

Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet



1. Institutional Information

1.1. Institutional details

Name of the institution	Europa-Universität Flensburg
Erasmus Code	D FLENSBU01
ECHE	101012260 - EUF_ECHE
OID	E10096174
Website	www.uni-flensburg.de
Course catalogue	https://www.uni-flensburg.de/studium-lehre/vorlesungsverzeichnis

1.2. Main contacts

Contact person	Ulrike Bischoff-Parker
Responsibility	Head of International Center / Erasmus Institutional Coordinator
Contact details	bischoff@uni-flensburg.de / int-center@uni-flensburg.de

Contact person	Merle Struve
Responsibility	Coordinator for European Cooperations
Contact details	outgoing@uni-flensburg.de (student exchange) / erasmus@uni-flensburg.de (agreements)

Contact person	Dr. Dagmara Paciorek-Herrmann
Responsibility	Coordinator for non-European Cooperations
Contact details	dagmara.paciorek-herrmann@uni-flensburg.de / outgoing@uni-flensburg.de (student exchange)

Contact persons	Lucila Morales de Mittag / Anna Lambert
Responsibility	Incoming and International Students Coordinators
Contact details	incoming@uni-flensburg.de

Contact person	Yvonne Cropp
Responsibility	Administrative Support
Contact details	int-center@uni-flensburg.de

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:

Contact	International Center
Contact details	incoming@uni-flensburg.de
Website	https://www.uni-flensburg.de/en/international/coming-to-flensburg/international-students/before-you-come-to-flensburg#c138349

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:

Contact	International Center
Contact details	incoming@uni-flensburg.de
Website	https://www.uni-flensburg.de/en/international/coming-to-flensburg/international-students/before-you-come-to-flensburg#c138310

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:

Contact	Studentenwerk Schleswig-Holstein
Contact details	Student Housing Administration Steenbeker Weg 20 24106 Kiel Germany Tel.: +49 431 8816-317
Website	https://studentenwerk.sh