FRIEDRICH-ALEXANDER
UNIVERSITÄT
ERLANGEN-NÜRNBERG

General Information Sheet for Incoming Exchange Students

Academic year 2016/17

University	
Name of University	**Friedrich-Alexander-Universität Erlangen-Nürnberg**
Country	Germany
Erasmus Code	D ERLANGE01
Contact Information	
Postal address	Central Office for International Affairs, Schlossplatz 4, 91054 Erlangen, Germany
Visitor address	Central Office for International Affairs, Helmstr. 1A, 91054 Erlangen, Germany
Fax number	+49 (0) 9131-85-65151
Head	(Mrs) Dr Brigitte Perlick
Phone number	+49 (0) 9131-85-65170
Email address	brigitte.perlick@fau.de
University homepage	www.fau.de (in German)
University homepage	www.fau.eu (in English)
Homepage of the Central Office for International Affairs	www.fau.eu/international
Homepage for exchange students (Incomings)	www.fau.eu/international/international-applicants/semester-abroad-at-fau
Erasmus Institutional Co-ordinator Bilateral Agreements	(Mrs) Bianca Köndgen bianca.koendgen@fau.de +49-(0) 9131-85-65166

Academic Information	
Language of instruction	German, some programmes in English – the offer on courses in German is much bigger than the offer in other languages
Degree programmes available in English	Master in Advanced Materials and Processes, Master in Advanced Optical Technologies (MAOT), Master in Computational Engineering, Master in Chemical and Bioengineering, Master in Molecular Science, Master in Physical Activity and Health, Master in Systems of Information and Multimedia Technology, MA Development Economics and International Studies, MA North American Studies: Culture and Literature, MA English Studies
Modules in English	Some modules are taught in English in different departments: Political Science, Social Sciences, Economics, Engineering
Double Degree Programmes	MSc International Business Studies/MSc Management/MSc Marketing (Ecole de Management de Strasbourg), MSc International Business Studies/Msc Management (Universidad de Alcala de Henares), Erste Juristische Prüfung/Master of Laws (LL.M.) (Université de Rennes I), , MSc Chemistry/MSc Molecular Science (University of Wollongong), Master of Science Computational Engineering (Kungliga Tekniska Högskolan Stockholm (KTH)), MA Development Economics and International Studies (Universität Baghdad, Center for Iraq Studies,Salahhadin Universität, Erbil, Mustansiriya Universität Baghdad), European Master in Lexicography (EMLex) (Université de Lorraine, Universidade Santiago de Compostela, Stellenbosch University, Károli Gáspár Református Egyetem Budapest, Universitat Autónoma Barcelona, Uniwersytet Slaski w Katowicach, Universidade do Minho), BSc International Production Engineering and Management (Università degli studi di Palermo), MSc Chemical and Biological Engineering/MSc Life Science Engineering (Dongseo University, Busan); BA Business Studies (Universidad de Málaga)
Information about degree programmes	www.fau.eu/study/prospective-students/degree-programmes
Syllabi	http://univis.uni-erlangen.de, click "Vorlesungsverzeichnis"
Course registration for exchange students	Will be clarified upon arrival
Credits generally recommended for one semester of studies	We are recommending to the students to make 30 ECTS per semester. Generally the students need to check with their Home-Universities how many ECTS they need to do at the FAU.
Credits generally required for one year of studies	60 ECTS recommended
Information about European Credit Transfer System ECTS	www.fau.eu/international/international-applicants/semester-abroad-at-fau/starting-your-studies/ects-and-german-university-grades
Transcript of Records	**Not** delivered automatically. Incoming students should ask for a transcript before/shortly after leaving Germany
Language courses during the semester (cost, credits, etc.)	German language courses for international students are free of charge. For all other courses, costs are possible.
(Strongly recommended) Pre-semester Intensive German Language Course	The three-week Intensive German Language Course takes place in March and September. It costs € 280 (the price includes the books used). 5 ECTS credits can be obtained. www.sz.uni-erlangen.de/abteilungen/daf/kursangebot/aiferienkurs_english.html

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Application for Exchange Students	
Application deadlines for exchange students	**15th May for coming winter semester** **15th November for coming summer semester** For double degree students in accordance with the corresponding co-operation agreement
Application procedure (5 steps)	1. The home university selects the exchange students and sends the nominations (name, duration of stay, field of study and email address of the nominated students) by email to incoming-students@fau.de 2. All nominated students will receive information explaining how to apply online. 3. The students complete and submit the online application first. 4. The students then print out the online form, sign it and send it together with the required documents as a **SCAN VIA EMAIL** to incoming-students@fau.de (before the 15th of May or 15th of November). 5. When we receive the completed application, we will process admission. The students will be informed about their admissions by email and by post (letter of admission). The letter of admission must be brought to Germany. Double degree students will be treated as regular exchange students.
Documents required for incoming student applications	• Printed application form • Copy of Secondary School Certificate (no translation) • Transcripts of Records for all academic years (university): in German or English • Proof of German language knowledge – in accordance to the partnership agreement with the FAU • ONLY ERASMUS-Students: Proof of English language knowledge – in accordance to the partnership agreement with the FAU • Certificate of Enrolment at home university (no translation) • Actual photo • Application form for the Help by the Housing Search (the form can be found: www.fau.de/files/2014/09/Bewerbungsbogen_Austausch.pdf) If the students would like to write a **thesis** at the FAU, they have to send together with the application documents a confirmation from a professor of the FAU, that he will supervise the thesis. The form for the confirmation can be found: www.fau.de/files/2014/09/Betreuungszusage_Austausch.pdf
German knowledge required	German language knowledge – in accordance with partnership agreement with FAU. For Double Degree Students: individual conditions regarding specific double degree programmes in accordance with the corresponding co-operation agreement.
English language knowledge required	ONLY FOR ERASMUS-Students: English language knowledge – in accordance with the partnership agreement with the FAU
Application information	www.fau.eu/international/international-applicants/semester-abroad-at-fau/admission-requirements

Application	Complete applications must be sent as a **SCAN VIA EMAIL**.
Courses/Programmes not available to exchange students	Limited access to Medicine and Law; consultation required

Academic Calendar	
Compulsory orientation courses for exchange incomings	www.fau.eu/international/international-applicants/semester-abroad-at-fau/starting-your-studies/mandatory-orientation-course
Winter semester Orientation course	First ten days of: September (if the student attends the language course) or October (if the student does not attend the language course)
Winter semester Lecture period	Middle of October to Middle of February
Winter semester Examination period	Middle of February to End of February
Summer semester Orientation course	First ten days of: March (if the student attends the language course) or April (if the student does not attend the language course)
Summer semester Lecture period	Middle of April (depending on Easter holidays) to Middle of July
Summer semester Examination period	Middle of July to End of July
Link to academic calendar (in German)	www.fau.eu/study/current-students/semester-dates

Housing	
General information about accommodation for exchange students	www.fau.eu/international/international-applicants/important-information/accommodation-2

Additional Information	
Compulsory fees to be paid after the enrolment	€ 107 (€ 42 a semester for the University Social Services + € 65 for the semester ticket)
Buddy programme	www.fau.eu/international/international-applicants/semester-abroad-at-fau/starting-your-studies/buddy-programme
Faculties	- Faculty of Humanities, Social Sciences and Theology - Faculty of Business, Economics and Law - Faculty of Medicine - Faculty of Sciences - Faculty of Engineering
Travel health insurance	Recommended for non-EU citizens
Health insurance during the exchange stay	EU citizens keep their national (European) health insurance. Non-EU citizens have to buy a German statutory health insurance for students (approx. € 87 monthly – registration after arrival in Germany).

Proof of finance	Non-EU citizens have to prove that they have at their disposal at least € 670 monthly (scholarship + parents' support + …. [can be combined])
Visa for exchange students	EU citizens do not need any visa for Germany. Non-EU citizens need a visa except when: 1. They are citizens of one of the following countries: Australia, Brazil, Canada, Israel, Japan, Korea (South), New Zealand, USA 2. They live in a Schengen country and possess a valid residence permit for this Schengen country
Day nursery	Students with children can apply for the university day nurseries. Please inform us in advance.
Special facilities for disabled persons	Please inform us in advance.

Complete Information Package	www.fau.eu/international/international-applicants/semester-abroad-at-fau/admission-requirements

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FAU Grading System

ECTS-credits

ECTS, the *European Credit Transfer and Accumulation System*, was developed by the Commission of the European Community in order to provide common procedures to guarantee academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements, and transferring them from one institution to another.
In ECTS, 60 credits represent the workload of a full year of study; normally 30 credits are given for a semester. It is important that no special courses are set up for ECTS purposes, but that all ECTS courses are mainstream courses of the participating institutions, and followed by home students under normal regulations. Credits are awarded only when the course has been completed and all necessary examinations have been successfully taken.
When the student has successfully completed the study programme agreed upon by the home and host institutions, transfer of credit will take place. The student will then continue his or her studies at the home institution without any loss of time or credit. Transfer of credit is realized with a form (Transcript of Records) and by applying a special grading system in addition to the local grading system.

German Grading System

Grades at FAU are generally awarded according to the following scale; however, the grades awarded for a specific degree programme may differ depending on the respective examination regulations:

Grade	Designation	Explanation
1	Sehr gut (excellent)	an outstanding achievement
2	Gut (good)	an achievement that exceeds the average requirements considerably
3	Befriedigend (satisfactory)	an achievement that fulfils average requirements
4	Ausreichend (sufficient)	an achievement that fulfils the requirements despite flaws
5	Nicht ausreichend (unsatisfactory)	an achievement that does not fulfil requirements due to major flaws

The examination regulations can specify whether the grades can be increased or decreased by 0.3 to indicate varying performance.

Grade	Designation	Explanation
1.0	Sehr gut (excellent)	Pass
1.3	Sehr gut (excellent) -	Pass
1.7	Gut (good) +	Pass
2.0	Gut (good)	Pass
2.3	Gut (good) -	Pass
2.7	Befriedigend (satisfactory) +	Pass
3.0	Befriedigend (satisfactory)	Pass
3.3	Befriedigend (satisfactory) -	Pass
3.7	Ausreichend (sufficient) +	Pass
4.0	ausreichend (sufficient)	Pass
4.3	Nicht ausreichend (unsatisfactory)	Fail
4.7	Nicht ausreichend (unsatisfactory)	Fail

5	Nicht ausreichend (unsatisfactory)	Fail

Furthermore, for modules requiring regular attendance but no exam, there is a special grade **"TN" = Teilnahme** = attendance which is a "pass" grade. If a student participates in a module that requires an exam but does not take it – that is, only his/her attendance is certified – no credits can be awarded.

1S = 1 semester; 2S = 2 semesters/academic year

Common US-American Mark Equivalences*:

(1.0) – excellent, seldom achieved (A+)

(1.3) – very good (A)

(1.7 to 2.3) – good, considered a (rather) good result (A- to B)

(2.7 to 3.3) – satisfactory (B- to C)

(3.7 to 4.0) – sufficient (D)

(5.0) – deficient/fail, no course certificate awarded (F)

Common Mark Equivalences for Law and Legal Subjects*:

German points	**0**	**1–3**	**4–6**	**7–9**	**10–12**	**13–15**	**16 – 18**
Assessment	ungenügend: an entirely insufficient achievement	mangelhaft: an unsatisfactory achievement with significant flaws	ausreichend: an achievement that fulfils the requirements despite flaws	befriedigend: an achievement that fulfils average requirements in every respect	vollbefriedigend: an achievement that exceeds average requirements	gut: an achievement that exceeds average requirements considerably	sehr gut: an outstanding achievement
Equivalent English	fail	fail	satisfactory	good	very good	excellent	excellent
Equivalent French	insuffisant	insuffisant	passable	satisfaisant	très satisfaisant	bien	très bien

* These equivalences are for guidance only!