

# Annex to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet



### 1. Institutional Information

#### 1.1. Institutional details

<b>Name of the institution</b>	<b>Europa-Universität Flensburg</b>
<b>Erasmus Code</b>	D FLENSBU01
<b>EUC</b>	28758-EPP-1-2014-DE-EPPKA3-ECHE
<b>OID</b>	E10096174
<b>Website</b>	<a href="http://www.uni-flensburg.de">www.uni-flensburg.de</a>
<b>Course catalogue</b>	<a href="https://www.uni-flensburg.de/portal-studium-und-lehre/veranstaltungen/vorlesungsverzeichnis/?sword_list%5b%5d=Vorlesungsverzeichnis&amp;no_cache=1">https://www.uni-flensburg.de/portal-studium-und-lehre/veranstaltungen/vorlesungsverzeichnis/?sword_list%5b%5d=Vorlesungsverzeichnis&amp;no_cache=1</a>

#### 1.2. Main contacts

<b>Contact person</b>	Ulrike Bischoff-Parker
<b>Responsibility</b>	Erasmus Institutional Coordinator
<b>Contact details</b>	<a href="mailto:int-center@uni-flensburg.de">int-center@uni-flensburg.de</a>

<b>Contact person</b>	Anna K. Hardt
<b>Responsibility</b>	Outgoings Coordinator Europe
<b>Contact details</b>	<a href="mailto:outgoing@uni-flensburg.de">outgoing@uni-flensburg.de</a>

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

<b>Contact person</b>	Yvonne Cropp
<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
Student Mobility for Studies	Any	German, English	B2
Staff Mobility for Teaching	Any	German, English	C1

### 2.2. Calendar

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

Autumn term	Nomination: March 1 - April 10, Application: by May 1
Spring term	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.

1,0 - 1,3	excellent / sehr gut
1,7 - 2,0 - 2,3	good / gut
2,7 - 3,0 - 3,3	fair / befriedigend
3,7 - 4,0	satisfactory / ausreichend
4,3 - 5,0	fail / ungenügend
B	ungraded - pass / bestanden
NB	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>	incoming@uni-flensburg.de
<b>Website</b>	<a href="http://www.uni-flensburg.de/en/international/coming-to-flensburg/exchange-students/visa/">http://www.uni-flensburg.de/en/international/coming-to-flensburg/exchange-students/visa/</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>	incoming@uni-flensburg.de
<b>Website</b>	<a href="http://www.uni-flensburg.de/en/international/coming-to-flensburg/exchange-students/health-insurance/">http://www.uni-flensburg.de/en/international/coming-to-flensburg/exchange-students/health-insurance/</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="http://www.studentenwerk.sh/en/home/startseite.html">http://www.studentenwerk.sh/en/home/startseite.html</a>