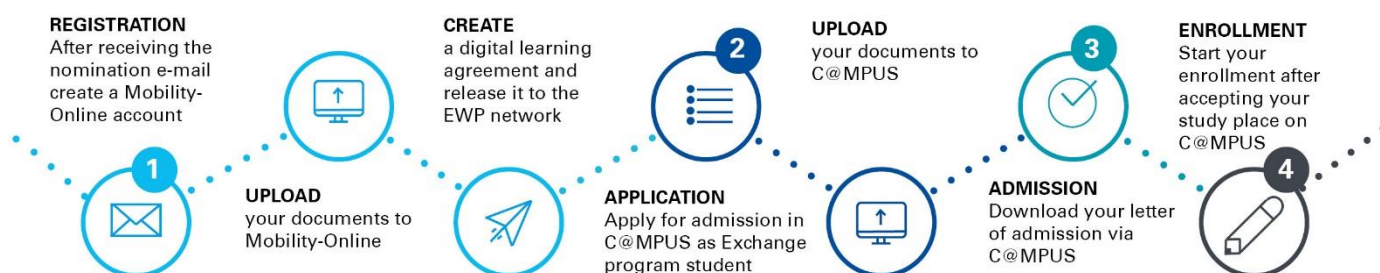


# Erasmus + students Information

Academic  
year  
2023/2024



## How to apply

Please proceed according to the following four steps:



### 1. Online registration for the exchange program via Mobility-Online



**Deadlines:** May 1, 2023 (winter semester 2023/24)  
November 1, 2023 (summer semester 2024)

Before you apply, please make sure that you **have been nominated** by your home university for the exchange program at the University of Stuttgart! After your nomination, you will receive an e-mail from the Mobility-Online portal.

#### Required documents

Follow the instructions given in the portal **and upload:**

- Passport-sized picture
- Current **transcript of records** from your home university (either in English or in German\*)
- **Confirmation of academic supervision** from your academic supervisor in Stuttgart (if you are planning to write a thesis)
- (obligatory) registration for the **intensive German course** (IGC); see details below
- **Proof of language skills** depending on the language of instruction of the courses. Please note that your language skills have to be clearly indicated (A1 to C2).

For courses taught in **German**

Your German + English proficiency by the registration deadline	Participation in the intensive German course (course fee € 250)
<b>C 1 GER</b>	not offered
<b>B 1 GER or B 2 GER</b>	optional (if offered)
<b>A 2 GER + B 2 ENG</b>	mandatory



Instruction video on how to use Mobility-Online



Instruction video on how to upload documents



Instruction video on how to provide a DLA

A quick hint in between: What is the difference between Mobility-Online and C@MPUS?



For courses taught in **English\*\***

Your English + German proficiency by the registration deadline	Participation in the intensive German course (course fee € 250)
<b>B 2 ENG + A 1 GER</b>	optional but highly recommended
<b>B 2 ENG + none GER</b>	mandatory

**\* Required are the original and an official translation into German or English** from a sworn translator or a verified translation of your home university (confirmed by stamp and/or signature).

After you have uploaded your complete documents, the International Office will check them, as well as your academic Erasmus+ advisor who will sign last the learning agreement on Mobility-Online.

**\*\* English-taught Bachelor courses are rare. Courses in international MSc programs (taught in English) can only be taken on request.**  
Prerequisite: You are in your 3<sup>rd</sup> or 4<sup>th</sup> year of study. Please contact your academic Erasmus+ advisor for further information.

The **digital learning agreement (DLA)** is your study plan for your stay in Stuttgart: Which courses do you want to attend and how many ECTS you will receive for them. Information on which courses to choose from, you can find below in the chapter about 'Course information'. You need to submit the digital learning agreement **before** the application deadline (May 1 / November 1). **If you have any questions on how to create a digital learning agreement, please contact your home university.**

Strictly taken, the DLA is not a document as it can be solely created in the database used by your home university. The DLA needs to be digitally signed by you and your home university; afterwards, it needs to be digitally transferred from your home university's system to ours. Please note: **A pdf document sent via e-mail is not considered a digital learning agreement!** As of the summer semester 2023, **the University of Stuttgart only accepts digital learning agreements.**

**Mobility-Online** is the database where you need to register for your exchange semester at the University of Stuttgart, e.g. you need to upload your proof of language skills, you can register for the intensive German course and you can provide us with your arrival and departure date.

**C@MPUS** is the official campus management portal of the University of Stuttgart. From applying for admission through the enrollment process to exam registration, C@MPUS is the first place to go for all administrative matters.

**2. Online application for admission to the university via C@MPUS**

➔ Deadlines: June 1, 2023 (winter semester 2023/24)  
December 1, 2023 (summer semester 2024)

After you have completed your Mobility-Online registration you have to apply online for admission **as an exchange program** student at:


 <https://campus.uni-stuttgart.de/cusonline/webnav.ini>

Information about the online application for admission can be found here:

 [www.uni-stuttgart.de/en/study/application/international-non-degree/erasmus/](http://www.uni-stuttgart.de/en/study/application/international-non-degree/erasmus/)

C@MPUS will be open for **applications** from exchange program students **starting on May 1** (winter semester) or **Nov 1** (summer semester). **Please do not apply before those dates!**

**Mobility-Online and C@MPUS do not share any of your information, which means that you have to enter your data twice.**

 Follow the instructions given and upload:

- Current **transcript** of records from your home university (either in English or in German\*)
- **Higher education entrance qualification** (e.g. baccalauréat, high school diploma etc. either in English or in German\*)

\* **Required are the original and an official translation into German or English** from a sworn translator or a verified translation of your home university (confirmed by stamp and/or signature).



### 3. Admission via C@MPUS

If your Mobility-Online registration and your C@MPUS application are correct and complete by the given deadline, you will be able to download your **letter of admission** (Zulassungsbescheid) from C@MPUS no later than four weeks after the deadline.



### 4. Enrollment (takes place in person after your arrival)

Please continue with the **enrollment** procedure **AFTER** your arrival in Stuttgart via your C@MPUS applicant account. We will provide you with further details upon arrival. If you have further questions, please contact: [incoming@ia.uni-stuttgart.de](mailto:incoming@ia.uni-stuttgart.de)

If you arrive after September 15 / March 15, we recommend that, you start your enrollment while still abroad.

➔ Please also take the time to read the next pages, as you will find further important information about your exchange semester!

## Further important information

**Visa regulations** **Students from the UK, Australia, Brazil, Canada, Japan, South Korea and the US** can enter Germany without a visa. They have to apply for a residence permit after their arrival in Stuttgart. **Students from non-EU countries** other than those mentioned above must apply for a student visa at the German consulate of their home country at least four to five months before their arrival in Stuttgart. Students who need a visa will receive a **letter of invitation** as soon as they have submitted their application documents and have been admitted.

**Non-EU students already studying in an EU country** have two options:

1. Application for a German visa in their EU host country and application for a German residence permit in Germany, once the visa expires (if it expires before the end of the mobility).

2. Application for a German residence permit via our International Office approx. three months before travelling to Germany – no visa required.

We need to find out which option applies to you and provide you with the relevant information. Thus, please send an e-mail to [incoming@ia.uni-stuttgart.de](mailto:incoming@ia.uni-stuttgart.de).

## Intensive German course (IGC)

The University of Stuttgart offers an intensive German course to exchange students within partnership and Erasmus+ programs. This course includes an **orientation** program (study counseling, group sessions for guidance on formalities you need to comply with, information on living in Germany, etc.). Please note: A course fee of EUR 250 will be charged and has to be paid **by the student**. **Please register for the course via your Mobility-Online account.**

	Course duration	Date of arrival	Registration via Mobility-Online until
<b>Winter semester</b>	To be announced	Fri, Sept 1, 2023	May 1, 2023
<b>Summer semester</b>	To be announced	Fri, March 1, 2024	November 1, 2023

**Please note:** In the **winter semester**, we offer intensive German courses for students who can prove a maximum **level of B2** by the time of registration.

In the **summer semester**, we offer intensive German courses for students who can prove a maximum **level of B1** by the time of registration.

Only students who are present from the first day onwards can attend the German course and participate in the following extensive German course during the semester.

## Course information

Information about courses offered at the University of Stuttgart can be found on the following websites:

<https://www.uni-stuttgart.de/en/study/study-programs/index.html>

(list of all study programs)

<https://www.student.uni-stuttgart.de/en/organizing-studies/lecture-index/index.html>

(course catalogue)

<https://www.uni-stuttgart.de/en/university/faculties-institutes/index.html>

(faculties and institutes)

## Bachelor's or Master's thesis

Incoming students who would like to write a **Bachelor's or Master's thesis** at our university are highly recommended to apply for a 1-year exchange (2 semesters):

- **1st semester:** The incoming student will take courses and look independently for a thesis topic and an academic supervisor during the exchange semester.
- **2nd semester:** The incoming student may write the thesis if s/he has found a thesis topic and an academic supervisor. If not s/he will be able to take courses at our university instead or write the thesis at e.g. the home institution.

You will have to find an academic supervisor for your thesis yourself. The International Office and the academic Erasmus+ advisor are not able to assist in finding a suitable thesis topic and supervisor. You can only be enrolled as a student at the University of Stuttgart after we have received a confirmation from your thesis supervisor in Stuttgart.

## Orientation days in April/October

We expect our **exchange students who do not attend the intensive German course** to attend our orientation days before the lecture period. You will receive useful information about studying and living in Stuttgart. Please sign up as soon as you arrive in Stuttgart.

Date of arrival (recommended): Beginning of October 2023 (winter semester,)/ Beginning of April 2024 (summer semester).

## Cost of living

Monthly cost of living expenses	approx. EUR 940
Accommodation	between EUR 350 and EUR 500
Semester ticket (for public transport - per semester)	approx. EUR 210
Semester contribution (per semester):	approx. EUR 145
Health insurance (if compulsory):	approx. EUR 120
Broadcasting contribution fee (compulsory), monthly	approx. EUR 18
+ other incidental and personal expenses (e.g. food, leisure time)	

Please make sure to consider **potential costs during the application and admission period** for things such as your visa, the IGC (250 EUR), caution fee for the dorm room + first rent (approx. 700 EUR), train/flight to Stuttgart, etc.!

## Accommodation

We might be able to reserve a dorm room for Erasmus+ students as long as they have applied through the portal of our main dorm provider, the Studierendenwerk Stuttgart (SWS) by the provided deadline. A guideline for the application via the SWS portal can be found in the download area of Mobility-Online.

🔗 [www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen](http://www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen)

You do NOT need to be officially admitted or enrolled to apply for student housing!

If you prefer to find accommodation on your own, please arrange your housing matters as early as possible. It is extremely difficult to encounter a private room in Stuttgart. Further information about housing can be found here:

🔗 [www.uni-stuttgart.de/en/study/living-in-stuttgart/housing/index.html](http://www.uni-stuttgart.de/en/study/living-in-stuttgart/housing/index.html)



**Please note:**  
You should not arrive in Stuttgart without having organized a place to stay for the time you are searching for accommodation.

**Health insurance** In order to be enrolled at the University of Stuttgart, EU citizens are required to hold the European Health Insurance Card. Please do not forget to get the card from your health insurance provider before you come to Germany. Non-EU citizens have to purchase student health insurance in Germany after their arrival.

Exceptions: Citizens from countries that have a social security agreement (Norway, Serbia, Switzerland, and Turkey) have to bring a valid certificate of health insurance from their home insurance provider to be exempted from the mandatory student health insurance. The International Office will provide further information after your arrival. Please contact [incoming@ia.uni-stuttgart.de](mailto:incoming@ia.uni-stuttgart.de) for additional details.

**Academic calendar**

<b>Winter semester:</b>	October 1 to March 31
Lecture period in the winter semester:	Mon, October 16, 2023, to Sat, Feb 10, 2024
<b>Summer semester:</b>	April 1 to September 30
Lecture period in the summer semester:	Mon, April 8, 2024, to Sat, July 20, 2024

Be aware, you may have exams during the lecture-free period!

Christmas vacation: Sat, Dec 23, 2023, to Sat, Jan 6, 2024

**Buddy program ready.study.stuttgart**

To facilitate your first steps after your arrival in Stuttgart we offer our Buddy program [ready.study.stuttgart](https://ready.study.stuttgart). For further information please visit the following link:

[www.uni-stuttgart.de/en/study/international/ready-study-stuttgart/pick-up/](https://www.uni-stuttgart.de/en/study/international/ready-study-stuttgart/pick-up/)

# Course information

## Exchange students



The following tips should support you in how to find information about courses you are planning to take during your exchange period at the University of Stuttgart.

**Erasmus+ students:** Please contact your Erasmus+ coordinator first. S/he will be able to provide you with detailed information about your courses.

**Overseas students:** Please read the following information carefully. In case of doubts, please contact the IO. For detailed questions, we will organize academic counseling for you after your arrival.

### General information

#### Study programs

We have a filterable list of our study programs here:

<https://www.uni-stuttgart.de/en/study/study-programs/program/>.

In general all study programs are available to exchange students but please consider two important things:

- Some programs only have courses in German and many have a very limited selection of English courses. Please take this into consideration!
- If you want to take courses of an international Master's program here (no matter if you are an undergraduate or graduate student, please notify us first as we will need to ask the program directors for permission. Select "Master" in the drop down menu "Degree" and select "English" in the drop down menu "Language".

#### Faculty websites

- A list of our faculties and the institutes that belong to them can be found here: <https://www.uni-stuttgart.de/en/university/faculties-institutes/>.
- If you are looking for general information of a study program the general faculty website is the best place to search. The institute sites will however often include information to specific courses. You can find the institute responsible for a specific course on C@MPUS or in the module handbooks (*Modulhandbücher*).

### How to receive course and module information

#### C@MPUS – course search

All courses offered at the University of Stuttgart are listed on the online platform C@MPUS. The portal provides you with course descriptions including ECTS points, language of instruction and course schedule.

You need to know: Studies are organized in modules. A module is an umbrella term for different courses/lectures, workshops, laboratories, exercises, etc. that have a common subject and come as a package in the curriculum of regular students. They need to participate in all the offered teaching typologies belonging to the module in order to receive the whole amount of credits at the end. **Exchange students can choose single courses of modules and do not have to complete the whole module!**

Please follow the link to the course platform C@MPUS:

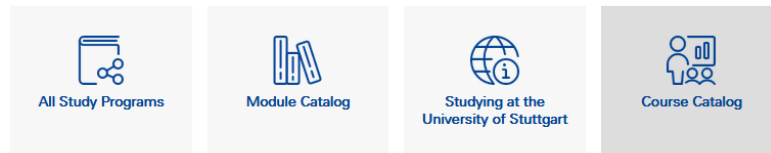
[https://campus.uni-stuttgart.de/cusonline/ee/ui/ca2/app/desktop/#/login?\\$ctx=lang=en](https://campus.uni-stuttgart.de/cusonline/ee/ui/ca2/app/desktop/#/login?$ctx=lang=en).

If necessary, the language can be changed to German in the top right corner. Choose either the house icon next to the login button on the top of the left side or the "continue without registration" button on the right side in order to reach the four categories:



All applications ▾

Filter by application title...



These following two categories will be most helpful for you:

**I.) All Study Programs:** Chose the category All Study Programs (Studienangebot): You see a list of all Bachelor's and Master's programs. Select the program you are interested in. Try the Bachelor's and Master's programs but also the category 96 Exchange program.

Check throughout the existing modules for the courses by using the + and -. Look for the small white LV in a blue circle: those are lectures (Lehrveranstaltung) – the most common type of course. Clicking on the name of the course brings you to a page with further details. Check here if the course is offered only in winter or summer semester.

In case you would like to opt for a course not belonging to any study program, please choose the category **Z1 Zusatzangebot**. There you will find not only language courses but also, workshops and other types of classes.

**II.) Course Catalog:** Selecting the category **Course Catalog** (Angebotene Lehrveranstaltungen) you can search for a specific course or all offered courses:

**a)** If you do not know yet which courses you want to take proceed as follows:

Term	Curriculum	Organisation
2021 W ▾	All	University of Stuttgart

Choose the **Term** one year ago to see courses, which might most probably be offered again once you are in Stuttgart (S for summer semester and W for winter semester).

In the field, **Curriculum** you chose the Bachelor's or Master's program you assume to find courses that interest you. Additionally, have a look at the courses of the exchange programs listed in the drop down menu of the field Curriculum (e.g. Mechanical Engineering, [xxxx], Exchange program).

If you click on the course's name, you can see further details about the course.

**b)** Use the filter line if you know the name of the course or a key word:

Filter by course number, course title or person

### Please note

The final course catalogue with schedule and locations will be published in February/March for the following summer semester and in August/September for the following winter semester. Therefore, if you are looking for information about courses in summer semester,





for example, it is possible to find much of the same information by searching for courses in the previous summer semester.

**Please note:**

1 semester hour = 45 min = 1,5 credits (ECTS)

A course = usually 2 semester hours = 90 min = 3 credits (ECTS)

This is the view if you click on a course. The semester hours are always displayed here.

The screenshot shows a course overview page for 'Academic Writing / Close Reading II'. The 'Semester hours' field is highlighted with a red box and shows the value '2'. Other fields include Title, Number, Persons involved, Type, Course language/s, Offered in, and Organisation.

Overview	
Title	Academic Writing / Close Reading II
Number	171221160
Persons involved	Lecturer (Assistant) Windisch, Martin
Type	Exercise (E)
<b>Semester hours</b>	<b>2</b>
Course language/s	English
Offered in	Summer semester 2022
Organisation	American Literature and Culture

**C@MPUS – module handbooks**

Every one of our degree programs has a module handbook (Modulhandbuch) where the modules that are related to the program are listed. In general these are intended for degree seeking students but the information about the courses contained within is useful for anyone who wants to study here.

Choose the category: **All Study Programs** and click on the program you are interested in. Then on the little book at the end of the lines. It is best to select the module handbook for the most recent year.

**How to register for courses**

You have to register for your classes within the C@MPUS portal. This is **only possible after application, admission and enrollment with the university**. The **period to register** for courses might differ from course to course and would **start only some weeks before the semester starts**.

You have to log in with your student account before you start. Search for the course and click on the lecture you would like to attend. A separate tab will open with information on the ECTS credits, the professor, the dates and registration and requirements. You will find to your left a framed button named **View registration details**. If you click on it you will be brought to a list of groups in case the course has been divided or has different lecturers. Choose the one of your preference and register. Please remember that later, you need to register for exams separately and the procedure differs.