



Annex to
Erasmus+ Inter-
Institutional Agreement
—
Institutional Fact Sheet



1. Institutional Information

1.1. Institutional details

| | |
|------------------------------|---|
| Name of the institution | Universität Stuttgart – University of Stuttgart |
| Erasmus Code | D STUTTGA01 |
| OID | E10209372 |
| PIC | 999974747 |
| Address International Office | International Office, Pfaffenwaldring 60 (IZ), 70569 Stuttgart, Germany |
| Website Institution | https://www.uni-stuttgart.de/ |
| Website International Office | https://uni-stuttgart.de/io |
| Online course catalogue | https://campus.uni-stuttgart.de/ |

1.2. Main contacts

| | |
|-----------------|---|
| Contact person | Ms Britta Goertz |
| Responsibility | Erasmus+ Institutional Coordinator Contact person for Erasmus+ partner institutions and inter-institutional agreements Contact person for Erasmus+ outgoing students |
| Contact details | Phone: +49 711 685 60944 Fax: +49 711 685 68600 Email: erasmus@ia.uni-stuttgart.de Email for Erasmus+ agreements : erasmus-agreements@ia.uni-stuttgart.de |

| | |
|-----------------|---|
| Contact person | Ms Silvia Cornacchiari |
| Responsibility | General Erasmus+ incoming enquiries Advisor for incoming Erasmus+ students |
| Contact details | Phone: +49 711 685 68545 Fax: +49 711 685 68600 Email: incoming@ia.uni-stuttgart.de |

2. Detailed requirements and additional information

2.1 Recommended language skills

The sending institution, following an 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 | Requires language of instruction level * | Participation in the intensive German course (course fee = € 250,-) |
|--|--------------|--|---|---|
| Student Mobility for Studies | Any | German | proof of C 1 (German) by the registration deadline | optional |
| | | | proof of B1 (German) or B 2 (English) by the registration deadline | optional, but highly recommended |
| | | | proof of A2 (German) + proof of B2 (English) by the registration deadline | optional, but highly recommended |
| | Any | English: <ul style="list-style-type: none"> English-taught Bachelor courses are rare in most BA and BSc programs, however all our BA and MA programs in <u>English and American Literatures and Cultures</u>, and in <u>English Linguistics</u>, are completely taught in English and are open to Erasmus+ incoming students studying at the faculties of humanities and social sciences. English-taught <u>International MSc courses on request only!</u> (study level: 3rd or 4th year) | proof of B2 (English) and A1 (German) by the registration deadline | optional, but highly recommended |
| | | | proof of B2 (English) by the registration deadline | mandatory |
| Staff Mobility for Teaching / Training | Any | German / English | B2 | - |

* Level according to [Common European Framework of Reference for Languages \(CEFR\)](#). For more details on the language of instruction recommendations, please refer to our course catalogue.



3. Calendar

3.1. Nomination, Registration and Application Deadlines

E-Mail Nomination by home institution of selected students must reach our institution by:

| | |
|-------------------------|-------------------------|
| Autumn / Winter term | April 1 st |
| Spring / Summer term | October 1 st |

Online Registration (Mobility-Online Portal) of nominated students must reach our institution by:

| | |
|-------------------------|--------------------------|
| Autumn / Winter term | May 1 st |
| Spring / Summer term | November 1 st |

Online Application (C@mpus Portal) of registered students must reach our institution by:

| | |
|-------------------------|--------------------------|
| Autumn / Winter term | June 1 st |
| Spring / Summer term | December 1 st |

3.2 Decision Response

We will send our decision within 5 weeks.

3.3 Transcripts of Records

A Transcript of Records will be issued automatically and can be downloaded directly from our platform, C@MPUS, no later than 5 weeks after the assessment period has finished at our institution.

4. Additional requirements

Bachelor/Master Thesis:

Incoming students, who would like to write a Bachelor or Master thesis at our university, will have 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 a supervisor during the exchange semester (or before). Please note that the International Office and the Erasmus+ departmental coordinators are not able to assist in finding a suitable thesis topic and supervisor.
- 2nd semester: The incoming student may write the thesis if he/she has found a thesis topic and supervisor. If not he/she will be able to take courses at our university instead or write the thesis at e.g. the home institution.

* This regulation applies to all partner institutions and incoming students unless there is a special pre-approval by the hosting institute/department of the University of Stuttgart. Please note that a confirmation of supervision from a supervisor at the hosting university (University of Stuttgart) is required by the registration deadline unless the hosting department decides otherwise.



5. Inclusion and accessibility

Students and staff with disabilities are welcome to apply for an Erasmus+ exchange at our university. Our university is generally able to accommodate students and staff with disabilities upon request. Please make sure to inform us about the special needs of your students and staff well ahead of time.

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

| | |
|------------------------|---|
| Contact person | Ms Silvia Cornacchiari |
| Responsibility | General Erasmus+ incoming enquiries Advisor for incoming Erasmus+ students |
| Contact details | Phone: +49 711 685 68545 Fax: +49 711 685 68600 - Email: incoming@ia.uni-stuttgart.de |
| Website | https://www.student.uni-stuttgart.de/en/counseling/disability/ |

6. Additional information

6.1. Housing

Our institution will support incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

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|------------------------|---|
| Contact person | Ms Silvia Cornacchiari |
| Responsibility | General Erasmus+ incoming enquiries Advisor for incoming Erasmus+ students |
| Contact details | Phone: +49 711 685 68545 Fax: +49 711 685 68600 - Email: incoming@ia.uni-stuttgart.de |
| Website | We are able to reserve rooms for the students during the Erasmus+ exchange period. Further information about housing will be provided by the incoming department. Nonetheless, we recommend strongly to apply as soon as possible at the Studierendenwerk Stuttgart for the student dormitory. The application will be searched and then compared to the information provided to the SWS by the incoming department. Please note: You do not need to be officially admitted or enrolled to apply for the student dormitory. |

6.2 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:

| | |
|-----------------------|---|
| Contact person | Ms Silvia Cornacchiari |
| Responsibility | General Erasmus+ incoming enquiries Advisor for Erasmus+ incoming students |



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|------------------------|--|
| Contact details | Phone: +49 711 685 68545 Fax: +49 711 685 68600 - Email: incoming@ia.uni-stuttgart.de |
| Website | https://www.uni-stuttgart.de/en/study/international/visa/ |

6.3 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:

| | |
|------------------------|---|
| Contact person | Ms Silvia Cornacchiari |
| Responsibility | General Erasmus+ incoming enquiries Advisor for Erasmus+ incoming students |
| Contact details | Phone: +49 711 685 68545 Fax: +49 711 685 68600 - Email: incoming@ia.uni-stuttgart.de |
| Website | https://www.uni-stuttgart.de/en/study/international/insurance/ |

6.4 Grading system

The University of Stuttgart awards so-called *Leistungspunkte (LP)* = credit points for their Bachelor and Master courses. These credit points are equivalent to ECTS (1 LP = 1 ECTS).

| ECTS credits | |
|----------------------|------------|
| 1 full academic year | 60 credits |
| 1 semester | 30 credits |
| 1 term/trimester | 20 credits |

Incoming students receive documents verifying successful participation in a course, the so-called *Scheine*. These have to be submitted to the Erasmus+ departmental coordinators before the end of the exchange. The departmental coordinators will then issue the students' transcripts of records.

| grade | in words | corresponding to |
|-----------|---------------------|--|
| 1.0 – 1.5 | <i>sehr gut</i> | very good (seldom achieved) |
| 1.6 – 2.5 | <i>gut</i> | good (well above average) |
| 2.6 – 3.5 | <i>befriedigend</i> | satisfactory (fulfilling all normal requirements) |
| 3.6 – 4.0 | <i>ausreichend</i> | sufficient; 4.0 = pass (meeting requirements despite weakness) |
| 4.1 – 5.0 | <i>mangelhaft</i> | not sufficient / fail |

6.5 Academic Calendar

<https://www.student.uni-stuttgart.de/en/organizing-studies/semester-dates/>

| | Autumn term | Spring term |
|--------------------------------|----------------------------|------------------------|
| Intensive German Course | September – mid-October | March – mid-April |
| Lecture period | mid-October – mid-February | mid-April – mid-July |
| Exam period | mid-February – mid-April | mid-July – mid-October |