

## Institutional Factsheet 2016//2017

### 1. Institutional Information

#### 1.1. Institutional details

<b>Name of the institution Address</b>	Fachhochschule Bielefeld University of Applied Sciences International Office Interaktion 1, 33619 Bielefeld/ Germany
Erasmus Code	D BIELEFE02
ECHE	29725-LA-1-2014-1-DE-E4AKA1-ECHE
Institution website	<a href="http://www.fh-bielefeld.de">www.fh-bielefeld.de</a>
Online course catalogue	<a href="http://www.fh-bielefeld.de/multimedia/Internationales/Downloads/overview_courses_english.doc">http://www.fh-bielefeld.de/multimedia/Internationales/Downloads/overview_courses_english.doc</a>

#### 1.2. Main contacts

<b>Contact person</b>	Ms. Barbara Lawatzki
<b>Responsibility</b>	Erasmus+ Institutional Coordinator
<b>Contact details</b>	Phone: +49 521 106 7709 - Fax: +49 521 106 7790 - Email: <a href="mailto:barbara.lawatzki@fh-bielefeld.de">barbara.lawatzki@fh-bielefeld.de</a>

<b>Contact person</b>	Ms. Charlene Böhmer
<b>Responsibility</b>	International Student Advisor / Contact person for incoming students
<b>Contact details</b>	Phone: +49 521 106 7764 - Fax: +49 521 106 7790 - Email: <a href="mailto:charlene.boehmer@fh-bielefeld.de">charlene.boehmer@fh-bielefeld.de</a>

### 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	Any	German and English	B1
Staff Mobility for Teaching	Any	German and English	B2

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

Information about courses taught in English: [http://www.fh-bielefeld.de/multimedia/Internationales/Downloads/overview\\_courses\\_english.doc](http://www.fh-bielefeld.de/multimedia/Internationales/Downloads/overview_courses_english.doc)

## 2.2. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

Erasmus code	Selection criteria	
	incoming	outgoing
D BIELEFE02	<ul style="list-style-type: none"> <li>• Language Skills</li> <li>• Academic achievements</li> </ul>	<ul style="list-style-type: none"> <li>• Motivation</li> <li>• Academic achievements</li> <li>• Language skills</li> </ul>

**Fachhochschule Bielefeld University of Applied Sciences** is prepared to welcome students or staff with visual or hearing impairment. However, a few of the buildings are not accessible for students or staff with serious physical impairments (esp. serious walking impairment; wheelchair bound).

## 2.3. Calendar

### 2.3.1. Nomination Deadlines

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

<b>Autumn term</b>	June 15 <sup>th</sup> (autumn term starts in September)
<b>Spring term</b>	November 15 <sup>th</sup> (spring term starts in March)
<b>Semester dates</b>	
<b>2016/2017</b>	
<b>Autumn term</b>	<b>05.09.2016 – 17.02.2017</b> ( including orientation week and exam period)
<b>Spring term</b>	<b>13.03.2017 – 28.07.2017</b> (including orientation week and exam period)

### 2.3.2. Decision Response

We will send our decision within 4 weeks after the deadline

### 2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

## 3. Additional information

### 3.1. Grading system

Fachhochschule Bielefeld University of Applied Sciences	
German grade	Description
1,0 / 1,3	A Excellent
1,7 / 2,0	B Very Good
2,3 / 2,7/3,0 3,0	C Good

3,3 / 3,7	D	Satisfactory
4,0 / 4,3	E	Sufficient
5,0	F	Fail

More information about our grading system: <http://www.fh-bielefeld.de/multimedia/Internationales/Downloads/Gradingssystem.pdf>

### 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:

<b>Contact person</b>	Ms. Charlene Böhmer
<b>Responsibility</b>	International Student Advisor / Contact person for incoming students
<b>Contact details</b>	Phone: +49 521 106 7764 - Fax: +49 521 106 7790 - Email: <a href="mailto:charlene.boehmer@fh-bielefeld.de">charlene.boehmer@fh-bielefeld.de</a>
<b>Website</b>	<a href="http://fh-bielefeld.de/internationales">fh-bielefeld.de/internationales</a>

### 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.

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:

<b>Contact person</b>	Ms. Charlene Böhmer
<b>Responsibility</b>	International Student Advisor / Contact person for incoming students
<b>Contact details</b>	Phone: +49 521 106 7764 - Fax: +49 521 106 7790 - Email: <a href="mailto:charlene.boehmer@fh-bielefeld.de">charlene.boehmer@fh-bielefeld.de</a>
<b>Website</b>	<a href="http://fh-bielefeld.de/internationales">fh-bielefeld.de/internationales</a>

### 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:

<b>Contact person</b>	Ms. Charlene Böhmer
<b>Responsibility</b>	International Student Advisor / Contact person for incoming students
<b>Contact details</b>	Phone: +49 521 106 7764 - Fax: +49 521 106 7790 - Email: <a href="mailto:charlene.boehmer@fh-bielefeld.de">charlene.boehmer@fh-bielefeld.de</a>
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