Contact details	lange.christine@fh-swf.de / +49 / 2371 / 566 325 / hoelter.katja@fh-swf.de +49 / 2371 / 566 224

RESPONSIBILITY	ADMINISTRATIVE CONTACT FOR BILATERAL AGREEMENTS: Christine Lange OUTGOING STUDENTS: Katja Hölter OOUTGOING STAFF: Christine Lange INCOMING STUDENTS: Katja Hölter INCOMING STAFF: Christine Lange

RESPONSIBILITY	STAFF INTERNATIONAL OFFICE at CAMPUS SOEST
Contact person	Sabine Mahlstedt
Contact details	mahlstedt.sabine@fh-swf.de / +49 / 2921 / 378 3226

1.3. Departmental contacts

Department (Campus)	Co-ordinator
Technische Betriebswirtschaft (Hagen) Business Administration with Engineering	Christoph Glatz glatz.christoph@fh-swf.de
Elektrotechnik und Informationstechnik (Hagen) Electrical Engineering and Information Technology	Prof. Dipl. Ing. M. Barfuss barfuss.meike@fh-swf.de
Maschinenbau (Iserlohn) Mechanical Engineering	Prof. Dr. M. Skambraks skambraks.martin@fh-swf.de
Informatik und Naturwissenschaften (Iserlohn) Computer Science and Natural Sciences	Prof. Dr. N. Rauch rauch.nicole@fh-swf.de
Ingenieur- und Wirtschaftswissenschaften (Meschede) Engineering and Economics	Prof. Dr. M. Botteck botteck.martin@fh-swf.de
Agrarwirtschaft (Soest) Agriculture	Prof. Dr. B. Pölling poelling.bernd@fh-swf.de
Bildungs- und Gesellschaftswissenschaften (Soest) Early Childhood Education/Media Pedagogic	Prof. Dr. A. Martin martin.alexander@fh-swf.de
Elektrische Energietechnik (Soest) Electrical Engineering	Prof. Dr. P. Weber weber.peter@fh-swf.de
Maschinenbau-Automatisierungstechnik (Soest) Mechanical Engineering and Automation	Prof. Dr.-Ing. A. Noe noe.alfons@fh-swf.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	Subject area	Language of instruction	Level required
Student Mobility for Studies	- B.A. Business administration with Informatics, (campus Soest) - M.A. International Management&Information Systems (campus Soest) - International Business Semester (campus Meschede)	English	B1
	All other degree courses	German	B1
Staff Mobility for Teaching	All areas	English	B2

* 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 see the course catalogue at the link: <https://www.fh-swf.de/de/studienangebot/studiengaenge/index.php>

2.2. Calendar

2.2.1. Nomination and Application Deadlines

Nominations of students and their applications must reach our institution by:

Autumn term	Nomination by June 15 th	Application by July 1 st
Spring term	Nomination by November 15 th	Application by December 1 st

2.2.2. Decision Response

We will send our decision within 4 weeks.

2.2.3. Transcripts of Records

A Transcript of Records will be issued no later than 6 weeks after the assessment period has finished at our institution.

2.2.4. 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

According to the regulations governing the bachelor degree examinations, the following grades apply:

"Sehr gut" → "Very good" → 1.0 to 1.5	"Gut" → "Good" → 1.6 to 2.5
"Befriedigend" → "Satisfactory" → 2.6 to 3.5	"Ausreichend" → "Sufficient" → 3.6 to 4.0
All grades exceeding 4.0 are a 'fail'	

3.2. Visa / Insurance / Housing

Our institution will provide assistance, when required, for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by:

Contact person	Katja Hölter
Contact details	hoelter.katja@fh-swf.de / +49 / 2371 / 566 224