

## Frankfurt University of Applied Sciences

### Annex to Erasmus+ Inter-Institutional Agreement (& Fact Sheet)

2023

#### GENERAL INFORMATION

Erasmus Code	D FRANKFU04
PIC	991538075
OID	E10182343
Website	<a href="https://www.frankfurt-university.de/en/international.html">https://www.frankfurt-university.de/en/international.html</a>
Facebook Presence	<a href="https://www.facebook.com/International.Office.FRA.UAS/">https://www.facebook.com/International.Office.FRA.UAS/</a>
Instagram Presence	<a href="https://instagram.com/frankfurtuas_international">https://instagram.com/frankfurtuas_international</a>

#### ERASMUS+ CONTACTS

IAs/Agreements Strategic Partnerships	→	<b>Stephanie Porter</b> <b>Erasmus+ Institutional Coordinator</b> ☎ +49 69 1533 3839 ✉ <a href="mailto:stephanie.porter@io.fra-uas.de">stephanie.porter@io.fra-uas.de</a> ✉ <a href="mailto:partnerships@io.fra-uas.de">partnerships@io.fra-uas.de</a>
Incoming Students Buddy Program Insurances/ Visa Admission/ Arrival	→	<b>Ms. Elisa Lange</b> <b>Ms. Karla Hannig</b> <b>Exchange Incoming Advisor</b> ☎ +49 69 1533 3847 ✉ <a href="mailto:incoming.exchange@io.fra-uas.de">incoming.exchange@io.fra-uas.de</a>
Outbound students nomination Outbound students applications Online Learning Agreements	→	<b>Ms. Celine Brandt</b> <b>Exchange Outgoing Advisor</b> ☎ +49 69 1533 3121 ✉ <a href="mailto:europa@io.fra-uas.de">europa@io.fra-uas.de</a>
Incoming Teaching Staff	→	<b>Ms. Susanne Demmer</b> <b>Staff Mobility Advisor</b> ☎ +49 69 1533 3843 ✉ <a href="mailto:staffmobilitates@io.fra-uas.de">staffmobilitates@io.fra-uas.de</a>
Director International Office	→	<b>Adam Lipski</b> <b>Director</b> ☎ +49 69 1533 3843 ✉ <a href="mailto:leitung@io.fra-uas.de">leitung@io.fra-uas.de</a> <u>Address and Contact Information:</u> Frankfurt University of Applied Sciences International Office Nibelungenplatz 1 D-60318 Frankfurt/ Germany  ☎ +49 69 1533 2475

#### MODIFICATION AND TERMINATION OF THE ERASMUS+ AGREEMENT

<b>Changes in the mobility data</b>	The partners commit to agree on and confirm the changes in the mobility data by no later than the end of January in the preceding academic year.
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<b>Unilateral termination</b>	<p>Inter-Institutional Agreements will be effective upon signature through both parties. It shall remain in effect for the time period indicated above. It may be subject to revision or modification by prior mutual agreement. This may include the alteration of schedules, mobility numbers, etc. Either party reserves the right to terminate this Agreement upon twelve months' written notice to the other party. 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. In this case, the program(s) or the activity(ies) already approved by both parties shall be allowed to be completed under the conditions of this agreement. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.</p>
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### STAFF MOBILITIES (STA/STT)

<b>Incoming Staff</b>	<p>An official invitation is necessary to realize a staff mobility at D FRANKFU04. This can either be realized as part of a staff week (international teaching week/ training week) or can be obtained individually through an authorized D FRANKFU04 member. In the latter case, the International Office of D FRANKFU04 must be notified.</p>
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### STUDENTS AND STAFF WITH DISABILITIES

<b>General Information and Contact</b>	<p>Students with special needs should contact the Exchange Incoming Advisor prior to or upon their nomination.</p> <p>Contact for <b>students with special needs</b>:</p> <p><b>Ms. Elisa Lange</b> Incoming Exchange Students Advisor ☎ +49 69 1533 3847 ✉ incoming.exchange@io.fra-uas.de</p> <p><b>Alexandra Hoene-Lindemann</b> Representative for Individuals with Special Needs ☎ +49 69 1533 2643 ✉ lindemann.alexandra@fb4.fra-uas.de</p> <p>Most facilities of D FRANKFU04 feature barrier-free accessibility and are equipped to serve those with <a href="#">limited personal mobility</a>.</p>
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### ACADEMICS

<b>Course Details</b>	<p><a href="https://www.frankfurt-university.de/en/studies/international-office/incomings/exchange/course-choices/">https://www.frankfurt-university.de/en/studies/international-office/incomings/exchange/course-choices/</a></p>
<b>Grading System</b>	<p><a href="https://www.frankfurt-university.de/en/studies/international-office/incomings/exchange/course-choices/">https://www.frankfurt-university.de/en/studies/international-office/incomings/exchange/course-choices/</a></p>
<b>Transcript of Records</b>	<p>A Transcript of Records will be issued by D FRANKU04 no later than five</p>

weeks after the assessment period has finished. Please note that the Transcript of Records may be somewhat delayed during holiday periods.

## ADMISSION FOR INCOMING EXCHANGE STUDENTS

<b>Student Exchange Website and Guide</b>	<a href="https://www.frankfurt-university.de/en/studies/international-office/incomings/exchange/">https://www.frankfurt-university.de/en/studies/international-office/incomings/exchange/</a>
<b>Term Dates</b>	<p><b>Fall term:</b> October – March Lectures: October – February</p> <p><b>Spring term:</b> April – September Lectures: April – July</p> <p><a href="https://www.frankfurt-university.de/en/studies/international-office/incomings/exchange/academic-calendar/">https://www.frankfurt-university.de/en/studies/international-office/incomings/exchange/academic-calendar/</a></p>
<b>Nomination and Application Periods</b>	<p><b>Fall term and full academic year:</b> 1 April – 1 May <b>Spring term:</b> 1 October – 1 November D FRANKFU04 will send its decision within 6 weeks after the application deadline.</p> <p>D FRANKFU04 does not have a separate nomination deadline. However, students must be nominated one weekday before the end of the respective deadline the latest. Students without prior nomination through their home institution cannot be accepted.</p> <p><b>Application Platform</b> <a href="https://www.frankfurt-university.de/en/studies/international-office/incomings/exchange/application-for-exchange-students/">https://www.frankfurt-university.de/en/studies/international-office/incomings/exchange/application-for-exchange-students/</a></p>
<b>Expected Arrival Days</b>	<p><b>Fall Term:</b> 1 September <b>Spring Term:</b> 1 March</p>
<b>Orientation Period</b>	<p><b>Fall Term:</b> 1 September – start of lectures (includes German intensive language course) <b>Spring Term:</b> 1 March – start of lectures (includes German intensive language course)</p>
<b>Duration of Exchange</b>	1 Semester / 2 Semesters
<b>Application Instructions and Documents</b>	<a href="https://www.frankfurt-university.de/en/studies/international-office/incomings/exchange/application-for-exchange-students/">https://www.frankfurt-university.de/en/studies/international-office/incomings/exchange/application-for-exchange-students/</a>

## ORIENTATION SERVICES

### Orientation and Buddy Program

An orientation program will be provided. Updated information will be sent out to accepted students via email.

<https://www.frankfurt-university.de/en/studies/international-office/incomings/exchange/academic-calendar/>

Incoming students are highly encouraged to sign up for the buddy program:

<https://www.frankfurt-university.de/en/studies/international-office/incomings/exchange/buddy-program/>

In addition, a semester-round program 'FRANKFURT ♥ YOU' is offered for international students:

<https://www.facebook.com/International.Office.FRA.UAS/>

## ACCOMMODATION & HOUSING

### Information and Contact

#### Ms. Marion Kosmalla-Dorn

Accommodation

☎ +49 69 1533 3842

✉ housing@io.fra-uas.de

#### Ms. Kathrin Fischer

Accommodation

☎ +49 69 1533 3844

✉ housing@io.fra-uas.de

<https://www.frankfurt-university.de/en/studies/international-office/incomings/exchange/living-in-frankfurt/>

**IMPORTANT:** Since the housing market in the Frankfurt Metropolitan Area is very tight and student accommodation is shared among all universities within the area, we try to make one accommodation offer to each student for their first term. We strongly recommend students to familiarize themselves with the local housing market and/or usual renting prices **before** turning down our offer. For exchange students, it is extremely difficult to rent (affordable) accommodation privately.

Please also be advised that, unfortunately, our housing deadlines are absolutely **non-negotiable!**

## INSURANCE

### Information and Contact

#### Ms. Elisa Lange

Incoming Exchange Students Advisor

☎ +49 69 1533 3847

✉ incoming.exchange@io.fra-uas.de

<https://www.frankfurt-university.de/en/studies/international-office/incomings/exchange/visa-and-insurance/>

## VISA

### Information and Contact

**Ms. Elisa Lange**

Incoming Exchange Students Advisor

 +49 69 1533 3847

 [incoming.exchange@io.fra-uas.de](mailto:incoming.exchange@io.fra-uas.de)

<https://www.frankfurt-university.de/en/studies/international-office/incomings/exchange/visa-and-insurance/>