

Annex B to ERASMUS+ Inter-Institutional Agreement

Institutional Factsheet:

1. Institutional Information

1.1. Institutional details

Name of the institution	Ostfalia Hochschule für Angewandte Wissenschaften Hochschule Braunschweig / Wolfenbüttel
Erasmus Code	D WOLFENB01
Postal Address	Salzdahlumer-Str. 46/48, D-38302 Wolfenbüttel
Institution website	http://www.ostfalia.de

1.2. Main contacts at International Office

Contact person	Holger ZIMPEL
Responsibility	Head International Relations Office
Contact details	+49 5331 939 17500 17505 h.zimpel@ostfalia.de

Contact person	Dipl.-Kffr. G. Ommen
Responsibility	Faculty of Business

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 according to CEFR
Student Mobility for Studies		GERMAN ENGLISH (50ECT each semester)	B1 B2
Staff Mobility for Teaching		GERMAN ENGLISH	B2 B2

* For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

2.2 Additional requirements

Incoming students should attend the combined preparatory German Language and induction course prior to the beginning of the winter semester. Wolfenbüttel provides the infrastructure to welcome students and staff with disabilities.

2.3 Calendar

The semester dates will be published on the website.

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

Autumn term	June 15
Spring term	October 31

2.3.2 Decision Response

We will send our decision normally not later than three weeks after we have received the complete application documents. When accepted, the student will receive a conformation and additional information about his/her stay in Wolfenbüttel by mail. The acceptance letter will be sent to the home institution by regular mail.

2.3.3 Transcripts of Records

A Transcripts of Records will be issued normally within 6 week after the assessment period has finished by the Examination Office. The original document will be sent to the home university by regular mail. It is the home university's responsibility to provide the student with this document.

3. Additional information

3.1 Grading system:

Grades	German	English
1,0 and 1,3	Sehr gut	Excellent
1,7; 2,0; 2,3	Gut	good
2,7; 3,0; 3,3	Befriedigend	Satisfactory
3,7 and 4,0	Ausreichend	Sufficient
5,0	Nicht ausreichend	Fail

Statistical distribution of grades at Ostfalia will be available at

<http://www.ostfalia.de/cms/de/international/Erasmus/incoming.html>

3.2 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:

Responsibility	International Student Office
Contact details	ta.klonnek@ostfalia.de +49 5331 939 15920
Website	http://www.auswaertiges- amt.de/DE/EinreiseUndAufenthalt/Visabestsimmungen_node.html

3.3 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. http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm .

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:

Responsibility	International Student Office
Contact details	ta.klonnek@ostfalia.de +49 5331 939 15920
Website	http://www.ostfalia.de/cms/de/international/internationales_Buero_-_student_office/Studium_an_der_Ostfalia/_exchange_students/EU/

3.4 Housing

Our institution will guide 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:

Responsibility	International Student Office
Contact details	ta.klonnek@ostfalia.de +49 5331 939 15920
Website	http://www.ostfalia.de/cms/de/international/internationales_Buero_-_student_office/Studium_an_der_Ostfalia/_exchange_students/EU/