

University of Bonn

Key Data 2018/2019

Institutional Details	
Name	Rheinische Friedrich-Wilhelms-Universität Bonn University of Bonn
Erasmus Code	D BONN01
Head of the Institution	Professor Dr. Dr. h.c. Michael Hoch
Websites	www.uni-bonn.de www.erasmus.uni-bonn.de

Erasmus Institutional Coordinator	
Name	Ms Susanne Maraizu
Office	International Office, Department 6.2 – Study Abroad and Erasmus programme
Address	Poppelsdorfer Allee 53 D-53115 Bonn
Telephone Fax E-mail	+49 - 228 - 73 5949 +49 - 228 - 73 6793 marazu@uni-bonn.de
Responsibilities	▪ coordination and management of the Erasmus+ institutional contract ▪ linkage to faculties, professors within the university ▪ principle matters of inter-institutional agreements ▪ general information about the university and its study programmes i Please note: The International Office is not in charge of the conclusion of Inter-Institutional Agreement, but only the Erasmus departmental coordinators.

Erasmus Incoming Student Advisor at the International Office	
Name	Gudrun Hille
Address	International Office, Department 6.2 Poppelsdorfer Allee 53 D-53115 Bonn
Telephone Fax E-mail	+ 49 - 228 – 73 6191 + 49 - 228 – 73 6793 erasmus-assist@uni-bonn.de
Responsibilities	▪ information about formalities, application, housing, language course etc. ▪ Erasmus Welcome Week i Please note: For all questions concerning study programmes and learning agreements, students contact the responsible Erasmus departmental coordinator.

Erasmus Staff Mobility Advisor at the International Office

Name	Bärbel Konermann-Krüger
Address	International Office, Department 6.2 Poppelsdorfer Allee 53 D-53115 Bonn
Telephone	+ 49 - 228 – 73 7438
Fax	+ 49 - 228 – 73 6793
E-mail	programme-assist@uni-bonn.de
Responsibilities	▪ central administration of teaching / administrative staff mobility (STA, STT) ▪ central administration/registration of inter-institutional agreements

Erasmus Departmental Coordinators

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

Responsibilities	▪ Decision about Inter-Institutional Erasmus agreements ▪ Reception of nominations of incoming students ▪ selection of outgoing and incoming students ▪ all academic issues (questions about courses, Learning Agreements, Transcripts)
Liste of Departmental Coordinators	www.erasmus.uni-bonn.de → Kontakt und Beratung/Contact and Advice or: http://www.uni-bonn.de/studium/studium-und-praktikum-im-ausland/auslandsstudium/austauschprogramme-der-universitaet-bonn/erasmus-auslandsstudium/fachkoordinatoren-und-kooperationen

Academic Calendar

1. semester = Fall semester 2018/2019	October 8, 2018 – February 1, 2019 (lecture period) Examinations may take place during the first weeks after the lecture period. For details please ask the Erasmus departmental coordinator. <u>Orientation (Welcome Week): first week of October</u> (students are highly recommended to take part in the orientation).
2. Semester = Spring Semester 2019	April 1, 2019– July 12, 2019 (lecture period) Examinations may take place during the first weeks after the lecture period. For details please ask the Erasmus departmental coordinator <u>Orientation (Welcome Week): first week of April</u>

Nomination and Application Procedure	
Deadlines	15 May for 1 st semester (winter semester) or the full academic year 1 November for 2 nd semester (summer semester)
Nomination (=application) forms	 ONLINE! We only accept nominations through our online application tool. We do not accept nominations via lists sent by email. Online form at: www.erasmus.uni-bonn.de →  → <i>How to apply</i> <i>Due to changing to a new IT-system, the online application portal will not be open before March 2018.</i>
Nomination (=application) procedure	1. The student him/herself needs to register and login at www.erasmus.uni-bonn.de →  → How to apply and fill in the online form. 2. The student prints the online form, signs it and gets it signed by his/her Erasmus coordinator at his/her home university. 3.  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. The receiving department will usually send its decision within four weeks after the above mentioned application deadline. Some departments have additional requirements, documents. They will inform their according cooperation partners about this.  Incomplete and late applications will not be processed!

Course Information											
Courses	Online course catalogue «basis » at: https://basis.uni-bonn.de										
Courses in English	Please note: Students cannot register before their arrival for courses through « basis » but will usually be registered by their Erasmus departmental coordinators. 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: www.uni-bonn.de/studying/international-students/erasmus/studying-in-bonn?set_language=en For all questions concerning courses and study programmes, students may contact the corresponding Erasmus departmental coordinator (see: www.erasmus.uni-bonn.de → Kontakt und Beratung/Contact and Advice) Further information at: www.uni-bonn.de/studying/international-students/erasmus/studying-in-bonn?set_language=en										
Credit system	The grading scheme usually comprises five levels (with numerical equivalents; intermediate grades may be given): <table> <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> The minimum passing grade is "Ausreichend" (4).	"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

Language requirements German English	German is, in particular in most undergraduate programmes, the main language of instruction at the University of Bonn. Therefore, a minimum level of B1 is generally recommended. Details about German language requirements are to be found in the annex of the inter-institutional agreements or at www.uni-bonn.de/studying/international-students/erasmus/learning-german/language-requirements Classes taught in English are mainly to be found in the natural sciences, economics and social sciences and in graduate programmes. Usually, a minimum level of English B2 is required. For more information on courses taught in English, please contact the Erasmus departmental coordinator.
German language courses	Language courses during the semester 4 hrs per week, level A2 – B2/2*, equals 3 ECTS-credits that can be included in the transcript of records upon agreement with the Erasmus departmental coordinator Fee: 80€ (<i>reduced fee for Erasmus students, normal fee: 180 €</i>) Application by 1 August for 1st semester (winter semester) by 1 February for 2nd semester (summer semester) Detailed information about the application procedure will be sent to students directly in July/December. www.erasmus.uni-bonn.de → Deutsch lernen/Learning German <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>
German Department	The German Department (Germanistisches Seminar) does not offer any German language courses but teaches German philology and literature. Students who <u>do not</u> study “Germanistik” (German Language and Literature Studies) as their main subject are usually not admitted to study “Germanistik” at our university, only if this has been agreed upon between the responsible Erasmus departmental coordinators.

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.**

Students are responsible for arranging their accommodation. The International Office of the University of Bonn itself does not arrange accommodation, but supports students with information and advice.

[Therefore, students are highly advised to read carefully all the information about accommodation at: \[www.uni-bonn.de/studying/international-students/erasmus/housing-in-bonn\]\(http://www.uni-bonn.de/studying/international-students/erasmus/housing-in-bonn\)](http://www.uni-bonn.de/studying/international-students/erasmus/housing-in-bonn)

Student dormitories at the “Studierendenwerk”	For getting a room in a student dormitory, students should apply very early! online at https://tl1host.de/SWBN/index.html?lang_id=2 More Information: http://www.studentenwerk-bonn.de/wohnen/ Email: wohnen@studentenwerk-bonn.de Useful information on how to apply etc at www.uni-bonn.de/studying/international-students/erasmus/housing-in-bonn monthly rent: between 200 € - 550 € i Please note: The “Studierendenwerk” is not part of the University of Bonn itself and the International Office cannot influence their decisions.
Private housing	As a room in a dormitory of the Studentenwerk cannot be guaranteed, students are advised to search for private housing at the same time. More information: www.uni-bonn.de/studying/international-students/erasmus/housing-in-bonn

Formalities	
Visa	Citizens of EU countries do not need a visa to study in Bonn. Students with non-EU/EFTA nationality need a student visa which they should apply for at the German Embassy/Consulate well in advance. The International Office of the University of Bonn will send an acceptance letter to students with non-EU/EFTA nationality after they have been accepted by the Erasmus departmental coordinator.
Passport / ID	All students need a passport or identity card valid for the whole period of their stay.
Insurances Health insurance Liability insurance	All students need sufficient health insurance: a) either the European Health Insurance Card or b) other private health insurance valid for Germany during the whole study abroad period covering all necessary costs 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. The Erasmus+ programme and the University of Bonn do not provide any of these insurances. The social contribution fee of ca. 290€, 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	
Cost of living	On average: 700-800 € per month (depending on price for accommodation)
Average cost of accommodation	Dormitory: € 200 - € 550 Private accommodation: € 350- € 600 per month.
Semester ticket	All students need to pay a fee of about € 290 per semester 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	
Orientation	A Welcome Week for Erasmus students takes place one week before or at the beginning of each semester (beginning October/April). Attendance is highly recommended as individual support for late arrivals is very restricted. Organisational matters including enrolment take place only during the orientation!!
Erasmus Student Network	The Erasmus Student Network at the University of Bonn organises a lot of events during the semester and helps Erasmus students to settle down in Bonn. Student can join their facebook group “erasmus esn bonn”

Further Information	
Information kit	Students will also receive an information kit from the International Office via e-mail about 4-6 weeks <u>after</u> the above mentioned application deadlines.  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 he or she received the information!
Erasmus website	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 our Erasmus website: www.erasmus.uni-bonn.de  Students are highly advised to read carefully the information on our websites and the information they receive by e-mail from the International Office and the Erasmus departmental coordinator after their nomination.
 Facebook	Students can like our Facebook page for Erasmus students at the University of Bonn to stay updated. www.facebook.com/ErasmusIncomingsUniBonn

Information on Services for Students with Disabilities and Chronic Diseases

Students with special needs should always first get in touch with [their Erasmus departmental coordinator](#) well in advance.

Advisor for Students with Disabilities and Chronic Diseases

If you are affected by long-term health impairment, disability or chronic disease, the advisor for students with disabilities can give advice on all matters relating to studying with disabilities and preventing disadvantages, especially in relation to special conditions, needs and support in exams or solving personal problems. The advice is confidential and solution-oriented - in the sense of a self-determined and successful study with or perhaps in spite of health impairment.

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Fax	+ 49 - 228 – 73 6835
E-mail	studierenmithandicap@uni-bonn.de
Webpage	www.studierenmithandicap.uni-bonn.de

General Information about the Campus and the university environment

Campus	The University of Bonn is not based in one single campus, but spread throughout the city of Bonn. However, similar study areas are usually concentrated in the same area: ▪ Social Sciences, humanities, economics, law Campus City: main university building, humanities, social sciences, economics, law https://www.uni-bonn.de/die-universitaet/standorte/campus-city-hauptgebaeude ▪ Natural Sciences, Mathematics, Life Sciences, Agriculture Campus Poppelsdorf: agriculture, natural sciences (physics, biology, geography, geosciences) https://www.uni-bonn.de/die-universitaet/standorte/campus-poppelsdorf Campus Endenich: mathematics, astronomy, pharmacy, meteorology, also agriculture https://www.uni-bonn.de/die-universitaet/standorte/campus-endenich ▪ Medicine: Campus Bonn-Venusberg https://www.uni-bonn.de/die-universitaet/standorte/universitaetsklinikum-bonn
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	Student dormitories of the Studierendenwerk are also spread all over town. But public transportation (buses, tram and metro) is very good in Bonn and students can use all of them for free with the Semester ticket.
Accessibility	As many institutes are located in older buildings, not all of them are barrier-free. Therefore, students are recommended to get in touch with the advisor for students with disabilities, Marion Becker or their Erasmus departmental coordinator for further information before their arrival.
Accommodation	The Studierendenwerk Bonn supplies some rooms and apartments for students with special needs. http://www.studentenwerk-bonn.de/wohnen/ As there is a limited number of such rooms, students are highly advised to get in touch with the International Office (erasmus-assist@uni-bonn.de) well in advance so that it can support the application accordingly. i However, as Studierendenwerk is an independent organization, the International Office cannot guarantee housing. (For more information on housing and Studierendenwerk, s. page 4) Students may also get help and advice at the AStA-Sozialreferat (Students' Union) http://www.asta-bonn.de/Consultations#BOCKS - Counselling for handicapped or chronically ill students
Studying and learning support	▪ Special conditions and support in the different libraries https://www.uni-bonn.de/studium/im-studium/besondere-anliegen-unterstuetzungsangebote/studieren-mit-handicap/bibliotheken ▪ Specially equipped room for taking exams, including reading devices for visually handicapped students ▪ mentoring (on demand)
Assessment	Special conditions for exams (e.g. a different form of exam, more time, permission of supporting tools etc.) can be arranged depending on degree of disability and needs. Students should discuss this well in advance either with their Erasmus departmental coordinator or advisor for students with disabilities, Marion Becker https://www.uni-bonn.de/studium/im-studium/besondere-anliegen-unterstuetzungsangebote/studieren-mit-handicap/nachteilsausgleich-fuer-behinderte-und-chronisch-krank-studierende