

## University of Bonn Key Data 2019/2020


### Institutional Details

<b>Name</b>	Rheinische Friedrich-Wilhelms-Universität Bonn University of Bonn
<b>Erasmus Code</b>	D BONN01
<b>Head of the Institution</b>	Professor Dr. Dr. h.c. Michael Hoch
<b>Websites</b>	<a href="http://www.uni-bonn.de">www.uni-bonn.de</a> <a href="http://www.erasmus.uni-bonn.de">www.erasmus.uni-bonn.de</a>

### Erasmus Institutional Coordinator

<b>Name</b>	<b>Ms Susanne Maraizu</b>
<b>Office</b>	International Office, Section 6.2 – Study Abroad and Erasmus
<b>Address</b>	Poppelsdorfer Allee 53 D-53115 Bonn
<b>Telephone</b>	+49 - 228 - 73 5949
<b>Fax</b>	+49 - 228 - 73 6793
<b>E-mail</b>	<a href="mailto:marazu@uni-bonn.de">marazu@uni-bonn.de</a>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ coordination and management of the Erasmus+ institutional contract</li> <li>▪ linkage to faculties, professors within the university</li> <li>▪ principle matters of inter-institutional agreements</li> <li>▪ general information about the university and its study programs</li> </ul> <p><b> Please note: The International Office is not in charge of Inter-Institutional Agreements, but only the <a href="#">Erasmus departmental coordinators</a>.</b></p>

### Erasmus Incoming Student Advisor at the International Office

<b>Name</b>	<b>Gudrun Hille</b>
<b>Address</b>	International Office, Section 6.2 Poppelsdorfer Allee 53 D-53115 Bonn
<b>Telephone</b>	+ 49 - 228 – 73 6191
<b>Fax</b>	+ 49 - 228 – 73 6793
<b>E-mail</b>	<a href="mailto:erasmus-assist@uni-bonn.de">erasmus-assist@uni-bonn.de</a>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ information about formalities, application, housing, language course etc.</li> <li>▪ Erasmus Welcome Week</li> </ul> <p><b> Please note: For all questions concerning study programs and learning agreements, students contact the responsible Erasmus departmental coordinator.</b></p>

## Erasmus Staff Mobility Advisor at the International Office

<b>Name</b>	<b>Bärbel Konermann-Krüger</b>
<b>Address</b>	International Office, Section 6.2 Poppelsdorfer Allee 53 D-53115 Bonn
<b>Telephone</b>	+ 49 - 228 – 73 7438
<b>Fax</b>	+ 49 - 228 – 73 6793
<b>E-mail</b>	<a href="mailto:programme-assist@uni-bonn.de">programme-assist@uni-bonn.de</a>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ central administration of teaching / administrative staff mobility (STA, STT)</li> <li>▪ central administration/registration of inter-institutional agreements</li> </ul>

## Erasmus Departmental Coordinators

** Please note: The Erasmus programme is decentralised in many aspects at the University of Bonn.**

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ <b>Decision about Inter-Institutional Erasmus agreements</b></li> <li>▪ <b>Receipt of nominations of incoming students</b></li> <li>▪ selection of outgoing and incoming students</li> <li>▪ all academic issues (questions about courses, Learning Agreements, Transcripts)</li> </ul>
<b>List Departmental Coordinators</b>	<a href="http://www.erasmus-fachkoordinatoren.uni-bonn.de">www.erasmus-fachkoordinatoren.uni-bonn.de</a>

## Academic Calendar

<b>1. term = Fall term 2019/2020</b>	<p><b>October 7, 2019 – January 31, 2020</b> (lecture period) Examinations may take place during the first weeks after the lecture period. For details, please ask the Erasmus departmental coordinator.</p> <p><b><u>Orientation (Welcome Week): first week of October</u></b> (students are highly recommended to take part in the orientation).</p>
<b>2. term = Spring term 2020</b>	<p><b>April 6, 2020 – July 17, 2020</b> (lecture period) Examinations may take place during the first weeks after the lecture period. For details please ask the Erasmus departmental coordinator</p> <p><b><u>Orientation (Welcome Week): first week of April</u></b></p>

## Nomination and Application Procedure

<b>Deadlines</b>	<p><b>15 May</b> for 1<sup>st</sup> term (winter term) or the full academic year  <b>1 November</b> for 2<sup>nd</sup> term (summer term)</p>
<b>Nomination (=application) forms</b>	<p><b>i ONLINE!</b>  <b>We only accept nominations through our online application tool. We do not accept nominations via lists sent by email.</b></p> <p style="text-align: center;">Online form at: <a href="http://www.erasmus-en.uni-bonn.de">www.erasmus-en.uni-bonn.de</a> → How to apply</p>
<b>Nomination (=application) procedure</b>	<ol style="list-style-type: none"> <li>1. The student him/herself needs to register and login at <a href="http://www.erasmus-en.uni-bonn.de">www.erasmus-en.uni-bonn.de</a> → <b>How to apply</b> and fill in the online form.</li> <li>2. The student prints the online form, signs it and <b>gets it signed by his/her Erasmus coordinator at his/her home university.</b></li> <li>3. <b>i The signed form needs to be sent (e.g. by scan/fax or by post) by the application deadline to the Erasmus departmental coordinator of the subject area. Please do NOT send applications to the International Office.</b></li> </ol> <p>The receiving department will usually send its decision within 4-6 weeks after the above mentioned application deadline.          Some departments have additional requirements or documents. They will inform their according partners about this.</p> <p><b>i Incomplete and late applications will not be processed!</b></p>

## Course Information

<b>Courses</b>	<p>Online course catalogue "basis" at: <a href="https://basis.uni-bonn.de">https://basis.uni-bonn.de</a>  <b>Please note:</b> Students cannot register before their arrival for courses through "BASIS" but will usually be registered by their Erasmus departmental coordinators.</p>										
<b>Courses in English</b>	<p>Most courses taught in English are on the master level, but there are also some on the bachelor level, mainly in the natural sciences. For details please refine the search in the online course catalogue by language of instruction. For more information: <a href="http://www.erasmus-en.uni-bonn.de">www.erasmus-en.uni-bonn.de</a> → <b>Studying in Bonn</b></p> <p>For all questions concerning courses and study programs, students may contact the corresponding <b>Erasmus departmental coordinator</b> (see: <a href="http://www.erasmus-en.uni-bonn.de">www.erasmus-en.uni-bonn.de</a> → Contact and Advice.</p> <p><b>Further information at:</b>  <a href="http://www.erasmus-en.uni-bonn.de">www.erasmus-en.uni-bonn.de</a> → <b>Studying in Bonn</b></p>										
<b>Credit system</b>	<p>The grading scheme usually comprises five levels (with numerical equivalents; intermediate grades may be given):</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>"Sehr Gut" (1)</td> <td>Excellent</td> </tr> <tr> <td>"Gut" (2)</td> <td>Good</td> </tr> <tr> <td>"Befriedigend" (3)</td> <td>Satisfactory</td> </tr> <tr> <td>"Ausreichend" (4)</td> <td>Sufficient</td> </tr> <tr> <td>"Nicht ausreichend" (5)</td> <td>Non-Sufficient/Fail.</td> </tr> </table> <p>The minimum passing grade is "Ausreichend" (4).</p>	"Sehr Gut" (1)	Excellent	"Gut" (2)	Good	"Befriedigend" (3)	Satisfactory	"Ausreichend" (4)	Sufficient	"Nicht ausreichend" (5)	Non-Sufficient/Fail.
"Sehr Gut" (1)	Excellent										
"Gut" (2)	Good										
"Befriedigend" (3)	Satisfactory										
"Ausreichend" (4)	Sufficient										
"Nicht ausreichend" (5)	Non-Sufficient/Fail.										

## Language Requirements

<p><b>Language requirements</b></p> <p>German</p> <p>English</p>	<p>German is, in particular in most undergraduate programs, the main language of instruction at the University of Bonn. Therefore, a <b>minimum level of B1</b> is generally recommended. <b>Details about German language requirements are to be found in the annex of the inter-institutional agreements or at <a href="http://www.uni-bonn.de/studying/international-students/erasmus/learning-german/language-requirements">www.uni-bonn.de/studying/international-students/erasmus/learning-german/language-requirements</a></b></p> <p>Classes taught in English are mainly to be found in the natural sciences, economics and social sciences and in graduate programs. Usually, a minimum level of <b>English B2 is required</b>. For more information on courses taught in English, please contact the <a href="#">Erasmus departmental coordinator</a>.</p>
<p><b>German language courses</b></p>	<p><b>Language courses during the semester</b></p> <p>4 hrs per week, level <b>A2* – B2/2</b>, equals 3 ECTS-credits that can be included in the transcript of records upon agreement with the Erasmus departmental coordinator Fee: ca. 100 € (<i>reduced fee for Erasmus students</i>)</p> <p><b>Application by 1 August</b>                      for 1<sup>st</sup> term (winter semester) <b>by 1 February</b>                                      for 2<sup>nd</sup> term (summer semester)</p> <p>Detailed information about the application procedure will be sent to students directly in July/December. <a href="http://www.erasmus-en.uni-bonn.de">www.erasmus-en.uni-bonn.de</a> → <b>Learning German</b></p> <p><i>*Students are requested to have a minimum level of German of A1 (= about 80-100 hrs of German language course) to be admitted to a course.</i></p>
<p><b>German Department</b></p>	<p>The German Department (Germanistisches Seminar) does <b>not</b> offer any German language courses but teaches German philology and literature. Students who <u>do not</u> study “Germanistik” (<b>German Studies and Comparative Literature</b>) as their main subject are usually not admitted to study “Germanistik” at our university, <b>only</b> if this has been agreed upon between the responsible Erasmus departmental coordinators.</p>

## Accommodation

As in many university towns, the housing situation in Bonn is quite difficult. So **students are highly advised to apply very early for a room in a dormitory, but also to start searching for private accommodation as early as possible.**

The International Office of the University of Bonn itself does not arrange accommodation, but supports students with information and advice.

**[www.erasmus-en.uni-bonn.de](http://www.erasmus-en.uni-bonn.de) → Housing in Bonn**

<p><b>Student dormitories at the “Studierendenwerk”</b></p>	<p>For getting a room in a student dormitory, students should apply <b>very early!</b> online at <a href="https://tl1host.eu/SWBN/#home">https://tl1host.eu/SWBN/#home</a></p> <p>Students are highly advised to read our instructions how to apply beforehand: <a href="http://www.erasmus-en.uni-bonn.de">www.erasmus-en.uni-bonn.de</a> → Housing in Bonn</p> <p><b>More Information:</b>  <a href="http://www.studentenwerk-bonn.de/wohnen/">http://www.studentenwerk-bonn.de/wohnen/</a>  Email: <a href="mailto:wohnen@studierendenwerk-bonn.de">wohnen@studierendenwerk-bonn.de</a></p> <p><b>monthly rent:</b> between 200 € - 550 €</p> <p><b>i Please note:</b> The “Studierendenwerk” is <b>not</b> part of the University of Bonn itself and the International Office cannot influence their decisions.</p>
<p><b>Private housing</b></p>	<p>As a room in a dormitory of the Studierendenwerk <b>cannot be guaranteed</b>, students are advised to search for private housing at the same time.</p> <p><b>More information:</b>  <a href="http://www.erasmus-en.uni-bonn.de">www.erasmus-en.uni-bonn.de</a> → <b>Housing in Bonn</b></p>

<h2 style="text-align: center; background-color: #0056b3; color: white; padding: 5px;">Formalities</h2>	
<p><b>Passport / ID</b></p> <p><b>EU citizens</b></p> <p><b>Visa for mobility within the EU for third-country nationals – new regulations</b></p> <p><b>Exceptions</b></p>	<p>All students need a passport or identity card <b>valid for the whole period of their stay</b></p> <p><b>Citizens of EU countries</b> do not need a visa or mobility permission to study in Bonn.</p> <p>The rules on mobility within the EU applying <b>to third-country nationals (Non EU/EFTA)</b> for the purpose of studying have been eased. They do not need to apply for a visa any longer. If a student has already been issued with a residence title under the Directive on conditions of entry and residence (Directive 2016/801/EU) in another EU Member State, he or she may come to Germany and study here without applying for a German residence title.</p> <p>For that purpose, the International Office of the University of Bonn needs to send an appropriate notification to the German Federal Office for Migration and Refugees together with digital copies of the <b>following documents which need to be provided by the student at least 2 months before coming to the University of Bonn:</b></p> <ul style="list-style-type: none"> <li>• the residence permit issued by the first EU Member State (valid throughout the entire duration of the mobility),</li> <li>• a recognized, valid passport/replacement passport,</li> <li>• proof of subsistence (at least 735€ per month)</li> <li>• proof of health insurance</li> </ul> <p>All documents should be in German or English. Other languages are <b>not</b> accepted  <b>The student is responsible to provide all the above mentioned documents well in advance (at least 2 months)</b> to the International Office (<a href="mailto:erasmus-assist@uni-bonn.de">erasmus-assist@uni-bonn.de</a>).</p> <p>The member states Great Britain, Ireland and Denmark will not implement the Directive, thus, third-country nationals need to apply for a visa at the responsible German embassy or consulate there. This applies to students directly coming from third-countries as well.</p>

<b>Insurances</b>	
Health insurance	All students need sufficient health insurance: <b>a)</b> either the <b>European Health Insurance Card</b> or <b>b)</b> other <b>private health insurance valid for Germany</b> during the whole study abroad period covering all necessary costs
Liability insurance	We also recommend that students take out a third-party liability insurance to cover any accidental damages caused to other persons or property during their stay.  <b>The Erasmus+ program and the University of Bonn do not provide any of these insurances.</b>  The <a href="#">social contribution fee</a> of ca. 295€, which students have to pay when enrolling, includes an insurance for accidents that might occur en route from the university to your place of residence or on university grounds.


### Financial Matters

<b>Cost of living</b>	On average: min. 800 € per month (depending on price for accommodation)
<b>Average cost of accommodation</b>	<b>Dormitory:</b> € 200 - € 550 <b>Private accommodation:</b> € 350- € 600 per month.
<b>Semester ticket</b>	All students need to pay a fee of about € 295 per term when enrolling at the University of Bonn after arrival. It includes a semester ticket for all public transportation in and around Bonn Note: This is <u>NOT</u> a tuition fee.

### Orientation & Activities

<b>Orientation</b>	A <a href="#">Welcome Week for Erasmus students</a> takes place one week before or at the beginning of each term (beginning October/April). <b>Attendance is highly recommended as individual support for late arrivals is very restricted.</b>
<b>Erasmus Student Network</b>	The <a href="#">Erasmus Student Network</a> at the University of Bonn organises a lot of events during the term and helps Erasmus students to settle down in Bonn. Student can join their <b>facebook group "erasmus esn bonn"</b>

## Further Information

<b>Information kit</b>	<p>Students will receive an information kit from the International Office via e-mail about 4-6 weeks <u>after</u> the above mentioned application deadlines.</p> <p><b>i</b> Students who have not received any information by end of June or end of December should contact their responsible Erasmus departmental coordinators to check whether their nomination was processed.</p>
<b>Erasmus website</b>	<p>Students can find all important information about their Erasmus study period at the University of Bonn such as housing information, language courses, formalities etc. on the Erasmus website: <a href="http://www.erasmus-en.uni-bonn.de">www.erasmus-en.uni-bonn.de</a></p> <p><b>i</b> Students are highly advised to read carefully the information on the websites and the information they receive by e-mail from the International Office and the Erasmus departmental coordinator after their nomination.</p>
 <b>Facebook</b>	<p>Students can like our Facebook page for Erasmus students at the University of Bonn to stay updated.</p> <p><a href="http://www.facebook.com/ErasmusIncomingsUniBonn">www.facebook.com/ErasmusIncomingsUniBonn</a></p>

## Students with Disabilities

<b>Further information</b>	<p><a href="http://www.studierenmithandicap.uni-bonn.de">www.studierenmithandicap.uni-bonn.de</a></p> <p>Gudrun Hille <a href="mailto:erasmus-assist@uni-bonn.de">erasmus-assist@uni-bonn.de</a></p>
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## Transcripts of Records for Outgoing Erasmus Students from the University of Bonn to your university

Transcript of Records of our students spending 1-2 semesters with you can be sent to	<ul style="list-style-type: none"> <li>• the student directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• the Erasmus Departmental Coordinator (<a href="http://www.erasmus-fachkoordinatoren.uni-bonn.de">www.erasmus-fachkoordinatoren.uni-bonn.de</a>)</li> </ul>
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