

Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet Humboldt University

1. Institutional Information

1.1. Institutional details

Name of the institution	Humboldt-Universität zu Berlin
Erasmus Code	D BERLIN13
EUC	29975-IC-1-2007-1-DE-ERASMUS-EUCX-1
Institution website	www.hu-berlin.de
Online course catalogue	https://agnes.hu-berlin.de/lupo/rds?state=user&type=0

1.2. Main contacts

Responsibility	International Office, Institutional Erasmus Coordinator	
Contact person	Dr. Dietmar Buchmann	
Contact details	dietmar.buchmann@hu-berlin.de Tel.: +49 (30)2093-46704 Fax: +49 (30)2093-46732 Universitäts-Hauptgebäude, Raum 2264, Unter den Linden 6, 10099 Berlin, Germany	

Responsibility	Departmental Erasmus Coordinator	
Contact person	Prof. Dr. Klaus Mohnke	
Contact details	mohnke@math.hu-berlin.de Tel.: +49 (30)2093-1814 Fax: +49 (30)2093-2727 HU, Institut für Mathematik, Rudower Chaussee 25, 12489 Berlin, Germany	

Responsibility			
Contact person			
Contact details			

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	461	German, English	B2
Staff Mobility for Teaching	461	German, English	B2

2.2. Additional requirements

We recommend incoming exchange students participate in our four week intensive German course (September / March) and the accompanying orientation sessions.

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	April 1st – May 31st
Spring term	October 1st – November 30th

2.3.2. Decision Response

We will send our decision within four weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than five weeks after the assessment period has finished at our institution.

2.3.4. Termination of Agreement

In the event of unilateral termination, a notice of at least one academic year has to be given. 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional information

3.1. Grading system

Grade	Predicate	
	In English	In German
1,0 – 1,3	very good	sehr gut
1,7 – 2,3	good	gut
2,7 – 3,3	satisfactory	befriedigend
3,7 – 4,0	sufficient	ausreichend
5,0	fail	nicht bestanden

3.2. Visa

Our institution 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:

Contact person	---
Contact details	erasmus@uv.hu-berlin.de
Website	http://www.international.hu-berlin.de/an_die_hu/wegweiser/4_vor_einreise/4_1

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	---
Contact details	---
Website	http://www.international.hu-berlin.de/an_die_hu/wegweiser/4_vor_einreise/4_3 http://www.international.hu-berlin.de/an_die_hu/wegweiser/5_nach_einreise/5_1_2

3.4. Housing

Our institution will guide incoming student/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:

Contact person	---
Contact details	wohnen@hu-berlin.de +49 2093-46721
Website	http://www.international.hu-berlin.de/an_die_hu/

