Dear Student,

We are pleased that you opted to come to Erfurt as an exchange student. Travelling to and studying in a foreign country is at least a small adventure which requires the willingness on your part to explore unknown territory. Nevertheless, we do not want your intended stay in Erfurt to become 'a journey into the unknown'.

We have prepared this brochure to make your preparations for your stay in Erfurt as convenient as possible and to help you to familiarise yourself with our university. This handbook should act as a guide both to students and lecturers, whether you are coming to Erfurt on a European or a transatlantic exchange. We hope that this brochure will answer many of your questions and that it will help you adjust to the new situation and settle in. If some questions still remain unanswered, our colleagues in the International Office, as well as supplementary university publications are available to give you help and advice.

It will be our pleasure to welcome you in our community of distinguished international students, scholars and faculty members. We hope your stay will provide you with many happy memories. We wish you a successful stay at the University of Erfurt and we are looking forward to seeing you at some of the programmes and activities offered by the International Office.

Sincerely,

Manuela Linde
Director, International Office
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A. The University of Erfurt

1. Welcome at the University of Erfurt

The University of Erfurt is a public university for the arts and humanities with a particular focus on cultural and social sciences. Founded in 1379 as the oldest university on current German territory, it has made a name for itself since reopening its doors in the year 1994 thanks to its academic achievements in the fields of education, religion, and other key disciplines. All curricula, including those for teacher training, have been accredited as best-practice models for the implementation of the Bologna system.

Students from Thuringia, other states in the Federal Republic of Germany, and abroad can pursue their first professional qualification in the form of a bachelor’s degree programme; an academic, practically-oriented, or continuing education master’s degree programme; and advanced academic qualifications in the form of doctoral and post-doctoral studies and research.

Located in the heart of Europe, the University of Erfurt is also a gateway to the world. It considers itself a place of international encounters and communication between diverse cultures. Its international profile is reflected in the composition of the student body, among other things. The university maintains a variety of cooperative ties to higher education institutions in Europe, Asia, North America, and South America. Members of all schools participate in international research networks and foster an intensive international exchange.
The University of Erfurt prides itself on short routes. All schools and service centres as well as several dormitories are located on the university campus, which is close to and easily accessible from the city center. Students have PC workstations, a modern independent foreign language study centre, and a university sports centre at their disposal. Other recreational activities include participation in the orchestra and choir. The new university library, housing more than 1,700,000 volumes and media items, offers prime service to students and researchers alike. A total of about 5,500 students is currently enrolled in the four faculties. In just ten minutes, they can reach the picturesque historic city centre with its landmarks, churches, movie theatres, stages, restaurants, bars, and the Engelsburg student centre.

2. Faculties
   Faculty of Humanities
   Acknowledging the relevance of cultural studies to the humanities and social sciences, the Faculty of Humanities aims at the development of new methodological and theoretical approaches. Within the framework of BA and MA programmes it offers courses of study in Communication Science, English Studies, German Studies, History, Literary Studies, Philosophy, Religious Studies, Romance Studies and Slavic Studies.

   Faculty of Economics, Law and Social Sciences
   The second faculty of the University of Erfurt is designated as “Staatswissenschaften”. It integrates the fields of Economics, Law, and the Social Sciences, the latter comprising Sociology and Political Science.
Students develop a cross-disciplinary overview in addition to a specialist knowledge of the various individual subjects. In close co-operation with the Faculty of Economics, Law and Social Sciences, the Willy Brandt School of Public Policy (WBS) has been established. The School offers Germany’s first public policy degree programme, a two-year Master of Public Policy.

*Faculty of Education*
Building on the experience of the former “Pädagogische Hochschule”, the Faculty of Education offers a broad range of subjects with a focus on educational and psychological aspects. The Faculty of Education is also concerned with training teachers for primary, secondary and vocational schools.

*Faculty of Catholic Theology*
In 2003, the former “Katholische Fakultät Erfurt”, the only training institution for Catholic Theology in the east of Germany for over 60 years, was integrated into the University of Erfurt as the Faculty of Catholic Theology.

*Max Weber Centre for Advanced Cultural and Social Studies*
Named after the sociologist Max Weber, who was born in Erfurt, the Max Weber Centre for Advanced Cultural and Social Studies is a core institution for research and teaching at the University of Erfurt. Its structure is similar to a university faculty, but also incorporates the organisational features of a Centre for Advanced Study, a research institute and a postgraduate school.
You can find a detailed list of the faculty members, secretaries, telephone numbers and e-mail addresses on each faculty’s website.
3. Central and Inter-Faculty Facilities

3.1 University and Research Library Erfurt/Gotha

The University Library is a high-tech electronically based library and contains almost 1.7 million books and 1,600 current periodicals as well as the electronic resources and online databases that are available within the university campus network. The Library that is designed to serve as a reference library has 360 reading desks in use of which 120 are equipped with computer terminals. Most of the books, periodicals, CDs, DVDs and other electronic media from all subject areas are stored in the open access area.

The University Library also houses the Amploniana, the unique library collection donated by Amplonius Rating de Berka, the second rector of the medieval University of Erfurt. The Amploniana, which contains over 1,000 manuscripts primarily from the fields of medieval philosophy and theology, attracts researchers from all over the world.

Since 1999 the Gotha Research Library has been part of the University of Erfurt. This library housed in the 17th century Schloss Friedenstein contains one of Germany’s largest collections of 17th and 18th century books and manuscripts. From its (approx.) 700,000 books and 200 current periodicals, 350,000 date back to the 16th-19th centuries and 10,000 are original manuscripts. The Gotha Research Library acts as a storage and curatorial centre for both man-
uscripts and historical books (up to 1850). National and international scholars conduct projects in the Gotha Research Centre.

Via the WWW-OPAC all the University Library books and a good proportion of the Gotha Research Library stocks can be accessed from all over the world. The following services can be used: inter-library loans, on-line loans and express delivery services.

University and Research Library
Erfurt/Gotha
Nordhäuser Straße 63, 99089 Erfurt
☎ 0361/737-5500
✉ 0361/737-5509
✉️ direktion.ub@uni-erfurt.de
www.uni-erfurt.de/bibliothek

Opening hours of the University Library
Reading Rooms
Monday – Friday  8 – 22
Saturday    10 – 18

Information
Monday – Friday  9 – 18
☎ 0361/737-5800

Loans
Monday – Friday  10 – 17
☎ 0361/737-5830
There are library training sessions for new students at the beginning of each semester. You can find a comprehensive programme of University Library events by visiting the library’s website:

www.uni-erfurt.de/bibliothek/ub/lernangebote

3.2 University Computer and Media Centre (URMZ)
The University of Erfurt aims at opening up new horizons for students and lecturers by using the internet and new media technology in research and teaching. For this purpose the University Computer and Media Centre (URMZ) was set up to promote online and other forms of computer based teaching and learning programmes and to develop the campus network system. The University Computer and Media Centre is responsible for hard and software support, computer technology, and the maintenance of the network services. It runs 4 PC pools which are open from 7 – 21 (closed on public holidays). The PC pools can be used for tuition purposes and for independent work needing standard software (e.g. word processing, e-mail and www). The Centre will also assist researchers with the development of data bases and the implementation of computer based teaching and learning programmes. It offers tuition in present-day internet and electronic media technology.

URMZ Lehrgebäude 2/Room 304
☎ 0361/737-5450
☎ 0361/737-5459
✉ rz@uni-erfurt.de
3.3 **Language Centre**

The Language Centre (*Sprachenzentrum*) is responsible for the testing and tuition of foreign language skills and for training in Elocution and Applied Rhetoric. The following languages are currently on offer: German as a Foreign Language, Arabic, Czech, English, French, Greek, Hebrew, Italian, Japanese, Latin, Polish, Portuguese, Spanish, Russian, and Turkish. Extra languages such as Chinese may be offered according to demand and in co-operation with other faculties and institutes.

Courses in German as a Foreign Language may be of particular interest to foreign students. The Language Centre offers:

- courses in German as a Foreign Language to prepare students for the German Language Examination for University Admission (*Deutsche Sprachprüfung für den Hochschulzugang; abbr.: DSH*),
- the administration of the DSH Examination,
• German support courses for international students (to underpin their main subjects),
• A summer school for the advancement of the German language ("Internationaler Sommerkurs für Deutsche Sprache, Literatur und Landeskunde")

The Language Centre houses a Self-Access Area (Selbstlernzentrum) open to all members of the University of Erfurt in order to encourage the autonomous acquisition of foreign language skills and to accompany the course-based language tuition.

The Centre has computer-supported multi-media language learning materials, CD-ROM databases and many other resources, and it provides access to the internet. Networked computer workstations, a separate room for studying in small groups and four language laboratories are available. Foreign television programmes can be received via satellite. In addition, there is a 12-booth computer-supported language laboratory with video copying facilities.

Further information, particularly with regard to the courses available and to the Centre's present resources can be found on the Language Centre's homepage.

Mitarbeitergebäude 2/Room 416
Secretary: Kristin Scharnowski
☎ 0361/737-2700
✉ 0361/737-2709
✉ kristin.scharnowski@uni-erfurt.de
4. **Degree Programmes**

4.1 **Bachelor Programmes**

At the University of Erfurt a six-semester course of study leads to a Bachelor of Arts degree (Baccalaureus Artium; abbr.: B.A.). The B.A. programme is divided into two phases: A two semester Orientation Phase and a four semester Qualification Phase.

*The degree requirements consist of three obligatory fields of study:*

- Main subject (Major)
- Subsidiary subject (Minor)
- Interdisciplinary studies (Studium Fundamentale).

*The following subjects are on offer:*

- Art (aptitude test)
- Catholic Religious Education
- Communication Science (aptitude test)
- Economics
- Education (admission limitation)
- Education for Special Schools (admission limitation; main subject only)
- English/American Studies
• German Studies
• History
• International Relations (beginning from 2014/15)
• Law
• Literary Studies
• Management (minor subject only)
• Mathematics (minor subject only)
• Music Education (aptitude test; minor subject only)
• Music Mediation (Aptitude test)
• Philosophy
• Physical Education (aptitude test; minor subject only)
• Primary and Elementary Education (admission limitation; main subject only)
• Protestant Religious Education (minor subject only)
• Religious Studies
• Romance Studies (minor subject only)
• Slavic Studies (minor subject only)
• Social Sciences
  Teaching/Learning and Training Psychology (admission limitation)
• Technology (beginning from 2014/15)

Any one of the subjects can be chosen as a main (major) or subsidiary (minor) subject unless otherwise indicated.
Exchange Students
Exchange students, who are not seeking an academic degree at the University of Erfurt, are exempted from aptitude tests and admission limitations if the co-operation agreement refers to the subject in question.

4.2 Master Programmes
The University of Erfurt offers various disciplinary, interdisciplinary and professional Master programmes. It confers the academic degrees of Master of Arts (M.A.), Master of Science (M.Sc.) and Master of Public Policy (M.P.P.). Students who want to teach in Thuringia can enrol in the Master programmes in Teaching at Primary, Secondary, Special and Vocational Schools.

The Master programmes consist of a Study Phase (three semesters course work) and a Termination Phase (one semester completion of the master’s thesis).

Admission to the Master programmes requires completion of a Bachelor degree course or equivalent studies in a relevant subject. For further information, please contact the faculties or consult their websites.

Master programmes on offer:
• Children’s and Youth Media Studies
• Communication Science
• Economics/Law/Social Sciences
• Educational Sciences
• Education for Primary Schools
• Education for Secondary Schools
• Education for Special Schools
• Education for Vocational Schools
• History
• Literary Studies
• Middle Eastern Sociology/Anthropology and History
• Philosophy
• Psychology
• Religious Studies (taught in English)
• Special Needs and Integrational Education
• Theology and Economics
• Vocational Education for Non-Teachers

Continuing Education Master programmes (subject to tuition fee):
• Public Policy (taught in English)
• Special Education
  (Education for Special Needs)

4.3 Other Programmes
In addition to the Bachelor and Master programmes the University of Erfurt offers a Magister degree programme in Catholic Theology. The degree is approximately equivalent to a bachelor’s and a master’s degree combined and takes five years of full-time study to complete.

4.4 Doctoral Studies
Both the Max Weber Centre for Cultural and Social Studies and all the university faculties offer degree programmes leading to a doctorate (Ph.D.). Admis-
sion to the doctoral programmes requires the written consent of a supervisor who must be a member of the University of Erfurt.

B. International Students at the University of Erfurt

1. The International Office - Your First Point of Contact

The International Office co-ordinates services for international faculty, staff, students and scholars. It assists with all matters of special concern to them and serves as a referral source to other university offices and academic departments. The International Office will help to answer all your enquiries concerning your stay at the University of Erfurt.

International Office staff serves as representatives and advocates for foreign students in dealing with Germany, government agencies, other campus offices and departments, and community members.

We are responsible for your admission as an exchange student. We help exchange students to apply for residence hall accommodation. We organise the orientation course as well as a variety of excursions and events for international students during the semester at which German students are also welcome. Advice and support regarding your enquiries and problems are available for you at any time.

We suggest that you contact the International Office immediately after your arrival in Erfurt. We en-
courage all students to maintain close ties with the office throughout their stay at the University of Erfurt.

International Office
Verwaltungsgebäude (Administration Building)/Room 0005
Office hours
Monday – Thursday 13 – 15
and by appointment
☎ 0361/737-5030
✉ 0361/737-5039
✉ international@uni-erfurt.de
www.uni-erfurt.de/international

2. Structure of the Academic Year
The academic year in Germany is divided according to the semester system that splits the academic year into two equal parts. The administrative start of the semester is October 1 and April 1, respectively. Lecture periods last 14-15 weeks each. The lectures of the first semester (winter semester/fall term) begin in mid-October and end in mid-February, the lectures of the second semester (summer semester/spring term) start in April and end in mid-July.

You will find the exact dates in the course catalogue (Vorlesungsverzeichnis) or in your information sheet. In addition, your ERASMUS co-ordinator or study abroad advisor will also be able to give any further information.
Exams, projects, work placements and intensive courses are usually held during the lecture-free period (semester breaks). Details can be obtained from the faculties and departments concerned.

3. **Application Dates and Procedures**
Applications for admission as an exchange student must be submitted by June 15 for the following winter semester and by Nov 30 for the following summer semester.

**Application Form**
Exchange students must apply online. After submitting the online-application you have to print and sign the form (a PDF is provided after sending the online-application). Your home university must confirm that your data is correct and that you have been put forward as an exchange student on their behalf. Please include a Transcript of Records of your home institution in your application.

[www.uni-erfurt.de/en/international/incoming/exchange-students](http://www.uni-erfurt.de/en/international/incoming/exchange-students)

4. **Language Requirements**
**German**
If you want to study at the University of Erfurt, you need to have at least a basic knowledge of German. The German Language Department of your home institution or your German instructor has to evaluate your level of German if you cannot prove an official language certificate. German is necessary to get by
outside the university campus, too. In shops and offices little English is spoken. We expect our international students to have attended German language courses for at least one year. The better your proficiency in German, the more quickly you will settle in Erfurt.

**English**

A number of courses at the University of Erfurt is taught in English. The course offerings in English vary every semester; please refer to the course catalogue. All courses not indicated as taught in English are taught in German. Sometimes it is possible to use English in courses attended by exchange students. Examination essays and assessed projects can be written in English after consulting the course instructor. We do not request a special proof of English language.

5. **Comprehensive Language and Orientation Course**

We offer a Comprehensive Language and Orientation Course *(Vorbereitungskurs)* for new international students. The programme is designed to help you revive your German language skills as well as to introduce to you the many facets of academic study and day-to-day life at the University and in Erfurt, Thuringia, and Germany. The course generally takes place four weeks before the beginning of each lecture period – i.e. in September/October for the winter semester and in March for the summer semester. Exact dates can be obtained from the International Office.
Note: The Language and Orientation Course is intended for students who have a relatively limited knowledge of German. The level of language falls somewhere within the range of A2/B1 on the CEFR level scale. The course is not intended for German Studies students. We assume that these students already possess the necessary language requirements.

6. Semester Contribution/Student ID/Semester Ticket

Semester Contribution
As an exchange student at the University of Erfurt you do not have to pay fees. However, all students are required to pay the semester contribution. One part of the semester contribution goes to the student services and the student representation, the other covers the “semester ticket”. The price can vary from year to year. At the moment it costs EUR 185 for each semester. The semester contribution can be paid cash after your arrival.

Student ID
After paying the semester contribution and proving a valid health insurance you will receive your student ID card which also serves as your semester ticket (in conjunction with an identity card or similar proof of identity carrying a photograph).

If you wish to extend your stay at the University of Erfurt for a further semester you must re-register with the Student Affairs Office, when you finish your period of study in Erfurt you must sign out at this office. The International Office will help you deal with these procedures.
**Semester Ticket**

The semester ticket entitles you to travel free of charge on the city routes of the Erfurt transport system (*Verkehrsbetriebe AG*) within the zone 10, of the Jena and Weimar transportation system and on the local trains of the German Railway System (*Deutsche Bahn AG*) within Thuringia. Given that a single tram journey is approx. € 1.90 and that the semester ticket is valid from October to March, or April to September, respectively, you can save a lot of money.

7. **Tutoring Programme and Student Council**

Every new student is assigned a German student as an international student advisor/tutor who is a student at the University of Erfurt her-/himself. Your tutor will get in touch with you by e-mail about four weeks before you leave your home country and will support you especially during the first weeks of your stay at the University of Erfurt. He or she will help you to become acquainted with the campus, handle registration matters and make early contact with German students.

In addition, the Student Council (*Studierendenrat; abbr.: StuRa*) will help with enquiries regarding any political, academic, social and cultural matters pertaining to the university and the city. The StuRa offers excellent opportunities to meet different people, and to have a lot of fun. Information about the activities of the StuRa as well as a list of contact persons can be found on the StuRa homepage.
C. The European Credit Transfer System (ECTS) at the University of Erfurt

1. Curriculum Planning: Your Personal Time-Table

As there is no set time-table, you will have to work out your own personal time-table at the University of Erfurt. You should work in close conjunction with the ECTS co-ordinator at your home university as your courses in Erfurt have to be officially recognised by your university. Keep in touch with your academic advisor throughout your stay in Erfurt to ensure that you are making normal progress toward your degree.

You should first gain an overview of the courses on offer from the course catalogue. Basically, all lectures are open to exchange students, no matter which subject or field you happen to be following at the University of Erfurt. You only have to ask for the course lecturer’s permission if you want to attend a course which may have an upper limit for the number of participants.

The ECTS system requires a total of 30 credit points per semester. One ECTS credit point corresponds to one Leistungspunkt (credit point) from the University
of Erfurt. You should not take on too high a workload as an exchange student. Depending on your level of German, both the preparation and follow-up work for lectures and seminars can mean a lot more work for you as a foreign student than for a German student at the University. Less can sometimes mean more for this very reason. You may also wish to take part in the German language courses that support your main subject because you can also collect credit points from these language courses.

Your academic mentor (see C.9) in your particular course or subject area at the University of Erfurt will help you with questions on credit points and the exam system.

2. **Course Catalogue**

The course catalogue (*Vorlesungsverzeichnis*) is published online generally two to three months before the beginning of each semester. You can find the course catalogue at http://sulwww.uni-erfurt.de/ELVIS/vorlesungen. The previous semester's or year's course catalogue can be used as a rough guide for courses on offer during the whole academic year. The English taught courses (alphabetically ordered by teachers) are indicated in the right menu.

3. **Types of Courses**

The following types of courses are offered:

*Lectures* (*Vorlesung; abbr.: V*) are classes in which a member of the teaching staff, usually a professor, gives a formal lecture by 'reading a paper'.

The lecture is traditionally the most usual means
by which a university lecturer imparts knowledge. The main tasks of the students are to listen and to take notes.

Seminars (*Seminar; abbr.: S*) are classes with a limited number of participants (group classes) which go into the lecture material in greater depth. Knowledge is gained by active participation within the framework of group work, the exchange of any findings as a result of projects, discussions and seminar papers. Some seminars are scheduled as block seminars (BS). The sessions do not take place on a weekly basis, but on a number of fixed days, e.g. one or two weekends.

Exercises (*Übung; abbr.: Ü*) are also group classes designed to process lecture material in greater depth. Theoretical knowledge should be applied to case studies or to specific problems relevant to practice within the subject area.

Colloquia (*Kolloquium; abbr.: K*; from the Latin *colloquium* - speech, conversation) include the following:

a) Classes with lectures and discussions shared between students and teaching staff relating to a topic which has been prepared by the students,

b) Oral examinations,

c) Academic discussions on specific academic topics, including guest lectures.
Work placements/Internships (Praktikum; abbr.: Pr) are particularly important for all subjects which have wider practical application. Internships add to the knowledge provided in the Training of Professional Skills courses. In a work placement, theoretical knowledge is given practical form or is generated from experience within the relevant field.

Field trips (Exkursion; abbr.: E) or academic excursions (e.g. observational visits, outdoor practices) are necessary in subjects needing on-site investigations (e.g. Geography, History, or History of Art).

In addition, there are some other learning modes on the B.A. programmes e.g.
- Reading classes
- Project seminars
- Training sessions
- Tutorials.

4. **The Credit Point System**

  corresponds to a thirtieth of the course and examination workload of a student in one semester. There are different numbers of credit points for individual assignment and examinations depending on their content and importance. As rule, 3 credits are awarded for courses with a lower workload, and 6 credits for a seminar with a higher course and examination workload. The credit points are shown in the course catalogue for each course. Credit points are only awarded if the student attends the course and passes an examination in that course. Credit points may be withdrawn by the lecturer if a student misses more than two classes without being excused.
As a rule, a course meets once a week for 90 minutes. There are also block seminars where the sessions of the entire semester will be held e.g. during one weekend.

5. **Types of Examinations**

The following passage will act as your guide to some types of assignments and exams:

A *Protokoll* (Report) is a written progress report based on a specific course and the topics discussed within the course, but the report must fulfil specific formal criteria.

A *Referat* (Presentation) is an oral presentation based on a written piece of work; the Referat must generally be presented within the framework of a seminar or a practical session in order to be discussed with the other participants of the seminar.

A *Thesenpapier* (Summary/Handout) summarises the most important points and results of an academic piece of work or investigation; unlike a Protokoll, the opinions of the writer are included.

A *Klausur* is a written exam under supervision to be completed within a time limit.

*The mündliche Prüfung* is an oral exam.

A *schriftliche Arbeit* is a written piece of work, either on a first year, a more advanced, or a project level.
At the beginning of the semester the instructor will specify what the assignments and the type of exams required for each individual course are. In some courses different numbers of credits can be collected (e.g. “3 – 6 credits”). How many credits a specific assignment carries must be inquired from the course instructor.

6. **Evaluation of Academic Work**

At the University of Erfurt, a grade is awarded for each course.

6.1 **The Grading System of the University of Erfurt**

The evaluation scale is divided into five levels, i.e. 10 positive grades can be used with interim grades (from 1.0 to 4.0) and one negative grade (5.0).

1 = “very good” = an excellent performance

2 = “good” = a performance which is considerably above the average requirements

3 = “satisfactory” = a performance which meets the average requirements

4 = “sufficient” = a performance which still meets the requirements, despite its weaknesses

5 = “insufficient” = a performance which fails to meet the requirements on account of considerable weaknesses

Individual grades may be increased or decreased by interim values of 0.3 with the exception of the grades 4.3, 4.7 and 5.3.
6.2 The ECTS Grading Scale

The ECTS grading scale is as follows:

<table>
<thead>
<tr>
<th>ECTS-grade</th>
<th>Percentage*</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>10</td>
<td>EXCELLENT – outstanding performance with only minor errors</td>
</tr>
<tr>
<td>B</td>
<td>25</td>
<td>VERY GOOD – above the average standard but with some errors</td>
</tr>
<tr>
<td>C</td>
<td>30</td>
<td>GOOD – generally sound work with a number of notable errors</td>
</tr>
<tr>
<td>D</td>
<td>25</td>
<td>SATISFACTORY – fair but with significant weaknesses</td>
</tr>
<tr>
<td>E</td>
<td>10</td>
<td>SUFFICIENT – performance meets the minimum criteria</td>
</tr>
<tr>
<td>FX</td>
<td>-</td>
<td>FAIL – some more work required before the credit can be awarded</td>
</tr>
<tr>
<td>F</td>
<td>-</td>
<td>FAIL – considerable further work is required</td>
</tr>
</tbody>
</table>

* Percentage of successful students who generally achieve this grade

6.3 Transfer of Grades from the University of Erfurt into the ECTS

It is suggested that exchange students at the University of Erfurt transfer their grades into the ECTS as follows:

<table>
<thead>
<tr>
<th>Erfurt Grade</th>
<th>ECTS Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,0; 1,3</td>
<td>A</td>
</tr>
<tr>
<td>1,7; 2,0</td>
<td>B</td>
</tr>
<tr>
<td>2,3; 2,7; 3,0</td>
<td>C</td>
</tr>
<tr>
<td>3,3</td>
<td>D</td>
</tr>
<tr>
<td>3,7; 4,0</td>
<td>E</td>
</tr>
<tr>
<td>5,0</td>
<td>F</td>
</tr>
</tbody>
</table>
7. **Learning Agreement**

In the Learning Agreement, you formally agree to the courses that you wish to attend at the University of Erfurt. In addition, it is specified in the Learning Agreement that your work at the University of Erfurt is to be recognised by your home university. You may use the standard form from the European Commission for this purpose. You will need a copy of the course catalogue in order to choose your courses. You must contact your ECTS Co-ordinator of your home university before your departure to discuss your time-table in Erfurt. The Learning Agreement must be signed by the Departmental Co-ordinator and the Institutional Co-ordinator of both your home university and the University of Erfurt.

8. **Transcript of Records**

After each semester at the University of Erfurt, your course and examination performance will be certified. The course instructors enter your study and examination performance on special forms and forward a copy to the registrar's office (*Abteilung Studium und Lehre*). You will receive the original from the instructor in the last session of each class. Please ask for it when not provided automatically.

The transcript of records will be issued centrally by the registrar's office after the semester (approx. in April for the winter semester, in October for the summer semester). The International Office will mail your transcript of records to you or your home university as soon as it is printed. Until you receive
the official transcript from us, you can print out your grades from the internet yourself. In order to log in to the “ELVIS system”, use the account name and password you were given for the University of Erfurt computer network.

Transcript of records /Notenbericht
sulwww.uni-erfurt.de/pruefungsangelegenheiten

9. Advisors and Contact Persons

9.1 Institutional Co-ordinator
The “Institutional Co-ordinator” makes sure that the ECTS principles are adhered to and are functioning correctly. The Institutional Co-ordinator strives to improve procedures as well as practical aspects of ECTS and supports the Faculty programme co-ordinators. Manuela Linde is the “Institutional Co-ordinator” of the University of Erfurt and the Head of the International Office.

ECTS Institutional Co-ordinator
Manuela Linde
International Office
(Administration Building)/Room 0005
☎ 0361/737-5031
✉ 0361/737-5039
✉ manuela.linde@uni-erfurt.de
9.2 Academic Mentoring Programme
The University of Erfurt offers its students academic mentoring in their subject area. Participation in the mentoring programme is obligatory for exchange students, too.

The International Office will give you the name and contact address of your academic mentor upon arrival. Introduce yourself to the mentor at the beginning of the semester and discuss your personal timetable with him/her. The form on which you choose your courses at the beginning of the semester (“Belegbogen”) must also be signed by your mentor.
D. The University of Erfurt’s “The Year in Germany” Programme

The Year in Germany programme at the University of Erfurt is a programme that gives international students the opportunity to focus on Germany for an entire academic year. All participants will gain insight into politics, society, culture, religion, and literature and will improve their knowledge of the German language. After completing their Year in Germany, they will be issued a transcript of records and a certificate of attendance.

1. The five Components of the Year in Germany
   1. German language practice/German as a foreign language
   2. German-taught lectures for German cultural studies
   3. English-taught courses on historical, cultural, and social topics in the University of Erfurt’s general education curriculum
   4. Thuringia, Germany, and the world: Keynote lecture series with a discussion seminar
   5. Excursions

Each semester, students may select coursework totalling 30 ECTS credits.
2. **Organisational Issues**

2.1 **Prerequisites for the Year in Germany**
Students currently registered at a higher education institution abroad, preferably a partner institution of the University of Erfurt, are eligible to take part in the Year in Germany programme.

Proficiency in the German language at or above the A2 level of the Common European Framework of Reference for Languages is required.

2.2 **Fees**
The University of Erfurt does not charge any fees for the Year in Germany programme.

2.3 **Schedule**
The Year in Germany at the University of Erfurt will be offered for the first time in the winter semester of 2013-14 and in each subsequent winter semester. (Upon request, students may begin their Year in Germany in the summer semester.)

2.4 **Beginning dates**
For participants with German skills at the A2 level: Mid-September with an intensive language course
For participants with German skills at the B1 level: Beginning of October with an orientation programme

3. **Further Information and Sample Curriculum**
www.uni-erfurt.de/international/incoming/deutschlandjahr
E. General Information

1. The City of Erfurt

Many unique features characterise the mediaeval city of Erfurt, which is not only the largest city in Thuringia but is also one of the oldest cities in central Germany. The city’s eventful history began over 1,250 years ago with its early development as an economic, political and cultural centre being largely due to its favourable location at the crossroads of important European trade routes. Prominent figures such as Martin Luther, Ulrich von Hutten, Adam Ries, Johann Wolfgang von Goethe, Friedrich Schiller and Wilhelm von Humboldt have a close association with the history of the city.

Erfurt, the capital of the free state of Thuringia, is located right in the heart of Germany, which gives it its favourable location for transport and travel. Erfurt is also in the immediate vicinity of famous towns and cities such as Weimar, Jena and Eisenach.

With its 200,000 inhabitants, Erfurt is rapidly developing into a university city with great flair and character. Approximately 10,000 students, 500 of whom are international, currently attend its two higher education institutions. No matter where they are from or which university they attend, students in Erfurt enjoy the charm of the well-preserved mediaeval downtown with carefully restored traditional patrician houses, picturesque alleys and squares. The “Collegium maius” – the restored mediaeval university building – still stands in this old part of
the city where the International Guest House on Michaelis Street and the mediaeval dormitories Am Kreuzsand are located. The current student centre is housed within the vaulted cellars of the “Engelsburg”, a club with a long historical tradition and which provides numerous student services.

2. Travel Arrangements to Erfurt and the University
Erfurt is centrally located and can easily be reached by plane, train or car.

There are regular flights to Erfurt from Berlin-Tegel, Berlin-Schönefeld and Munich (note: not from Frankfurt/Main). Erfurt Airport is situated on the outskirts of the city at about 10 km from the city centre. You can take the tram to the city centre.

High speed trains (ICE, IC and IR) travel regularly to Erfurt from all parts of Germany. If you arrive via Frankfurt: There are trains from Frankfurt Airport and Frankfurt Central Station (Hauptbahnhof) to Erfurt every hour. There is a tram stop and taxi stand immediately in front of Erfurt Central Station. The tram travels directly to the University (see below).

Erfurt can be reached via the motorways A 4 and A 71. From the west (Frankfurt/Main), you should drive on the A 4 Frankfurt – Dresden to the Erfurter Kreuz. From the Erfurter Kreuz, drive along the A 71 to the Erfurt-Bindersleben turn-off. Then follow the signs to Erfurt-Nord and Universität.
From the east (Dresden or Leipzig), follow the A 4 Dresden – Frankfurt to the Erfurt-Ost turn-off. Then follow the signs to Zentrum and Universität.

There is a visitors’ parking lot behind the university campus where there are plenty of parking spaces available free of charge.

There is a tram stop in front of the central railway station. You can travel directly to the university with tram lines number 3 and 6 without having to change. The university tram stop is the seventh after the central station (Anger – Fischmarkt/Rathaus – Dom-platz Nord – Webergasse – Bergstraße – Baumerstraße – Klinikum/Universität). The main entrance to the university is directly opposite the tram stop.

3. **Student Halls of Residence on Campus**

If you submit your housing application well in advance, it is generally possible to rent a room in one of the residence halls. The residence halls are administered by the University’s Studentenwerk (Student Services Organisation). The International Office will assist you with the application process.

Detailed information on all the residence halls as well as photos can be found online. The following residence halls are situated on or close to the university campus in Nordhäuser Straße:

- **Haus 6, Plauener Weg 8** (approx. 225 places)
- **Haus 1, Alfred-Weber-Platz 5** (90 places)
- **Haus 4, Alfred-Weber-Platz 2** (92 places)
• Donstrauße 28 – 42 (250 places)
• Max-Kade-Haus (under construction)

List of Residence halls
www.studentenwerk-thueringen.de
> Wohnen > Wohnanlagen > Erfurt

Administrator for the halls on campus:
Elvira Lindner
Mitarbeitergebäude 1, 1. Etage
☎ 0361/737-1819
Office hours
Monday – Friday 9 – 11/13 – 15
Thursday 14 – 17
Friday 9 – 11
Online application https://tl1host.de/SWJ

Exchange students interested in residence hall housing have to apply online on the webpage of the Studentenwerk. We advise you to apply as soon as possible since capacity is limited. Only online applications are accepted. The Studentenwerk will send you an e-mail confirmation concerning your application. Please forward a copy of this confirmation to the International Office so that it is informed about your application. Six weeks before you move in you will be asked if you still want to rent the room. Please do not forget to answer that e-mail.

The rents are priced according to the size and quality of the room; see the Studentenwerk webpage for current price ranges. The rent price includes service costs (heating, water, electricity). Please note that
prices for short contracts (less than 6 months) may be slightly higher. A deposit of € 300 must be paid for all placements in residence halls.

Studentenwerk Thüringen
Anstalt des öffentlichen Rechts
Abteilung Studentisches Wohnen
am Standort Erfurt
Nordhäuser Straße 63, 99089 Erfurt
☎ 0361/737-1821
✉ 0361/737-1991
✉ wef@stw-thueringen.de
www.studentenwerk-thueringen.de

4. **Student Restaurants (Mensa)**
One of the main tasks of the Studentenwerk (Student Services Organisation) is to prepare and serve meals at reasonable prices. The students' meals in the Mensa (refectory) are subsidised by the State of Thurin-gia. German and international food, including vegetarian, is served as the main meal and the standard menu. Salads and pasta are offered from self-service buffets. In addition, snacks are on offer in the cafeterias.

*Mensa Nordhäuser Straße*
*Opening hours*
*Monday – Friday* 7 – 15

*Cafeteria “Studentenklause”*
*Campus der Universität*
*Opening hours*
*Monday – Thursday* 10.30 – 18
*Friday* 10.30 – 14
The opening and closing times during the semester breaks are displayed on notices.

5. **Cost of Living**

Living costs are currently estimated by the authorities to be about € 670 per month. You have to be able to prove to the relevant authorities that this amount of money per month is available for your stay in Germany.

Please take the following costs into consideration:

- Rent for a room in a student residence hall or for private accommodation (from € 150 to € 245)
- Deposit for a room in a residence hall (€ 300), which is returned after the lease has expired
- Semester contribution (approx. € 185 per semester) incl. the semester ticket, which enables you to travel free of charge on all local public transport in and around Erfurt
- Health insurance contributions (approximately € 75 per month for students under 30 years old)
- Costs for books and learning materials
- Living costs/meals

Keep in mind that you will need a big sum of money at the beginning of your stay (room deposit, semester contribution, health insurance, phone card, shopping). Before you leave for Erfurt, inform your bank that you will spend one or two semesters abroad, and find out if there is a daily or weekly limit for withdrawals. Bring enough cash and/or traveller cheques.
6. **Shopping**

Supermarkets are generally open between 8.00 and 20.00 from Monday to Saturday. There are outlets of large supermarket chains at the terminus of tram number 6 (Rieth) and at the Thüringenpark tram stop of the number 3 tram (Europaplatz). You can also buy good quality fresh fruit and vegetables at very reasonable prices at the local market in the Domplatz from very early on in the morning to approximately 13.30. In Germany all the shops are closed on Sundays. Petrol station shops are the only places that remain open during the night and on Sundays.

You must plan your budget with the following supermarket prices in mind:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bread (1 kg)</td>
<td>€ 1.50 to 3.00</td>
</tr>
<tr>
<td>1 Bread roll</td>
<td>€ 0.20 to 0.40</td>
</tr>
<tr>
<td>Butter (250 g)</td>
<td>€ 1.00</td>
</tr>
<tr>
<td>Milk (1 l)</td>
<td>€ 0.80</td>
</tr>
<tr>
<td>Yoghurt (100 g)</td>
<td>€ 0.30 to 0.50</td>
</tr>
<tr>
<td>Coffee (500 g)</td>
<td>€ 5.00</td>
</tr>
<tr>
<td>Potatoes (2.5 kg)</td>
<td>€ 1.50</td>
</tr>
<tr>
<td>Pasta (500 g)</td>
<td>€ 0.50 bis 1.50</td>
</tr>
<tr>
<td>Sausages (100 g)</td>
<td>€ ca. 1.00</td>
</tr>
</tbody>
</table>

7. **Jobs**

It is hard to find part-time jobs in Erfurt. However, with good language skills, particularly in German and English, and a little bit of luck, you could find a temporary job such as typing, auxiliary work for companies or part-time jobs in call-centres, factories or bars. The University’s [Studentenwerk](#) has set up a
Student Job Agency in conjunction with the Erfurt Job Centre. In addition, the university itself needs students for temporary work.

If you do find a job, foreign students who are staying in Erfurt for at least two semesters are allowed by law to work for up to 120 days per year. You are allowed to take on your paid work only during the semester break. The authorisation is provided directly by the Foreigners’ Registration Authority so that you do not need a work permit from the job centre. If you are studying on a scholarship and want to earn extra money during your stay in Erfurt, you will need permission from the body providing you with the scholarship.

8. Health Insurance and Visiting a Doctor

8.1 Health Insurance

Students who are eligible to bring a health insurance from the home country

The health insurance of certain countries with bilateral agreements with Germany is recognised in Germany so that it is possible for you to remain insured in your own country. You must obtain the form specified below from your domestic national insurance.
Health insurance forms (as of 07/2013):

<table>
<thead>
<tr>
<th>Country</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU-Countries</td>
<td>European Health Insurance Card</td>
</tr>
<tr>
<td></td>
<td>(from national health insurer)</td>
</tr>
<tr>
<td>EEC-Countries: Iceland, Liechtenstein, Norway, Switzerland</td>
<td>European Health Insurance Card</td>
</tr>
<tr>
<td></td>
<td>(from national health insurer)</td>
</tr>
<tr>
<td>Bosnia-Herzegovina</td>
<td>BH 6</td>
</tr>
<tr>
<td>Serbia, Montenegro</td>
<td>JU 6</td>
</tr>
<tr>
<td>Croatia</td>
<td>D/HR 111</td>
</tr>
<tr>
<td>Macedonia</td>
<td>RM/D 111</td>
</tr>
<tr>
<td>Turkey</td>
<td>T/A 11</td>
</tr>
<tr>
<td>Tunisia</td>
<td>A/TN 11</td>
</tr>
</tbody>
</table>

**Students who have to buy a German health insurance**

Students from countries not listed above have to buy a German health insurance contract. Doctors and the Foreigners’ Registration Authority will not accept insurances from your home countries, especially travel insurances. For exceptions you have to apply at the German general local health insurance fund.

The following health insurance options are available:

- Students up to 30 years old can take out a health insurance contract with a general local health insurance fund at student rates (approx. € 75 per month). You can choose among several general local health insurance funds. The *Allgemeine Ortskrankenkasse (AOK)* offers personal assistance for international students.

_Allgemeine Ortskrankenkasse (AOK)_
_Augustinerstraße 38_
_99084 Erfurt_
Office hours:
Monday, Tuesday Thursday 9 – 18
Wednesday, Friday 9 – 14
☎️ 0180/2471000

- Students over 30 must take out a health insurance contract with a private health insurer. Due to large differences in prices and conditions, we advise you to compare several private health insurances before signing a contract.

Detailed information in several languages about health insurances in Germany can be found at

www.1a.net/versicherung/krankenversicherung/international.

Names and addresses of health insurance funds can be found in the yellow pages or online.

8.2 Visiting a Doctor
With a valid health insurance certificate you have the right to visit a doctor of your choice. As a rule, you need to see a general practitioner before visiting a specialist (exception: dentists and gynaecologists). Names and addresses of doctors are arranged according to their specialisation in the yellow pages of the telephone book. If you visit a doctor, there are personal contributions which you must pay, e.g. the fee for prescribed medication. Apart from the personal contributions, the German health insurance covers medical fees, hospital expenses, and surplus costs of prescribed medication.
9. **Immigration Regulations**

9.1 **Visa**

A visa authorises you to enter – but not to remain in – Germany. The visa has an expiration date and may be valid for different time periods. Students who want to enrol at a German university may only do so with a Student Visa. A visa is not required for students from EC and EEA countries, Israel, Australia, New Zealand, Brazil, El Salvador, Honduras, Japan, South Korea, Canada and the USA.

The visa must be applied for at the German embassy or consulate in your home country. The following documents must generally be submitted for an application for a visa:

- Notification of admission for study at the University of Erfurt
- Proof of sufficient financial means for the duration of the study period in Erfurt (currently approximately € 670 per month)
- Copy of a higher education entrance qualification
- Proof of knowledge of the German language
- Health certificate, if necessary

The processing of a visa can take up to three months. Please apply in good time! Never travel with just a tourist visa! This cannot be converted into a student visa. You would not be able to enrol and would have to leave Germany after three months!
9.2 Formalities after Arrival: Registration with the Foreigners' Registration Authority (Ausländerbehörde)

After their arrival in Erfurt all international students must get registered in the city of Erfurt's Registration Office (Bürgerservice). In addition, non-European students must apply for a residence permit from the local Foreigners' Registration Authority (Ausländerbehörde).

The International Office will help you with your registration.

Registration Office (Bürgerservice)
Bürgermeister-Wagner-Straße 1
99084 Erfurt
☎ 0361/655-5444

Office hours
Monday 9 – 12.30
Tuesday 9 – 18
Wednesday 9 – 12.30
Thursday 9 – 18
Friday 9 – 12.30

You will need the following documents:
• your passport
• rental contract

Ausländerbehörde der Stadt Erfurt
Bürgermeister-Wagner-Straße 1
99084 Erfurt
☎ 0361/655-3830
Monday 9 – 12.30
Tuesday 9 – 12.30 and 14 – 18
Wednesday closed
Thursday 9 – 12.30 and 14 – 18
Friday 9 – 12.30

You will need the following documents:

• your passport together with a photocopy
• the form Antrag auf Erteilung einer Aufenthaltserlaubnis (Application for a Temporary Residence Permit in Germany)
• one passport-sized photograph which meets the requirements for biometrically-enabled passports
• certification of university enrolment (matriculation)/student identity card
• proof of health insurance
• proof of residence (housing contract)
• residence registration confirmation (“Meldebescheinigung”, available from Bürgerservice, see above)
• proof of sufficient financial means to cover the living costs for the duration of the study period in Germany (currently approx. EUR 670 per month)

10. Students with Disabilities
All of the teaching buildings and central utilities are gradually being converted to accommodate people with disabilities as part of the modernisation and renovation programme for the university campus. Unfortunately, there are still some access difficulties to some of the buildings, particularly for people in
wheelchairs. However, your fellow students are happy to help you. Detailed information can be obtained from each individual faculty or from the university representative for people with severe disabilities:

Schwerbehindertenbeauftragter  
(University Representative for Students with Severe Disabilities)  
Bernhard Becher, Registrar  
Administration Building, Room 142  
☎ 0361/737-5101  
✉ 0361/737-5009  
✉ bernhard.becher@uni-erfurt.de

The Studentenwerk provides appropriate accommodation for people with disabilities in the residence halls (see E.3).

11. Recreation and Cultural Activities

11.1 The University Sports Centre
The University Sports Centre (USV) provides students and employees with the opportunity to enrich their sporting lives in Erfurt with a wide range of activities all of which are listed online and in a brochure which is published at the beginning of each semester.

The following sports are just a small selection of what is on offer at the University Sports Centre: aerobics, aikido, badminton, basketball, (beach-)volleyball, gymnastics (with apparatus), football, handball, roller-blading, judo, karate, martial arts/self-defence,
weightlifting, athletics, swimming, tennis, table-tennis, skiing, water skiing and yoga.

Universitätssportverein Erfurt e.V. (USV)
☎ 0361/737-1826
✉ 0361/737-1827
✉ info@usv-erfurt.de
www.uni-erfurt.de/usv

11.2 Choirs, Orchestra and Theatre
Kammerchor
There are various opportunities for students who enjoy singing, playing an instrument or playing theatre. Exchange students are invited to join one of the ensembles.

Chamber Choir
Choir Master: Irmtraud König
Lehrgebäude 1, Raum 13
☎ 0361/737-2193
✉ fgmusik.kammerchor@uni-erfurt.de
www.uni-erfurt.de/musik/ensembles/kammerchor

University Choir
Choir Master: Prof. André Schmidt
Contact: Ute Kanitz
☎ 0361/737-2190
✉ ute.kanitz@uni-erfurt.de
www.uni-erfurt.de/musik/ensembles/universitaetschor
Jazz- and Gospel Choir
Choir Master: Oliver Debus
Contact: Ute Kanitz
☎ 0361/737-2190
✉ ute.kanitz@uni-erfurt.de
www.uni-erfurt.de/musik/ensembles/universitaetschor

Academic Orchestra Erfurt e.V.
Conductor: Sebastian Krahnert
Contact: Dr. Dorothée Kunath
✉ info@orchester-erfurt.de
www.orchester-erfurt.de

Theatre Group
✉ theater.hsg@googlemail.com
www.uni-erfurt.de/de/campus/freizeit/kunst-musik

Information about other student communities, university groups or student parishes can be found at www.uni-erfurt.de/campus/freizeit.

11.3 Springboard to Learning
Springboard to Learning is a non-profit association which encourages people both to become acquainted with and to gain a better understanding of foreign cultures. The most important task of the club is to bring people together, who see heterogeneity as a positive challenge. Springboard to Learning organises contacts between people of different cultures who want to broaden their knowledge of other cultures and to gain new experience in this area.
The association's events promoting integration encourage attitudes of acceptance, tolerance and openness.

Springboard to Learning provides a service for foreign residents in Germany (including registered international students) by organising teaching programmes for foreign nationals in schools. Freelance contracts for 12-hour courses can be set up for this purpose, and the course content is discussed with the subject teacher of the school in question. Courses in subjects such as Music, Philosophy, Languages, Social Sciences, Geography, History and Art can be integrated into this system.

If you are interested in working as a Springboard teacher, you should already start thinking about bringing along authentic, hands-on materials such as visual aids that you can also touch, taste, wear, smell or hear in order to bring your culture and origins to life for the pupils and to give them insights which cannot be obtained from books (e.g. photographs, musical instruments, money, stamps, spices, objets d’art, song texts, maps, fairy-tales, etc.).

*Springboard to Learning e.V.*  
*Nordhäuser Str. 63, 99089 Erfurt*  
*Contact:*  
*Dr. Ulrike Wollenhaupt-Schmidt*  
☎️ 0361/737-1620  
✉️ springboard@uni-erfurt.de  
[www.uni-erfurt.de/springboard](http://www.uni-erfurt.de/springboard)
11.4 **“Tandem” Language Programme**

The “Tandem” programme is organised by the Language Centre. Two persons from different countries meet up in order to practise their foreign language skills. For instance, during the first half of the meeting the native speaker from Mexico helps the German student improve her Spanish; in the second half the German in turn supports the Mexican student in her efforts to perfect her German grammar and vocabulary. This way, the participants learn a lot about the tandem partner’s culture while practising their language skills. Further information can be found on the Language Centre’s website at:

www.uni-erfurt.de/sprachenzentrum/sprache-und-spass/tandem

11.5 **Café International**

The Café International is a regular meeting place for all international and German students at the University and the University of Applied Sciences who like to meet and communicate with people from other countries and cultures. Every Tuesday night the Café International takes you on a journey round the world. On offer are introductory nights to specific countries, slide shows, discussions, but also funny dancing nights. All events are organised by the student tutors of both Erfurt universities. Join us in our multicultural get-together and enjoy e.g. Indonesian food specialities, hot Salsa rhythms or international poetry. Your ideas are welcome, too, please contact the Café tutors.
11.6 **Project “Strangers become Friends”**

The project “Strangers become Friends” assigns international students at the University of Erfurt and the University of Applied Sciences host families in the city of Erfurt. By doing this, we want to assist students in finding contacts beyond the campus and in settling in in Erfurt as fast as possible. Their hosts will help them get to know the city of Erfurt, its attractions and its surroundings faster, and they will support them should a problem occur, e.g. by dealing with bureaucratic matters, or by making a doctor’s appointment. Depending on their fields of interest, students will be invited into the host families’ homes in order to experience the German culture and way of living first-hand, or they can pursue common hobbies together, such as cultural activities or sports, etc.. On the other hand, hosts will want to learn about the student’s home country and maybe test the language skills they might have. This way, both hosts and international students can benefit from the programme.

If you are interested in participating, please fill in an application form. Information on common interests
enables us to match up students with a suitable host family, so please provide details about your fields of interest.

International Office
☎ 0361/737-5030
✉ international@uni-erfurt.de
www.fremde-werden-freunde.de

An International Stammtisch meets every third Thursday in the month at 20.00 in Café Nerly (Marktstraße 6). The International Stammtisch is a good opportunity to meet people from other countries, to find new friends and to practise your foreign language skills.

There are also international meetings at the University of Erfurt which usually take place one night per week in the Studentenklause during the semester. On these occasions, German and international students with common interests meet to converse in various languages.

11.7 Student Centre Engelsburg
The Engelsburg Student Centre is situated in the mediaeval part of Erfurt, the Andreasviertel. Cultural events take place in the Engelsburg on an almost daily basis and can be found in the monthly calendar of events. The Information Centre Wiesel run by the Studentenwerk can be found in the Scheune (barn), which is part of the Engelsburg building complex.
11.8 Cultural Events and Entertainment in the City of Erfurt

There are numerous theatres, cinemas, museums and leisure facilities to be found in Erfurt. The Erfurt Tourist Information Centre (Erfurt Tourismus und Marketing GmbH) can provide you with more information and with a monthly calendar of events (Erfurt-Magazin) for a current overview of the events in Erfurt.

Erfurt Tourismus und Marketing GmbH
Benediktsplatz 1
99084 Erfurt
☏ 0361/664-00
☏ 0361/664-0290
✉ service@erfurt-tourismus.de
www.erfurt-tourismus.de
www.erfurt.de/ef/de/veranstaltungen
F. **Check List**
You should make sure that you have the following items to take with you before your departure from your country of residence:

- A passport which is valid for the full period of your stay in Germany (otherwise you may have to return to your home country in order to have your passport extended)

- Notification of admission for study at the University of Erfurt

- Proof of financial means (see E.9.)

- Visa (not a tourist visa), if required (see E.9.)

- Proof of health insurance from your home country, if it is recognised in Germany (see E.8.)

- International student identity card (ISIC)

- Personal effects and other items that you will need:
  - 2 passport-sized photographs which meet the requirements for biometrically-enabled passports
  - necessary medication, inoculation certificate
  - travellers’ cheques and cash (€) for the first days after your arrival (see E.5)
  - EC bank card or credit card
  - plug adapter
G. Maps

Information Centre WIESEL | Allerheiligenstr. 20/21

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