



# Institutional Factsheet 2019/2020

## 1. Institutional Information

### 1.1. Institutional details

<b>Name of the institution</b>	<b>Fachhochschule Bielefeld University of Applied Sciences</b>
<b>Address</b>	<b>International Office Interaktion 1, 33619 Bielefeld/ Germany</b>
Erasmus Code	D BIELEFE02
ECHE	29725-LA-1-2014-1-DE-E4AKA1-ECHE
Institution website	<a href="http://www.fh-bielefeld.de">www.fh-bielefeld.de</a>
Online course catalogue	<a href="https://www.fh-bielefeld.de/en/international-office/incoming-exchange-students/students-information">https://www.fh-bielefeld.de/en/international-office/incoming-exchange-students/students-information</a>

### 1.2. Main contacts

<b>Contact person</b>	Ms. Judith Peltz
<b>Responsibility</b>	Head of the International Office
<b>Contact details</b>	Phone: +49 521 106 7710 - Fax: +49 521 106 7790 - Email: <a href="mailto:judith.peltz@fh-bielefeld.de">judith.peltz@fh-bielefeld.de</a>

<b>Contact person</b>	Ms Hannah Möhring
<b>Responsibility</b>	Advisor for international exchange students
<b>Contact details</b>	Phone: +49 521 106 70093 - Email : <a href="mailto:hannah.moehring@fh-bielefeld.de">hannah.moehring@fh-bielefeld.de</a>

## 2. Detailed requirements and additional information

### 2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	<b>Business Studies</b>	German	B2
	<b>All other subjects</b>	German	B1
Student Mobility for Studies	<b>Business, Design, Engineering</b>	English	B1
Staff Mobility for Teaching	Any	German or English	B2

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

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

Information about courses taught in English:

<https://www.fh-bielefeld.de/en/international-office/incoming-exchange-students/students-information> on the left under "Downloads". Courses taught in the Faculty of Business and Health cannot be combined with courses taught in the Faculty of Engineering and Mathematics.

## 2.2 Additional requirements

Erasmus code	Selection criteria	
	incoming	outgoing
D BIELEFE02	<ul style="list-style-type: none"> <li>• Language Skills</li> <li>• Academic Achievements</li> <li>• Portfolio (Faculty of Design)</li> </ul>	<ul style="list-style-type: none"> <li>• Motivation</li> <li>• Academic Achievements</li> <li>• Language Skills</li> </ul>

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

## 2.3. Calendar

### 2.3.1. Nomination Deadlines

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

<b>Autumn term</b> (starts in September)	<b>15 March – 30 April for nomination by the coordinator</b> <b>01 April – 15 May for student application</b>
<b>Spring term</b> (starts in March)	<b>15 September – 30 October for nomination by the coordinator</b> <b>01 October – 15 November for student application</b>
<b>Semester dates 2019/2020:</b>	
<b>Autumn term</b>	<b>09.09.2019 – 07.02.2020</b> (including Freshers' Weeks and Exam Period)
<b>Spring term</b>	<b>09.03.2020 – 17.07.2020</b> (including Freshers' Weeks and Exam Period)

### 2.3.2. Decision Response

We will send our decision within one month after the deadline (15 June for autumn term, 15 December for spring term).

### 2.3.3. Transcripts of Records

A Transcript of Records will be issued 4 weeks after the publication of grades at our institution.

## 3. Additional information

### 3.1. Grading system

Fachhochschule Bielefeld University of Applied Sciences		
German grade	Description	
1,0 / 1,3	A	Excellent
1,7 / 2,0	B	Very Good
2,3 / 2,7/3,0 3,0	C	Good
3,3 / 3,7	D	Satisfactory
4,0 / 4,3	E	Sufficient
5,0	F	Fail

### 3.2 Accommodation

Our institution supports international students /staff in finding accommodation, according to the requirements of the ERASMUS Charter for Higher Education. It offers allocated places in student residences and informs about offerings in private accommodation, as there are not enough places in student residences available.

### 3.3 Living Costs

Monthly 700 – 800 EUR (for housing, meals, books, trips etc). In addition appr. 285 EUR semester contribution to be paid before enrolment. This contribution includes a ticket for free public transport in the city and area of Bielefeld and on regional trains/buses in North-Rhine Westphalia for the whole semester, i.e. six months.

<b>Contact person</b>	Ms Hannah Möhring
<b>Responsibility</b>	Advisor for international exchange students
<b>Contact details</b>	Email : <a href="mailto:hannah.moehring@fh-bielefeld.de">hannah.moehring@fh-bielefeld.de</a>
<b>Website</b>	<a href="https://www.fh-bielefeld.de/en/international-office/incoming-exchange-students">https://www.fh-bielefeld.de/en/international-office/incoming-exchange-students</a>

### 3.4 Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

<b>Contact person</b>	Ms Hannah Möhring
<b>Responsibility</b>	Advisor for international exchange students
<b>Contact details</b>	Email : <a href="mailto:hannah.moehring@fh-bielefeld.de">hannah.moehring@fh-bielefeld.de</a>
<b>Website</b>	<a href="https://www.fh-bielefeld.de/en/international-office/incoming-exchange-students">https://www.fh-bielefeld.de/en/international-office/incoming-exchange-students</a>

### 3.5 Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

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