

Annex II to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

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| Name of the institution | Humboldt-University of Berlin |
| Erasmus Code | D Berlin 13 |
| EUC | |
| Institution Web site | http://www.hu-berlin.de/ |
| International relations office Web site | http://www.international.hu-berlin.de/ |
| Online course catalogue | http://agnes.hu-berlin.de |

1.2. Main contacts

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| Contact person | Dr. Dietmar Buchmann |
| Responsibility | Erasmus Institutional coordinator |
| Contact details | Dr. Dietmar Buchmann Unter den Linden 6, 10099 Berlin Tel : +49 30 2093 46704 dietmar.buchmann@uv.hu-berlin.de |

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| Contact person | Dr. Stefan Hansen |
| Responsibility | Administrative contact for bilateral agreements |
| Contact details | Philippstraße 13/ Haus 11 10115 Berlin Tel. +49 30 2093 46104 Fax. +49 30 2093 46110 erasmus.sportwissenschaft@hu-berlin.de |

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|------------------------|---|
| Contact person | Dr. Stefan Hansen |
| Responsibility | Contact person for incoming/ outgoing students/staff |
| Contact details | Philippstraße 13/ Haus 11 10115 Berlin Tel. +49 30 2093 46104 Fax. +49 30 2093 46110 erasmus.sportwissenschaft@hu-berlin.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 * |
|------------------------------|--------------|----------------------------|---|
| Student Mobility for Studies | Sport | German | B2 |
| Staff Mobility for Teaching | Sport | German/ 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.

2.2. Calendar

2.2.1. Nomination Deadlines

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

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|--------------------|-----------------------------|
| Autumn term | April 1st – May 31st |
| Spring term | October 1st – November 30th |

2.2.2. Decision Response

We will send our decision within **6** weeks.

2.2.3. Transcripts of Records

A Transcript of Records will be issued no later than **5** weeks after the assessment period has finished at our institution.

2.2.4. Termination of Agreement

This agreement can be terminated at any time by mutual consent. In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional information

3.1. Grading system

In the Humboldt-University courses will be graded with a “pass” or “not-passed”. If a course is graded with “pass”, ECTS credits are awarded. Furthermore students can obtain an individual numerical grade which corresponds to a qualitative grade as follows¹:

- 5 = insufficient – a performance with considerable deficiencies that does not meet the requirements;
- 4 = sufficient – a performance that despite its deficiencies still meets the requirements (or a bit better 3,7);
- 3 = satisfactory – a performance, that meets the requirements (a bit worse 3,3; or a bit better 2,7);
- 2 = good – a performance, that is considerably above the average (a bit worse 2,3; or a bit better 1,7);
- 1 = very good – an outstanding performance (a bit worse 1,3)².

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:

¹ https://www.amb.hu-berlin.de/2013/15/15_2013_AMB_ZSP-HU_2013-04-30_DRUCK.pdf

² For equivalences see: http://www.ic.daad.de/barcelona/download/notensystem_d_s.pdf (08.10.2013)

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| Contact person | erasmus@uv.hu-berlin.de |
| Website | http://www.international.hu-berlin.de/an_die_hu/wegweiser/4_vor_einreise/4_1 |

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:

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| Website | http://www.international.hu-berlin.de/an_die_hu/wegweiser/4_vor_einreise/4_3 http://www.international.hu-berlin.de/an_die_hu/wegweiser/5_nach_einreise/5_1_2 |
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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:

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| Contact person | Wohnen@hu-berlin.de +49 30 2093 46721 |
| Website | http://www.international.hu-berlin.de/an_die_hu/wegweiser/4_vor_einreise/4_4 http://www.international.hu-berlin.de/an_die_hu/wegweiser/4_vor_einreise/4_4_2 |