

Annex B to ERASMUS+ Inter-Institutional Agreement

Institutional Factsheet:

1. Institutional Information

1.1. Institutional details

Name of the institution	JADE HOCHSCHULE – UNIVERSITY OF APPLIED SCIENCES
Erasmus Code	D WILHELM02
Postal Address	Friedrich-Paffrath-Str.101, 26389 Wilhelmshaven
Institution website	www.jade-hs.de

1.2. Main contacts at International Office

Contact person	ANDREA MENN
Responsibility	Erasmus Coordinator, Head of International Office
Contact details	Tel.:+49 4421 9852386, Fax:+49 4421 9852405, email: menn@jade-hs.de

1.3. Departmental Erasmus Coordinators:

In each department, there is a contact person for international affairs. Often it is a Chairman/Chairwoman of the departmental Study Board.

Contact person	Matthias Kirspel
Responsibility	Study Dean of Dept. Business
Contact details	Tel.:+ 49 4421-985-2568, Fax:+49 4421-985-2596, email: matthias.kirspel@jade-hs.de

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	B1
Staff Mobility for Teaching		German English	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 Calendar

The semester dates will be published on the website

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

Autumn term	June, 15th
Spring term	December, 15th

The receiving institution will send its decision within [4] weeks.

A Transcript of Records will be issued by the receiving institution no later than [5 weeks after the assessment period has finished at the receiving HEI. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

2.2.2 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 Wilhemshaven by mail. The acceptance letter will be sent to the home institution by regular mail.

2.2.3 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:

D WILHELM 02:

ECTS Grade	German Grade	Definition	
A	up to 1,5	EXCELLENT	outstanding performance with only minor errors
B	above 1,50 up to 2,00	VERY GOOD	above the average standard but with some errors
C	above 2,00 up to 3,00	GOOD	generally sound work with a number of notable errors
D	above 3,00 up to 3,50	SATISFACTORY	fair but with significant shortcomings
E	above 3,50 up to 4,00	SUFFICIENT	performance meets the minimum criteria
FX	above 4,00	FAIL	some more work required before the credit can be awarded
F		FAIL	considerable further work is required

ECTS credits:	one semester	one full academic year
	30 ECTS credits	60 ECTS credits

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:

Contact person	Susanne Luths
Responsibility	International Officer
Contact details	Tel.: +49 4421 9852947, Fax: +49 4421 9852405, email: susanne.luths@jade-hs.de
Website	www.jade-hs.de

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:

Contact person	Susanne Luths
Responsibility	International Officer
Contact details	Tel.: +49 4421 9852947, Fax: +49 4421 9852405, email: susanne.luths@jade-hs.de
Website	www.jade-hs.de

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:

Contact person	Susanne Luths
Responsibility	International Officer
Contact details	Tel.: +49 4421 9852947, Fax: +49 4421 9852405, email: susanne.luths@jade-hs.de
Website	www.jade-hs.de