

Erasmus+ Programme

**D KOLN 01**

# Universität zu Köln

**Prof. Marcella Milana**

## A. Information about higher education institutions

<b>Name of the institution (and department, where relevant)</b>	<b>Erasmus code</b>	<b>Contact details<sup>1</sup> (email, phone)</b>	<b>Website (eg. of the course catalogue)</b>
Universität zu Köln	D KOLN 01	<p><b><u>Institutional Coordinator</u></b> Christiane Biehl International Office Albertus-Magnus-Platz, D-50923 Köln Tel: +49 221 470 2769 Email: c.biehl@verw.uni-koeln.de</p> <p><b><u>Departmental Coordinator</u></b> Prof. Stefan Neubert Center for International Relations Faculty of Human Sciences Gronewaldstr. 2, D-50931 Köln Phone: +49 221 470 4713/ 6213/ 1974 Email: s.neubert@uni-koeln <a href="mailto:Zib-hf@uni-koeln.de">Zib-hf@uni-koeln.de</a></p> <p><b>Contact at the level of the Department for Adult and Continuing Education:</b> Prof. Michael Schemmann Professur für Erwachsenenbildung/Weiterbildung Universität zu Köln Triforum Cologne Innere Kanalstr. 15 D - 50823 Köln Phone: +49 221 470 6676 Email: michael.schemmann@uni-koeln.de</p> <p><a href="https://www.hf.uni-koeln.de/30546">https://www.hf.uni-koeln.de/30546</a></p>	

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

### C. Recommended language skills

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>2</sup>	
				Student Mobility for Studies	
D KOLN 01	011	German	English	B1 in German	

### D. Additional requirements

#### Student Mobility for Studies

Receiving institution [Erasmus code]	Minimum Number of Credits to be included in the study plan	Available Courses or Modules in the Faculty or Department(s)	Access to other Faculties or Departments (yes / no)	Support and infrastructure to welcome students/staff with disabilities (yes / no)
D KOLN 01		...	Yes (to the Humanities and Arts Faculty)	Yes

### E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D KOLN 01	Nomination Deadline May 1 <sup>st</sup> Application Deadline June 1 <sup>st</sup>	Nomination Deadline November 1 <sup>st</sup> Application Deadline November 15 <sup>th</sup>

2. The receiving institution will send its decision within 1 week.
3. A Transcript of Records will be issued by the receiving institution no later than [4] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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*

<sup>2</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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."]

## F. Information

### 1. Grading systems of the institutions

#### **D KOLN01- grading system**

The grading scheme usually comprises five levels (with numerical equivalents; intermediate grades may be given)

"Sehr Gut" (1)	Very Good
"Gut" (2)	Good
"Befriedigend" (3)	Satisfactory
"Ausreichend" (4)	Sufficient
"Nicht ausreichend" (5)	Non-sufficient/failed

The minimum passing grade is "ausreichend" (4).

The transference into ECTS-grades is in compliance with the current ECTS user's guide

### 2. Visa information and assistance

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
D KOLN01	<b>Christiane Biehl</b> International Office Kerpener Str. 4, D-50923 Köln, Phone : +49-221-470-2769 Fax : +49-221-470-5016 c.biehl@verw.uni-koeln.de	<a href="http://verwaltung.uni-koeln.de/organisation/dezernat_9/index_ger.html">http://verwaltung.uni-koeln.de/organisation/dezernat_9/index_ger.html</a>

### 3. Insurance information and assistance

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
D KOLN01	<b>Christiane Biehl</b> International Office Kerpener Str. 4, D-50923 Köln, Phone : +49-221-470-2769 Fax : +49-221-470-5016 c.biehl@verw.uni-koeln.de	<a href="http://verwaltung.uni-koeln.de/organisation/dezernat_9/index_ger.html">http://verwaltung.uni-koeln.de/organisation/dezernat_9/index_ger.html</a>

### 4. Housing information and assistance

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
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