

**Annex to Erasmus + Inter-Institutional Agreement  
Institutional Fact Sheet 2020/21**

**1. Institutional Information**

**1.1. Institutional details**

<b>Name of the institution</b>	<b>Universität Stuttgart – University of Stuttgart</b>
<b>Erasmus Code</b>	D STUTTGA01
<b>PIC</b>	999974747
<b>EUC</b>	28252-IC-1-2007-1-DE-ERASMUS-EUCX-1
<b>Address International Office</b>	International Office, Pfaffenwaldring 60 (IZ), 70569 Stuttgart, Germany
<b>Website Institution</b>	<a href="https://www.uni-stuttgart.de/">https://www.uni-stuttgart.de/</a>
<b>Website International Office</b>	<a href="https://uni-stuttgart.de/io">https://uni-stuttgart.de/io</a>
<b>Online course catalogue</b>	<a href="https://campus.uni-stuttgart.de/">https://campus.uni-stuttgart.de/</a>

**1.2. Main contacts**

<b>Contact person</b>	Ms Katja Schuster
<b>Responsibility</b>	Erasmus Institutional Coordinator Contact person for Erasmus partner institutions and inter-institutional agreements Contact person for Erasmus outgoing students Contact person for Erasmus outgoing and incoming staff
<b>Contact details</b>	Phone: +49 711 685 68553 Fax: +49 711 685 58553 Email: <a href="mailto:katja.schuster@ia.uni-stuttgart.de">katja.schuster@ia.uni-stuttgart.de</a>

<b>Contact person</b>	Ms Anna Weiss and Ms Julia Vogl
<b>Responsibility</b>	General Erasmus incoming enquiries Contact person for Erasmus incoming students
<b>Contact details</b>	Phone Weiss: +49 711 685 68545 Phone Vogl : +49 711 685 68556 Fax: +49 711 685 68600 Email: <a href="mailto:incoming@ia.uni-stuttgart.de">incoming@ia.uni-stuttgart.de</a>

<b>Contact person</b>	Ms Britta Goertz
<b>Responsibility</b>	Contact person for Erasmus outgoing and incoming staff
<b>Contact details</b>	Phone: +49 711 685 60944 Fax: +49 711 685 68600 Email: <a href="mailto:britta.goertz@ia.uni-stuttgart.de">britta.goertz@ia.uni-stuttgart.de</a>

## 2. Detailed requirements and additional information

### 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	Requires language of instruction level *	Participation in the intensive German course (course fee = € 250,-)
<b>Student Mobility for Studies</b>	Any	<b>German</b>	proof of C 1 (German) by the registration deadline	optional
			proof of B1 (German) or B 2 (German) by the registration deadline	optional, but highly recommended
			proof of A2 (German) by the registration deadline	mandatory
	Any	<b>English:</b> <ul style="list-style-type: none"> <li>English taught Bachelor courses are rare</li> <li>English taught International MSc courses <u>on request only!</u> (study level: 3<sup>rd</sup> or 4<sup>th</sup> year)</li> </ul>	proof of B2 (English) <b>and</b> A1 (German) by the registration deadline	optional, but highly recommended
			proof of B2 (English) by the registration deadline	mandatory
<b>Staff Mobility for Teaching / Training</b>	Any	<b>German / English</b>	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 refer to our course catalogue.

## D. Additional requirements

### Bachelor/Master Thesis:

Incoming students, who would like to write a Bachelor or Master thesis at our university, will have to apply for a 1-year exchange (2 semesters) \*:

- 1<sup>st</sup> semester: The incoming student will take courses and look independently for a thesis topic and a supervisor during the exchange semester (or before). Please note that the International Office and the Erasmus departmental coordinators are not able to assist in finding a suitable thesis topic and supervisor.
- 2<sup>nd</sup> semester: The incoming student may write the thesis, if he/she has found a thesis topic and supervisor. If not he/she will be able to take courses at our university instead or write the thesis at e.g. the home institution.

\* This regulation applies to all partner institutions and incoming students, unless there is a special pre-approval by the hosting institute/department of the University of Stuttgart.

### Special Needs:

Students and staff with disabilities are welcome to apply for an Erasmus exchange to our university. Our university is generally able to accommodate students and staff with disabilities upon request. Please make sure to inform us about the special needs of your students and staff well ahead of time.

## E. Calendar

### 1. Nomination, Registration and Application Deadlines

**E-Mail Nomination by home institution** of selected students must reach our institution by:

<b>Autumn / Winter term</b>	April 1 <sup>st</sup>
<b>Spring / Summer term</b>	October 1 <sup>st</sup>

**Online Registration (Mobility-Online Portal)** of nominated students must reach our institution by:

<b>Autumn / Winter term</b>	May 1 <sup>st</sup>
<b>Spring / Summer term</b>	November 1 <sup>st</sup>

**Online Application (C@mpus Portal)** of registered students must reach our institution by:

<b>Autumn / Winter term</b>	June 1 <sup>st</sup>
<b>Spring / Summer term</b>	December 1 <sup>st</sup>

### 2. Decision Response

We will send our decision within ~6 weeks.

### 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.

## F. Additional information

### 1. Grading system

The University of Stuttgart awards so-called *Leistungspunkte (LP)* = credit points for their Bachelor and Master courses. These credit points are equivalent to ECTS.

ECTS credits	
1 full academic year	60 credits
1 semester	30 credits
1 term/trimester	20 credits

Incoming students receive documents verifying successful participation in a course, the so-called *Scheine*. These have to be submitted to the Erasmus departmental coordinators before the end of the exchange. The departmental coordinators will then issue the students' transcripts of records.

grade	in words	corresponding to
1,0 - 1,3	<i>sehr gut</i>	very good (seldom achieved)
1,4 - 2,3	<i>gut</i>	good (well above average)
2,4 - 3,3	<i>befriedigend</i>	satisfactory (fulfilling all normal requirements)
3,4 - 4,0	<i>ausreichend</i>	sufficient (meeting requirements despite weakness; 4,0 = pass)
4,1 - 5,0	<i>mangelhaft</i>	not sufficient / fail

### 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>	Ms Anna Weiss and Ms Julia Vogl
<b>Responsibility</b>	General Erasmus incoming enquiries Contact person for Erasmus incoming students
<b>Contact details</b>	Phone Weiss: +49 711 685 68545, Phone Vogl : +49 711 685 68556 Fax: +49 711 685 68600 - Email: <a href="mailto:incoming@ia.uni-stuttgart.de">incoming@ia.uni-stuttgart.de</a>
<b>Website</b>	<a href="https://www.uni-stuttgart.de/en/study/international/visa/">https://www.uni-stuttgart.de/en/study/international/visa/</a>

### 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>	Ms Anna Weiss and Ms Julia Vogl
<b>Responsibility</b>	General Erasmus incoming enquiries Contact person for Erasmus incoming students
<b>Contact details</b>	Phone Weiss: +49 711 685 68545, Phone Vogl : +49 711 685 68556 Fax: +49 711 685 68600 - Email: <a href="mailto:incoming@ia.uni-stuttgart.de">incoming@ia.uni-stuttgart.de</a>
<b>Website</b>	<a href="https://www.uni-stuttgart.de/en/study/international/insurance/">https://www.uni-stuttgart.de/en/study/international/insurance/</a>

## 4. Housing

Our institution will support 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>	Ms Anna Weiss and Ms Julia Vogl
<b>Responsibility</b>	General Erasmus incoming enquiries Contact person for Erasmus incoming students
<b>Contact details</b>	Phone Weiss: +49 711 685 68545, Phone Vogl : +49 711 685 68556 Fax: +49 711 685 68600 - Email: <a href="mailto:incoming@ia.uni-stuttgart.de">incoming@ia.uni-stuttgart.de</a>
<b>Website</b>	<p>We are not able to provide rooms for the students during the Erasmus exchange period. Students have to find accommodation on their own. Please arrange your housing matters as early as possible. Further information about housing can be found here: <a href="https://www.uni-stuttgart.de/en/study/living-in-stuttgart/housing/">https://www.uni-stuttgart.de/en/study/living-in-stuttgart/housing/</a></p> <p>We recommend strongly to apply as soon as possible at the Studierendenwerk Stuttgart for student dormitory: <a href="https://www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen">https://www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen</a></p> <p>Please note: You do not need to be officially admitted or enrolled to apply for student dormitory.</p>

## 5. Academic Calendar:

<https://www.student.uni-stuttgart.de/en/organizing-studies/semester-dates/>

	<b>Autumn term</b>	<b>Spring term</b>
<b>Intensive German Course</b>	September – mid-October	March – mid-April
<b>Lecture period</b>	mid-October – mid-February	mid-April – mid-July
<b>Exam period</b>	mid-February – mid-April	mid-July – mid-October

Stuttgart, 15.05.2020 (ks)

# Erasmus + students Information

Academic  
Year  
2020/2021



## How to apply

Please proceed according to the following four steps.

### 1. Online registration for the exchange program via Mobility-Online



Deadlines: May 1, 2020 (winter semester 2020/21)  
November 1, 2020 (summer semester 2021)

Before you apply, please make sure that you **have been nominated** by your home university for the exchange program at the University of Stuttgart! After your nomination you will receive the Mobility-Online link.

#### Required documents

Follow the instructions given in the portal **and upload:**

- passport-sized picture
- **a transcript of records** from your home university (either in English or in German)
- your **learning agreement** (signed by you and your home university)
- A **confirmation of supervision** (if you are writing a thesis)
- (obligatory) registration for the **intensive German course** (IGC); see details below
- **Proof of language skills** depending on the language of instruction of the courses. Please note that your language skills have to be clearly indicated (A1 to C2).

For courses taught in **German**

Your German proficiency by the registration deadline	Participation in the intensive German course (course fee = € 250)
C 1	optional
B 1 + B 2	optional but highly recommended
A 2	mandatory (+ B2 English certificate)

For courses taught in **English\***

Your English + German proficiency by the registration deadline	Participation in the intensive German course (course fee = € 250)
B2 ENG + A 1 GER	optional but highly recommended
B2 ENG + none GER	mandatory

\* English taught Bachelor courses are rare. English taught International MSc courses by request only and you need to be in your 3rd or 4th year of study. Please contact your academic Erasmus+ advisor for further information.

After you have uploaded your complete documents, they will be automatically sent to your academic Erasmus+ advisor who has to check them and sign the learning agreement. Please upload the **final learning agreement** (signed by you, your home university and the academic Erasmus+ advisor at the University of Stuttgart) at your Mobility-Online account.

Incoming students, who would like to write a **Bachelor or Master thesis** at our university, will have to apply for a 1-year exchange (2 semesters):

- **1st semester:** The incoming student will take courses and look independently for a thesis topic and a supervisor during the exchange semester.
- **2nd semester:** The incoming student may write the thesis, if he/she has found a thesis topic and supervisor. If not he/she will be able to take courses at our university instead or write the thesis at e. g. the home institution.

You will have to find a supervisor for your thesis yourself. The International Office and the academic Erasmus+ advisor are not able to assist in finding a suitable thesis topic and supervisor. You can only be enrolled as a student at the University of Stuttgart after we have received a confirmation from your thesis supervisor in Stuttgart.

## Enrollment

### 2. Online application for admission to the university via C@MPUS



Deadlines: June 1, 2020 (winter semester 2020/21)  
December 1, 2020 (summer semester 2021)


After you have completed your Mobility-Online registration you have to apply online for admission **as non-degree program** student at:

 <https://campus.uni-stuttgart.de/cusonline/webnav.ini>

More information about the online application for admission can be found here:

 [www.uni-stuttgart.de/en/study/application/international-non-degree/erasmus/](http://www.uni-stuttgart.de/en/study/application/international-non-degree/erasmus/)

**C@MPUS will be open for winter semester applications from non-degree program students from May 1, 2020 onwards and for summer semester applications from November 1, 2020 onwards. Please, don't apply before those dates!**

 Follow the instructions given and upload:

- **application for admission** after first printing it out from the C@MPUS portal and signing it
- **transcript** of records
- **higher education entrance qualification** (e. g. baccalauréat, high school diploma etc.)



### 3. Admission via C@MPUS

If your application is correct and complete by the given deadline, you will be able to download your **letter of admission** (Zulassungsbescheid) no later than four weeks after the deadline.

### 4. Enrollment (takes place in person after your arrival)

Please continue with the **enrollment** procedure **AFTER** your arrival in Stuttgart via your C@MPUS applicant account. We will provide you with further details upon arrival. If you have further questions, please contact: [incoming@ia.uni-stuttgart.de](mailto:incoming@ia.uni-stuttgart.de)

#### Visa regulations

**Students from the EU, Australia, Brazil, Canada, Japan, South Korea and the US** can enter Germany without a visa. They have to apply for a residence permit after their arrival in Stuttgart. **Students from non-EU countries** other than mentioned above have to apply for a student visa at the German consulate of their home country at least 6 months previous to their arrival in Stuttgart. Students who need a visa will receive a **letter of invitation** as soon as they have submitted their application documents and have been admitted.

**Non-EU students already studying in an EU country** have two options:

1. Application for a German visa in their EU host country and application for a German residence permit upon arrival in Germany
2. Application for a German residence permit via our International Office approx. three months before travelling to Germany – no visa required

We need to find out which option applies to you and provide you with the relevant information. Thus, please send an e-mail to [incoming@ia.uni-stuttgart.de](mailto:incoming@ia.uni-stuttgart.de).

#### Intensive German course (IGC)

The University of Stuttgart offers an intensive German course for visiting program students within partnership and Erasmus+ programs. This course includes an **orientation** program (study counseling, group sessions for guidance on formalities you need to comply with, excursions etc.). Please note: A course fee of EUR 250 will be charged and has to be paid **after your** arrival. **Please register for the course via your Mobility-Online account.**

	Course duration	Date of arrival	Registration deadline
<b>Winter semester 2020/21</b>	Tue, Sept 1 – Sat, Oct 10, 2020	Tue, Sept 1, 2020	May 1, 2020
<b>Summer semester 2021</b>	To be announced	To be announced	Nov 1, 2020

Only students who are present from the first day on can attend the German course and participate in the following basic level course during the semester





## Course information

Information about courses offered at the University of Stuttgart can be found on following websites:

<https://www.uni-stuttgart.de/en/study/study-programs/index.html>

(list of all study programs)

<https://www.student.uni-stuttgart.de/en/organizing-studies/lecture-index/index.html>

(course catalogue)

<https://www.uni-stuttgart.de/en/university/faculties-institutes/index.html>

(faculties and institutes)

## Orientation days in April/October

We expect our **exchange students who do not attend the intensive German course** to attend our orientation days previous to the lecture period. You will receive useful information about studying and living in Stuttgart. Please sign up as soon as you arrive in Stuttgart. Date of arrival (recommended): Mon, Oct 5, 2020 (winter semester), Tue, April 6, 2021 (summer semester).

## Cost of living

Monthly cost of living expenses	approx. EUR 750
Accommodation	between EUR 350 and EUR 500
Semester ticket (for public transport - per semester)	approx. EUR 210
Semester contribution (per semester; to be payed after arrival):	approx. EUR 120
Health insurance (compulsory):	approx. EUR 110
Broadcasting contribution fee (compulsory), monthly	EUR 17,50
+ other incidental and personal expenses (e.g. food, leisure time)	

## Accommodation

**We are not able to provide rooms for the students during the Erasmus+ exchange period.** Students have to find accommodation on their own. Please arrange your housing matters as early as possible. Further information about housing can be found here:

[www.uni-stuttgart.de/en/study/living-in-stuttgart/housing/index.html](http://www.uni-stuttgart.de/en/study/living-in-stuttgart/housing/index.html)

We strongly recommend to apply as soon as possible to the *Studierendenwerk Stuttgart* for a student dormitory:

[www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen](http://www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen)

You do **NOT** need to be officially admitted or enrolled to apply for student housing!

**\* Please note:**

You should not arrive in Stuttgart without having organized a place to stay for the time you are searching for accommodation.

## Health Insurance

In order to be enrolled at the University of Stuttgart, EU citizens are required to hold the European Health Insurance Card. Please do not forget to get the card from your health insurance provider before you come to Germany. Non-EU citizens have to purchase a student health insurance in Germany after their arrival. Please contact: [incoming@ia.uni-stuttgart.de](mailto:incoming@ia.uni-stuttgart.de) for further information.

**Academic  
calendar 2020/21**

<b>Winter semester:</b>	October 1 to March 31
Lecture period in the winter semester: Enrollment (takes place in person after your arrival)	October 12, 2020 to February 6, 2021
<b>Summer semester:</b>	April 1 to September 30
Lecture period in the summer semester:	April 12, 2021 to July 17, 2021

Be aware, you may have exams during the lecture free period!

The University of Stuttgart will be closed for the Christmas vacation: Wed, December 23, 2020 to Wed, January 6, 2021

**Buddy program  
ready.study.  
stuttgart**

In order to facilitate your first steps after your arrival in Stuttgart we offer our buddy program ready.study.stuttgart. For further information please visit the following link:

[www.uni-stuttgart.de/en/study/international/ready-study-stuttgart/pick-up/](https://www.uni-stuttgart.de/en/study/international/ready-study-stuttgart/pick-up/)