

Annex II to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Martin-Luther-Universität Halle-Wittenberg
Erasmus Code	D HALLE01
EUC	
Institution Web site	www.uni-halle.de
International relations office Web site	http://www.international.uni-halle.de/international_office/
Online course catalogue	

1.2. Main contacts

Contact person	Mrs. Anna Kostov
Responsibility	Erasmus Institutional coordinator
Contact details	erasmus@uni-halle.de Tel: +49 345 55 21383

Contact person	
Responsibility	Administrative contact for bilateral agreements
Contact details	

Contact person	
Responsibility	Contact person for outgoing students/staff
Contact details	

Contact person	
Responsibility	Contact person for incoming students/staff
Contact details	

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 *
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Student Mobility for Studies	813	German	B2
Staff Mobility for Teaching	813	German or English	B2 recommended

* 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. Additional requirements

Although MLU Halle-Wittenberg (D HALLE01) has infrastructures to host students and staff with disabilities (accommodation, classroom access, etc.), depending on the nature of the disability, we would strongly advise to provide as much information ahead of time in order for our International Office Staff to inform the student/staff of the feasibility of the mobility.

2.3. Calendar

2.3.1. Nomination Deadlines

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

Autumn term	15.05.
Spring term	15.11.

2.3.2. Decision Response

D HALLE01 will send its decision within 8 weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued by D HALLE01 no later than the end of March for the 1st semester students, and no later than the end of September for the 2nd semester and full year students, after the assessment period has finished.

2.3.4. 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

Receiving institution		
D HALLE01		
German Grade		ECTS
Grade		
VERY GOOD		
1-1,5	Is given for the exceptionally independent and excellent performance	A
1,5	Is given for the independent and excellent performance	
A		

1,7		Is given for the excellent but not particularly independent performance	A
GOOD			
2	B	Is given for the good performance, a little above average	
2,5	C	Is given for the average performance	
3		Is given for the mediocre performance, slightly below average	D
ACCEPTABLE			
4	E	Is given for the just acceptable performance, 4 is the passing mark indicating that the student fulfilled the goals of the class in a satisfactory way	
-----FAIL-----			
NOT SATISFACTORY			
5		Is given for the hesitant and not satisfactory performance	FX
6	F	Is given for the very hesitant, very insufficient, very unsatisfactory performance and for the completely unacceptable performance	

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	Gritt Eisenkopf
Responsibility	
Contact details	Tel: +49 (0)345 55 21535 gritt.eisenkopf@international.uni-halle.de
Website	http://www.international.uni-halle.de/international_office/betreuungsangebote/international_students/einreise__aufenthaltsrecht/?lang=en

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	Gritt Eisenkopf
Responsibility	
Contact details	Tel: +49 (0)345 55 21535 gritt.eisenkopf@international.uni-halle.de
Website	http://www.international.uni-halle.de/international_office/betreuungsangebote/international_students/versicherung/?lang=en

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	Gritt Eisenkopf
Responsibility	
Contact details	Tel: +49 (0)345 55 21535 gritt.eisenkopf@international.uni-halle.de
Website	http://www.international.uni-halle.de/international_office/betreuungsangebote/international_students/wohnen/?lang=en