### Address
Universität Bielefeld, International Office  
P.O.Box 10 01 31, 33501 Bielefeld, Germany  
ERASMUS Code: D BIELEFE 01

### Homepage
[http://www.uni-bielefeld.de/](http://www.uni-bielefeld.de/)  
[http://www.uni-bielefeld.de/io](http://www.uni-bielefeld.de/io)

### Winter semester
- 1 October 2016 – 31 March 2017
- Lecture period: 17 October 2016 – 10 February 2017
- Vacation: 24 December 2016 – 6 January 2017

### Summer semester

### Language of teaching
Mostly German with some exceptions: all courses in British/American Studies and some international track courses in Sociology, Politics, Educational Science and Informatics are taught in English; also some MA courses in Economics and Natural Sciences, see:  
[http://www.uni-bielefeld.de/ekvv](http://www.uni-bielefeld.de/ekvv)  
>> Courses taught in English

### Admission
Students need to be nominated by their home university coordinators to the International Office (IO) at Bielefeld Univ. They will then receive an e-mail with information about the online registration process. This e-mail is usually sent out in April (for winter semester) or October (for summer sem.). The IO sends out letters of admission a few weeks after having received the printout of the online registration resp. application of admission (= ‘Antrag auf Zulassung’).

- Registration period for winter semester 2016/17: April 15 until June 1, 2016
- Registration period for summer sem. 2017: Oct. 1 until November 15, 2016

### Language courses and orientation programme for Erasmus- and other cooperation students
The language & orientation programme takes place before the beginning of the lecture period with the following activities amongst others:

- Intensive German language course (see below)
- Registration; university, library and study system orientation
- Tour of the city and trips to places of interest …

#### Intensive German language course
4-week intensive German language course (20 lessons/week) at different levels of the CEFR (Common European Framework of Reference for Languages). A compulsory language assessment test is taken on the first day of the orientation program. Programme dates:

- >> 16 September – 14 October 2016 (before winter semester classes)
- >> 17 March – 13 April 2017 (before summer sem. classes).

Incoming Erasmus and Cooperation students whose German language level is below C1 of the CEFR when they come to Bielefeld University are expected to take part in these programmes. For students who already have a German level of C1 when starting their study period at Bielefeld University a short orientation programme will be offered directly before the start of classes.

During the lecture-period additional German language courses at different levels will be offered for Erasmus/Cooperation students, however, no beginners’ courses!

### Subject courses
The electronic course schedule of all departments will be published online approx. three months before classes begin, i.e. mid-June (for winter semester) and mid-January (for summer semester). Learning agreements should not be sent before these publishing dates!  
[>> http://www.uni-bielefeld.de/ekvv](http://www.uni-bielefeld.de/ekvv)

The number of courses cooperation students take during their stay at Bielefeld University varies. Students are asked to discuss their study plans - as soon as the courses for the semester in question are online - with their departmental coordinator and/or academic advisor at the home and the host university. This also refers to the recognition of courses at the home university.
**Credit points/‘Leistungspunkte’**

Recommended workload for Bielefeld students in a degree programme: 30 credits = *Leistungspunkte (LP)* per semester. Erasmus/Cooperation students may take less ECTS/LP in accordance with their German language ability and their arrangements with the home university.

<table>
<thead>
<tr>
<th>Grading system</th>
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<tbody>
<tr>
<td>Sehr gut:</td>
<td>1.0 - 1.3</td>
<td>very good</td>
</tr>
<tr>
<td>Gut:</td>
<td>1.7 - 2.3</td>
<td>good</td>
</tr>
<tr>
<td>Befriedigend:</td>
<td>2.7 - 3.3</td>
<td>satisfactory</td>
</tr>
<tr>
<td>Ausreichend:</td>
<td>3.7 - 4.0</td>
<td>sufficient</td>
</tr>
<tr>
<td>Nicht bestanden:</td>
<td>5.0</td>
<td>fail</td>
</tr>
<tr>
<td>Bestanden (ohne Note):</td>
<td></td>
<td>completed or passed successfully (not graded)</td>
</tr>
</tbody>
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**Accommodation**

The International Office supports international students in finding accommodation. It offers allocated places in student residences and informs about offerings in private accommodation, as there are not enough places in student residences available.

The *accommodation request* (= Mietgesuch), which can be downloaded from the online registration portal, should be sent as early as possible to the International Office. Closing dates are:

- **June 1, 2016** for winter semester 2016/17;  
- **November 15, 2016** for summer semester 2017.

**Living costs**

Monthly 700 – 800 Euro (for housing, meals, books, trips…), in addition appr. 275 Euro ‘Semestergebühr’ (semester fee) to be paid at registration. This fee includes a ticket for free public transport in the city and area of Bielefeld and on regional trains/buses in North-Rhine Westphalia for the whole semester, i.e. six months.

**Visa & residence permit**

Students from most non-EU countries must apply for a study visa in their home country (for exceptions see the website of the German embassy in your home country). For this, the letter of admission is needed.

Non-EU students who stay longer than three months in Bielefeld need a residence permit. They apply for this at the city council’s ‘Ausländerbehörde’ after registration at Bielefeld University.

**Health insurance**

Health insurance for students is obligatory in Germany and valid proof of it has to be shown at university registration, otherwise registration is not possible. Students from EU member states are asked to present the European Health Insurance Card (EHIC) - if applicable - or an equivalent insurance certificate. EHIC or certificate must be valid until the official end of the semester (March 31 or September 30) resp. the end of the academic year (Sept.30) if students stay for two semesters.

Non-EU citizens need to buy a public or private health insurance in Germany, immediately after their arrival. Please note: mere travel insurances are not accepted, they are not valid for registration as a student!

**Contact persons in Bielefeld**

- **Erasmus Institutional Coordinator**: Karin Kruse  
  karin.kruse@uni-bielefeld.de, Tel: ++49+521 106-4087

- **Incoming Erasmus/Cooperation Students**: Sabine Scheuer  
  sabine.scheuer@uni-bielefeld.de, Tel: ++49+521 106-2426

- **Erasmus-Initiative/Students’ Mentoring Programme**:  
  erasmus-initiative@uni-bielefeld.de, Tel: ++49+521 106-4077

- **Accommodation Service**:  
  wohnen-io@uni-bielefeld.de, Tel: ++49+521 106-2487