

General information about Heidelberg University

Name of the University:

Ruprecht-Karls-Universität Heidelberg (Heidelberg University)

Founding year:

1386 (Germany's oldest university)

Brief Information about the University:

Heidelberg University sees itself as a research university with a strong international orientation. Besides enhancing its disciplinary strengths, the University places special emphasis on maintaining the dialogue across traditional subject boundaries. Numerous great minds have learned, taught and conducted research at Heidelberg University. The oldest German university has thus played an important part in shaping science and society since its founding in 1386. Heidelberg University has twelve faculties with a total of more than 29,000 students and a research and teaching staff of more than 5,000 scientists - among them 420 professors. <http://www.uni-heidelberg.de/>

Address:

Heidelberg University, International Relations Office, Seminarstr. 2, 69117 Heidelberg, Germany

Contact Person and position:

Mr. Oliver Ehrhardt, Exchange Coordinator

E-Mail: oliver.ehrhardt@zuv.uni-heidelberg.de

Tel: +49-6221-54 12734

Fax: +49-6221-54 12789

Facts and Figures:

| | |
|-------------------------------|---------------|
| Students (term 16/17) | 30,787 |
| Foreign students (term 15/16) | 5,793 (18.8%) |
| Doctorates (2015) | 1,210 |
| Habilitations (2015) | 104 |

Total number of staff (1 Dec. 2015) 13,449

| | |
|-------------------------------------|-------|
| University, excl. medical faculties | 7,632 |
| Total number of professorships | 452 |
| Total number of academic staff | 5,584 |

Website:

<http://www.uni-heidelberg.de>

Website for exchange-related information:

http://www.uni-heidelberg.de/international/index_e.html

For nominated exchange students:

http://www.uni-heidelberg.de/courses/prospective/admission_int/guide/online_guide_index.html

Academic calendar:

| | |
|--|--|
| Winter semester 2018/2019 Winter break | 15 October 2018 to 09 February 2019 24 December 2018 to 06 January 2019 |
| Summer semester 2019 Free period | 15 April to 27 July 2019 The public holidays of the state of Baden-Württemberg. |
| Winter semester 2019/2020 Winter break | 14 October 2019 to 08 February 2020 23 December 2019 to 06 January 2020 |

*) tentative dates, subject to change!

Duration of exchange:

Semester students and year-long students are accepted.

Programs or courses which are not open to exchange students:

Modules from Faculty of Medicine, Faculty of Dentistry are not open to exchange students. For other restrictions, please refer to:

http://www.uni-heidelberg.de/courses/prospective/admission_int/guide/destination_heidelberg.html

Website for course information:

<http://www.uni-heidelberg.de/studium/imstudium/vorlesungen/>

Language of instruction:

In general German with a few courses taught in English (unfortunately, no list available)

Level of German proficiency requirement:

In general, teaching and examinations are conducted in German. Students should therefore have a solid knowledge of German in order to effectively follow your courses.

Students who need additional support regarding their German language proficiency are offered a large variety of different language programs at the University's International Study Center. It offers an intensive four-weeks' language course before the start of the semester as well as language instruction during the semester, supplementing regular university courses. An overview of the courses offered can be found at: http://www.isz.uni-heidelberg.de/e_index.html

Additionally, the International Relations Office organizes various language tutorials for international students and provides a tandem service for students who wish to improve their level of class participation. Exchange students whose language proficiency is not sufficient for taking part in university courses in their subject may be admitted to a full-time German language course upon prior consultation with the *International Relations Office* (20 hours of teaching per week). The course fee for the full-time German language course for students on levels from A1.1 to A2.2 will be covered by the International Relations Office of Heidelberg University. For students on level B1.1 there are general German language courses for 4 to 8 hours a week, supplementing the university course. In individual cases students on this level can participate in the full-time German language course after prior consultation with the exchange coordinator.

Can exchange students be allowed to join courses in fields they are not enrolled in?

In general this is possible after prior consultation with the teaching professor. The professor's approval is necessary. Without profound knowledge of the subject or the language of instruction expectations to successfully pass the course should be lowered. Credits are usually only awarded for courses passed successfully. Prior consultation with the professor is strongly advised.

Pre-semester German language courses:

Do you offer pre-semester German language course to exchange students?

Yes.

URL :

http://www.isz.uni-heidelberg.de/e_index.html

Do you ask exchange students to pay tuition?

No, application has to be submitted to exchange coordinator.

Are students allowed to take cross-faculty modules?

Yes.

Is on-campus housing available for exchange students?

Yes.

Are exchange students required to purchase a compulsory medical insurance plan?

Students have to be informed that all hospital and other medical expenses are the responsibility of the student, and that each student must purchase insurance to cover medical contingencies while in the host country.

Health Insurance:

Health insurance is compulsory for all Heidelberg University students.

You must either have sufficient insurance coverage from your country of residence or apply for insurance in Heidelberg.

All international students under the age of 30 have the possibility to take our German state health insurance for students (approx. 546 Euro /Semester; 91 Euro per month).

Please note: Even if you sign a German state health insurance contract in March/September, and take care of your enrolment at the beginning of March/ September, your insurance coverage will be effective as of April/ October 1st as this is the official start date for the summer semester/winter semester. For this reason, we strongly recommend that you bring extra insurance coverage from home for the period between your arrival and April/October 1st.

Please note! For students staying longer than one semester the public authority responsible for aliens will require German state health insurance in order to issue a residence permit. Health insurance coverage from their home country will not be accepted for those students by the authority.

Student Casualty Insurance:

With your enrolment, you are covered as part of the statutory casualty insurance during all activities that are directly connected to your studies (e.g. the way to and back from the university).

For more information please see:

<http://www.studentenwerk.uni-heidelberg.de/en> -> Advice & Service -> Insurance

Liability insurance:

Students are strongly recommended to take out personal liability insurance as well.

Liability insurance covers cases in which the property of a third party is damaged or their person injured (e.g. from a bike accident or as a pedestrian). This type of insurance can be taken out in Germany after your arrival or in your country of residence. (Costs between € 40 and € 50 per year)

Please note! In future it may become mandatory to purchase student health insurance in Germany even if the student stays for only one semester.

Is a medical report required?

No.

Suggested Arrival Date:

Suggested arrival dates depend on the semester plan and will be sent by email to each student within reasonable time after Heidelberg University received the application. Usually, suggested arrival dates are the first or second working day (not on weekends or holidays) of the month in which the personal study plan of the exchange student starts. The latter depends on if the student will attend the preparatory German language course or not.

Application procedure:

Partners are required to send a letter of nomination together with the duly filled application forms and together with an official transcript of records for each student nominated for exchange to Heidelberg University. The letter of nomination can be a cover letter giving the names and details of the nominated students.

Please note! Arrivals in March or September are only possible for students participating in the Preparatory German language course.

Application materials:

Application materials will be sent to the partners via email. For winter semester application materials will be sent end of April and for summer semester application material will be sent end of October.

Application deadlines every year:

Applications for winter semester: June 15

Applications for Summer semester: December 15

Supporting documents required to be submitted with exchange application:

One letter of nomination (listing all students applying for the exchange program), one copy of student's passport and one transcript of records for each student.

Please send the nomination sheet (excel file) via email to the program coordinator at Heidelberg University via email.

Application to the __st university semester in Germany:

For students who have never been enrolled at a German university before it is always "Application to the 1st university semester in Germany". Students who would have been enrolled at a German university before would have to add those to the number. E.g. students who studied 1 semester at a German university before would write "Application to the 2nd university semester in Germany", students who studied 2 semester at a German university before would write "Application to the 3rd university semester in Germany" and so on.

However, if the student had been enrolled at a German university before we need the student to add the certificate of removal from the register of students (German: Exmatrikulationsbescheinigung) to the application documents.

When will the official transcripts be ready?

Fall Semester: approximately two months after the completion of the semester.

Spring Semester: approximately two months after the completion of the semester.

Information on cost of living:

http://www.uni-heidelberg.de/courses/prospective/admission_int/guide/pre-departure_information.html#financial

Financial Planning:

Please refer to the information given on this website:

http://www.uni-heidelberg.de/courses/prospective/admission_int/guide/pre-departure_information.html

On average, the cost of living and studying in Heidelberg comes to about € 735 per month. The following is a breakdown of expenses that you might have on a monthly basis:

| | |
|---|-----------|
| Rent (for a dorm room) | € 180-300 |
| Health insurance (with state health insurance provider) | € 78 |
| Mensa meals (approx. € 3.50 for a warm meal) | € 95 |
| Public transportation (with Semesterticket) | € 23 |
| Studentenwerksbeitrag | € 11 |
| Groceries | € 65-110 |

The following list is meant to give you an idea of what you might pay in Germany for some typical 'necessities':

| | |
|---------------------------------------|--|
| a (German) newspaper | € 1.10 - 2 |
| movie admission | € 1.50 (university-sponsored movies) - 7 |
| a liter of milk | € 1 |
| a loaf of bread | € 1.50-2.50 |
| a bar of soap | € 0.50 and up |
| a haircut | € 15-35 |
| a beer (in a pub) | € 2-3.50 |
| a meal (in a pub) | € 8-15 |
| postage for a letter within Germany | € 0.55 and up |
| postage for a letter to North America | € 1.70 and up |
| a train ticket to Frankfurt | € 25 (without a discount) |
| a train ticket to München | € 60-75 (without a discount) |
| used bike | € 40 and up |

In order to receive a residence permit, you need to present to the Ausländerbehörde (local foreigner's registration office) a statement of financial support proving that you have at least € 735 to live on for each month of your stay. This can either be a bank statement, a notarized parental letter or a scholarship certificate.

Useful website for exchange students:

http://www.uni-heidelberg.de/courses/prospective/admission_int/guide/online_guide_index.html

Accommodation for exchange students:

What options are available for exchange students?

Student residences: Student residences at Heidelberg University are administered by the *Studierendenwerk*, an independent organization providing various services to the student population. Although the number of available rooms is quite limited (only 13 per cent of all Heidelberg students can be housed in student residences), the *Akademisches Auslandsamt* cooperates with the *Studierendenwerk* to secure rooms in student residences for international exchange students coming to Heidelberg. The *Studierendenwerk* maintains a large variety of student residences. Almost all of them were built after 1983 or have recently been renovated (many of the buildings in the Altstadt are renovated heritage properties). Students usually stay in single rooms sharing kitchen and bathrooms in groups of 2 – 4, or in

dormitories with kitchens and bathrooms on each floor. There is also a small number of single apartments available. The residences are located in different parts of the city and very close to public transport. Shopping areas are usually nearby. More detailed information about *Studierendenwerk* student residences (including pictures of each residence) is available on-line at <http://www.studentenwerk.uni-heidelberg.de/wohnen>

In some of the dormitories internet access is available but this cannot be guaranteed. Further, the internet access in the dorms is usually cable bound and only a few have wireless LAN access. Internet access is not available in some dormitories located in Heidelberg's old town (*Altstadt*).

How should exchange students apply for accommodation? (Only bilateral agreements)

The application materials include a form "Application and Immatriculation as an Exchange Student - Part 2: Housing". Please use this form to apply for accommodation. ***Students who have special housing needs due to a disability, allergy or other health problems should indicate this on their application.***