

# Annex to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet



### 1. Institutional Information

#### 1.1. Institutional details

Name of the institution	Europa-Universität Flensburg
Erasmus Code	D FLENSBU01
ECHE	101012260 - EUF_ECHE
OID	E10096174
Website	<a href="http://www.uni-flensburg.de">www.uni-flensburg.de</a>
Course catalogue	<a href="https://www.uni-flensburg.de/en/international/coming-to-flensburg/international-students/application-and-courses/exchange-students/courses-for-exchange-students-spring-semester">https://www.uni-flensburg.de/en/international/coming-to-flensburg/international-students/application-and-courses/exchange-students/courses-for-exchange-students-spring-semester</a> <a href="https://www.uni-flensburg.de/en/international/coming-to-flensburg/international-students/application-and-courses/exchange-students/courses-fall-semester">https://www.uni-flensburg.de/en/international/coming-to-flensburg/international-students/application-and-courses/exchange-students/courses-fall-semester</a>

#### 1.2. Main contacts

Contact person	Ulrike Bischoff-Parker
Responsibility	Head of International Center / Erasmus Institutional Coordinator
Contact details	<a href="mailto:bischoff@uni-flensburg.de">bischoff@uni-flensburg.de</a> / <a href="mailto:erasmus@uni-flensburg.de">erasmus@uni-flensburg.de</a>

Contact person	Merle Struve
Responsibility	Coordinator for European Higher Education Cooperations
Contact details	<a href="mailto:outgoing@uni-flensburg.de">outgoing@uni-flensburg.de</a> (student exchange) / <a href="mailto:erasmus@uni-flensburg.de">erasmus@uni-flensburg.de</a> (agreements)

Contact person	Dr. Dagmara Paciorek-Herrmann
Responsibility	Coordinator for non-European Higher Education Cooperations
Contact details	<a href="mailto:dagmara.paciorek-herrmann@uni-flensburg.de">dagmara.paciorek-herrmann@uni-flensburg.de</a> / <a href="mailto:outgoing@uni-flensburg.de">outgoing@uni-flensburg.de</a> (student exchange)

Contact persons	Lucila Morales de Mittag
Responsibility	Incoming and International Students Coordinator
Contact details	<a href="mailto:incoming@uni-flensburg.de">incoming@uni-flensburg.de</a>

Contact person	Yvonne Cropp
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<b>Responsibility</b>	Administrative Support
<b>Contact details</b>	<a href="mailto:int-center@uni-flensburg.de">int-center@uni-flensburg.de</a>

## 2. Detailed requirements and additional information

### 2.1. Recommended language skills

The sending institution is kindly requested to make sure outgoing students and teaching staff have the following recommended language levels:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level
<b>Student Mobility for Studies</b>	Any	German, English	B2
<b>Staff Mobility for Teaching</b>	Any	German, English	C1

### 2.2. Calendar

The nomination and application deadlines at Europa-Universität Flensburg are as follows:

<b>Autumn term</b>	Nomination: March 1 - April 10, Application: by May 1
<b>Spring term</b>	Nomination: September 1 - October 10, Application: by November 1

#### Decision Response

Europa-Universität Flensburg will send its decision within 2 weeks after the application deadline.

#### Transcripts of Records

A Transcript of Records will be issued no later than 4 weeks after the assessment period has ended at the respective department.

#### Termination of Agreement

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 20xx will only take effect as of 1 September 20xx+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

#### Additional information

Europa-Universität Flensburg welcomes students and staff with disabilities and offers the necessary facilities and support.

#### Grading system

Europa-Universität Flensburg follows the ECTS system. An average course load has 30 credit points per semester. Student performance is normally evaluated with a grade.

<b>1,0 - 1,3</b>	excellent / sehr gut
<b>1,7 - 2,0 - 2,3</b>	good / gut
<b>2,7 - 3,0 - 3,3</b>	fair / befriedigend
<b>3,7 - 4,0</b>	satisfactory / ausreichend
<b>4,3 - 5,0</b>	fail / ungenügend
<b>B</b>	ungraded - pass / bestanden
<b>NB</b>	not passed / nicht bestanden

### 3. Visa

Europa-Universität Flensburg 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</b>	International Center
<b>Contact details</b>	<a href="mailto:incoming@uni-flensburg.de">incoming@uni-flensburg.de</a>
<b>Website</b>	<a href="https://www.uni-flensburg.de/en/international/coming-to-flensburg/international-students/before-you-come-to-flensburg#c138349">https://www.uni-flensburg.de/en/international/coming-to-flensburg/international-students/before-you-come-to-flensburg#c138349</a>

### 4. Insurance

Europa-Universität Flensburg will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Incoming students/staff will be informed 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</b>	International Center
<b>Contact details</b>	<a href="mailto:incoming@uni-flensburg.de">incoming@uni-flensburg.de</a>
<b>Website</b>	<a href="https://www.uni-flensburg.de/en/international/coming-to-flensburg/international-students/before-you-come-to-flensburg#c138310">https://www.uni-flensburg.de/en/international/coming-to-flensburg/international-students/before-you-come-to-flensburg#c138310</a>

### 5. Housing

Europa-Universität Flensburg will guide incoming students/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</b>	Studentenwerk Schleswig-Holstein
<b>Contact details</b>	Student Housing Administration Steenbeker Weg 20 24106 Kiel Germany Tel.: +49 431 8816-317
<b>Website</b>	<a href="https://studentenwerk.sh">https://studentenwerk.sh</a>