University of Cologne

Faculty of Arts and Humanities
ERASMUS+ Information Sheet
Academic Year 2017/2018

University of Cologne • Albertus-Magnus-Platz • 50923 Cologne, Germany

1. Institutional Details

Name of the Institution	University of Cologne
ERASMUS ID Code	D KOLN01
EUC Number (Charta)	29855
Website	http://www.uni-koeln.de
Faculty	Faculty of Arts and Humanities

2. Contact Details

Institutional Coordinator	Christiane Biehl, M.A c.biehl@verw.uni-koeln.de
Departmental Coordinator	Center for International Relations (ZIB) of the Faculty of Arts and Humanities philfak-zib@uni-koeln.de
Address	University of Cologne Center for International Relations (ZIB) at the Faculty of Arts and Humanities Albertus-Magnus-Platz 50923 Cologne, Germany **Visitor address:** Robert-Koch-Str. 41, 1st Floor 50923 Cologne
Telephone **Fax** **Email** **Website**	+49 (0)221 - 470 39 67 +49 (0)221 - 470 70 92 philfak-zib@uni-koeln.de http://zib.phil-fak.uni-koeln.de

3. Nomination and Application

Nomination Deadlines	**Semester 1** (Winter semester)/ **full academic year: May 1** **Semester 2** (Summer semester): **November 1**
Nomination Procedure	**Partner universities should send a nomination email with the contact details of the exchange students to** a.schwarz@verw.uni-koeln.de **and cc** philfak-incomings@uni-koeln.de. The nominated students will receive further information about the next steps by email in May/June (Winter semester/ full academic year) or November (Summer semester).

Application Periods	**Semester 1** (Winter semester)/ **full academic year:** June 15 **until July 15**
	Semester 2 (Summer semester): December 15 **until January 15**
Application Procedure	**Admission**
	1) Students have to register online through the portal KLIPS 2.0. (Detailed instructions on the registration procedure are sent by email beforehand).
	2) After completing the online registration, students need to print out the **Application for admission** and the **Registration form** from KLIPS 2.0 and send them (signed and stamped) by email to a.schwarz@verw.uni-koeln.de.
	Students will be informed by email, as soon as they have been admitted. The Letter of Admission can be printed out from KLIPS 2.0, if needed.
	Contact person: Annika Schwarz
	a.schwarz@verw.uni-koeln.de.
	Enrolment
	1) After being admitted, students are required to pay the student welfare contribution by bank transfer. Payment of the contribution is a prerequisite for course registration!
	2) Additionally, students are required to upload a portrait photo of themselves in KLIPS 2.0.
	3) As soon as the payment of the student welfare contribution has been registered, students will receive a Welcome Letter from the University of Cologne containing their matriculation number and the PIN for activating their electronic student account.
	4) After their arrival in Cologne, students have to submit proof of health insurance to the International Office.
	Contact person: Annika Schwarz
	a.schwarz@verw.uni-koeln.de
	General information http://international.uni-koeln.de/erasmus_in_cologne.html?&L=1 or http://zib.phil-fak.uni-koeln.de/23125.html?&L=1
Language Requirements	German Level B1 is **strongly** recommended.
	For courses in German Language and Literature a German Level B2.2 is **strongly** recommended.

4. Semester Dates/Arrival

Academic Year 2017/18	**Semester 1** (Winter semester) **Lecture Period:**
	October 9, 2017 to February 2, 2018
One week before the lecture period starts, the ZIB organizes **Welcome Days** for all incoming students.	**Semester 2** (Summer semester) **Lecture Period:**
	April 4, 2018 to July 20, 2018
	Main Holidays:
	Christmas: December 23, 2017 to January 5, 2018
Semester dates overview until 2023/24	Easter: March 30 to March 2, 2018
	Whitsun: May 21 to May 25, 2018

5. Visa, Housing, Health Insurance

Visa	For information on visa requirements, please visit: http://zib.phil-fak.uni-koeln.de/23093.html?&L=1 and http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html
	The University of Cologne will provide assistance, if required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. Please contact: Annika Schwarz a.schwarz@verw.uni-koeln.de
Housing	Students can apply for Student Housing on this website: https://tl1host.eu/SWK/index.html#admission **We recommend applying right after nomination!** For more information on accommodation, see http://zib.phil-fak.uni-koeln.de/27095.html?&L=1 and http://international.uni-koeln.de/6912.html?&L=1
Health Insurance	Health insurance is mandatory for every one seeking to enrol at the University of Cologne. For more information, please visit: http://zib.phil-fak.uni-koeln.de/27094.html?&L=1
Students with Disabilities	For more information, please visit: http://inklusion.uni-koeln.de/index_ger.html

6. Courses

German as a Foreign Language (DaF) Courses	The Department of German as Foreign Language (DaF) offers German language courses for international exchange students before and during the semester. **Online pre-registration is mandatory!** Applications for the winter courses can be submitted around mid-August (pre-semester courses) and mid-September (semester courses), applications for the summer courses around mid-February (pre-semester courses) and mid-March (semester courses). **The start of the online application will be announced at short notice at the top of this website!** For more information please contact: daf@verw.uni-koeln.de
Course Selection and Registration	**Course Selection** The course catalogue will be published on KLIPS 2.0 at the beginning of July for winter semester/ beginning of February for summer semester. ERASMUS+ students may apply for any course offered by the various departments of the Faculty of Arts and Humanities. For more information on course selection and offerings, please visit http://zib.phil-fak.uni-koeln.de/27107.html?&L=1 **Course Registration** Course registration has to be done online during registration periods: Winter semester: period 1: February, period 2: March

	Summer semester: period 1: July/August, period 2: September **Payment of the student welfare contribution is a prerequisite for course registration!** For more information on course registration, see http://zib.phil-fak.uni-koeln.de/27116.html?&L=1
Language of Instruction	The main language of instruction at the Faculty of Arts and Humanities is German. However some departments regularly offer a few courses taught in English, e.g. in: **African Studies, Ethnology, Indology, Linguistics & Phonetics, Media & Cultural Studies, Oriental Studies, North American History,** and **Musicology**. The following degree programmes are entirely taught in English: **English Studies** (BA, MA), **North American Studies** (MA), and **African Culture and Environment** (MA).
Information about ECTS System	All study programmes at the University of Cologne are structured in modules. A module is a teaching unit which consists of several related courses (e.g. 1 lecture + 1 seminar + 1 tutorial) and is completed by passing a module examination (e.g. a written exam, an oral exam or an essay). Depending on the module's workload students are awarded either 6, 9 or 12 credit points. In case exchange students want to study only a selected course of a given module, i.e. not the whole teaching unit, they need to arrange the number of ECTS points and the type of examination directly with the lecturer. Here is a non-binding overview of how many ECTS points lecturers tend to award, if students do not study the complete module: - Lectures with attendance only: 2 ECTS - Seminar/Übung with oral presentation/exam: 2-4 ECTS - Seminar/Übung with term paper: 4-6 ECTS