

## Institutional Factsheet for KIT – Version 2014/15

### 1. Institutional Information

#### 1.1 Institutional Details

<b>Name of institution</b>	<b>KIT – Karlsruhe Institute of Technology</b>
<b>ERASMUS Code</b>	<b>D KARLSRU01</b>
<b>ECHE</b>	<b>29815</b>
<b>Institutional website</b>	<b><a href="http://www.kit.edu">www.kit.edu</a></b>
<b>International website</b>	<b><a href="http://www.intl.kit.edu/istudies/3171.php">www.intl.kit.edu/istudies/3171.php</a></b>
<b>Course catalogue</b>	<b><a href="http://studium.kit.edu/meineuniversitaet/Seiten/vorlesungsverzeichnis.aspx">studium.kit.edu/meineuniversitaet/Seiten/vorlesungsverzeichnis.aspx</a></b>
<b>Head of institution</b>	<b>Prof. Dr. Holger Hanselka</b>

#### 1.2 Main Contacts for ERASMUS programme

<b>Head of the International Students Office</b>	<b>Hana Bokshi</b>	KIT – International Students Office Adenauerring 2, Geb. 50.20, D-76131 Karlsruhe, Germany
<b>Erasmus Institutional &amp; Staff Exchange Coordinator</b>	<b>Andrea Morlock-Scherm (Deputy Head)</b>	KIT – International Students Office Adenauerring 2, Geb. 50.20, D-76131 Karlsruhe, Germany
<b>Bilateral Agreements</b>		<a href="mailto:erasmus_agreement@intl.kit.edu">erasmus_agreement@intl.kit.edu</a>
<b>Erasmus Outgoing Coordinator</b>	<b>Anika Menchen</b>	KIT – International Students Office Adenauerring 2, Geb. 50.20, D-76131 Karlsruhe, Germany Tel.: +49 (0721) 608-44918, Fax: +49 (0721) 608-44907 Email: <a href="mailto:erasmus-out@intl.kit.edu">erasmus-out@intl.kit.edu</a>
<b>Erasmus Incoming Coordinator</b>	<b>Maren Daniell</b>	KIT – International Students Office Adenauerring 2, Geb. 50.20, D-76131 Karlsruhe, Germany Tel.: +49 (0721) 608-44927, Fax: +49 (0721) 608-44907 Email: <a href="mailto:erasmus-in@intl.kit.edu">erasmus-in@intl.kit.edu</a>
<b>Departmental Coordinators</b>		For all academic questions concerning study schedule, ECTS, courses etc., please <b>contact our departmental coordinators</b> . A list is available online at: <a href="http://www.intl.kit.edu/istudies/3742.php">http://www.intl.kit.edu/istudies/3742.php</a> .

## 2. Calendar

<b>Calendar of the academic year</b>	<b>1<sup>st</sup> semester</b>	October 1 <sup>st</sup>	–	March 31 <sup>st</sup>
	<b>2<sup>nd</sup> semester</b>	April 1 <sup>st</sup>	–	September 30 <sup>th</sup>
<b>Period of courses 2014-15</b>	<b>1<sup>st</sup> semester</b>	October 20 <sup>th</sup> , 2014	–	February 15 <sup>th</sup> , 2015
	<b>2<sup>nd</sup> semester</b>	April 13 <sup>th</sup> , 2015	–	July 19 <sup>th</sup> , 2015
<b>Period of exams 2014-15</b>	<b>1<sup>st</sup> semester</b>	February 2015	–	March/April 2015
	<b>2<sup>nd</sup> semester</b>	July 2015	–	September/October 2015
<b>Orientation week 2014-15</b>	<b>1<sup>st</sup> semester</b>	Approx. 4 weeks before the start of lectures	–	
	<b>2<sup>nd</sup> semester</b>	Approx. 4 weeks before the start of lectures	–	
<b>Pre-semester German language course 2014-15</b>	<b>1<sup>st</sup> semester</b>	Approx. 3 weeks before the start of lectures	–	
	<b>2<sup>nd</sup> semester</b>	Approx. 3 weeks before the start of lectures	–	
<b>Nomination deadline</b>	<b>May 15<sup>th</sup></b>	for the 1 <sup>st</sup> semester or for the whole academic year		
	<b>November 15<sup>th</sup></b>	for the 2 <sup>nd</sup> semester		
<b>Application deadline</b>	<b>June 1<sup>st</sup></b>	for the 1 <sup>st</sup> semester or for the whole academic year		
	<b>December 1<sup>st</sup></b>	for the 2 <sup>nd</sup> semester		
<b>Decision time</b>		Students will receive notice within 4 weeks after the application deadline.		
<b>Transcript of records</b>		A transcript of records (academic transcript) will be issued no later than 5 weeks after the end of the period of exams at KIT.		

For more information check: <http://www.intl.kit.edu/istudies/6265.php>

### 3. Detailed requirements

#### 3.1 Language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates to reach the required language skills at the start of the study or teaching period

Type of mobility	Subject areas	Language of instruction	Required language level <sup>1</sup>
Student Mobility for Studies	Architecture, Mechanical Engineering, Bio Sciences/Biology, Chemistry	German	B1
Student Mobility for Studies	All other subject areas	German	A2
Student Mobility for Studies	All subject areas, if English classes selected	English (only 10% of classes)	B1
Staff Mobility for Teaching	All subject areas	/	None

We require ERASMUS exchange students to have at least an **A2-level in German (recommended: B1-level) at the time of application (i.e. on June 1<sup>st</sup> / December 1<sup>st</sup>)** in order to be able to follow lectures at KIT – the majority of courses at KIT are held in German only.

The **Departments for Architecture, Chemistry, Biology and Mechanical Engineering** require a **B1-level in German!**

If a student wishes to attend **English-taught lectures or write his/her final thesis in English, proof of English knowledge** (B1-level recommended) should be provided.

Certificates do not necessary need to be from the Goethe Institute/TOEFL/IELTS. We accept certificates issued by your university or issued by a language school. However, we will not accept a simple certificate of attendance for a German/English course of a certain level.

<sup>1</sup> Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<p><b>3.2. Additional requirements</b></p>	<p><b>Project / Internship / Final thesis</b> If students are planning to do a project, internship or a final thesis at KIT, a supervisor/tutor at KIT is necessary and applicants are required to find both topic and supervisor on their own. Please be aware that carrying out a Masters thesis will take about 4 -6 months or longer. Please contact the departmental coordinator for further details.</p> <p><b>Students and Staff with disabilities</b> KIT welcomes students and staff with disabilities, but asks them to contact the International Students Office as soon as possible, so that special care can be taken during preparation.</p>
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#### 4. Additional Information

<p><b>4.1. Nomination &amp; application procedure</b></p>	<ol style="list-style-type: none"> <li>Please send us <ul style="list-style-type: none"> <li>the names of your nominated students,</li> <li>their period of stay and</li> <li>the KIT department/faculty they will be enrolled at</li> </ul> <p><b>prior to the nomination deadline.</b> After receiving the nomination, we will inform your students about our online application procedure directly.</p> </li> <li>Students must fill out the online application and send <ul style="list-style-type: none"> <li><b>two hard copies</b> of the online application form, stamped and signed by their home university coordinator</li> <li><b>Learning Agreement</b>, stamped and signed by their home university coordinator</li> <li><b>German Language Certificate</b></li> <li><b>English Language Certificate</b>, if applicable</li> </ul> <p>to the following address <b>prior to the application deadline:</b></p> <p style="text-align: center;"><b>KIT – International Students Office ERASMUS Adenauerring 2 D-76131 Karlsruhe Germany</b></p> </li> <li>Acceptance at KIT depends on the decision of each departmental coordinator and is confirmed when the nominated students receive the admission letter ("Zulassungsbescheid"), that will be available online in our application portal approx. 4-6 weeks after the application deadline. Further instructions on how to download and print the documents will be sent via email directly to the accepted students.</li> </ol>
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<p><b>4.2. Information on courses</b></p>	<p>Complete Course catalogue:  <a href="https://studium.kit.edu/meineuniversitaet/Seiten/vorlesungsverzeichnis.aspx">https://studium.kit.edu/meineuniversitaet/Seiten/vorlesungsverzeichnis.aspx</a></p> <p>Further information on course selection and Learning Agreements:  <a href="http://www.intl.kit.edu/istudies/3377.php">http://www.intl.kit.edu/istudies/3377.php</a></p> <p>Please note that registration for some seminars or lectures is required. If further information is needed, please contact the departmental coordinator directly and enquire about the details.</p>
<p><b>4.4. German language courses</b></p>	<p>We offer beginners and intermediate <b>pre-semester German language courses (3 weeks, 4 ECTS)</b> for exchange students usually about 3-4 weeks before lectures begin. At the moment the tuition fee for this course is 50 €. Registration for the course is integrated into the online application.  <b>This course is not a substitute for a certificate of German language required for the application.</b></p> <p>ERASMUS students also have the possibility to participate in <b>German courses during the semester for a small fee.</b> However they have to register online at the start of each semester and since there is a high demand, late registration might lead to students not being able to participate.</p> <p>For more information check <a href="http://www.stk.kit.edu/deutsch_kurse.php">www.stk.kit.edu/deutsch_kurse.php</a>.</p>
<p><b>4.5. Housing</b></p>	<p>Our institution will guide incoming students/staff in finding accommodation, according to the requirements of the ERASMUS Charter for Higher Education. The KIT housing service can be contacted via <a href="http://www.intl.kit.edu/ischolar/6166.php">www.intl.kit.edu/ischolar/6166.php</a>.</p> <p>However, housing is a difficult subject for all students in Karlsruhe. We are doing our best to secure rooms for our incoming exchange students, but due to the recent rise in Karlsruhe student numbers it is a nearly impossible task. Hence, we cannot guarantee a room upon your arrival, but have to ask the incoming students to take action themselves.</p> <p>We have accumulated tips and tricks about housing in Karlsruhe at <a href="http://www.intl.kit.edu/ischolar/6166.php">www.intl.kit.edu/ischolar/6166.php</a>.</p>
<p><b>4.6. Health insurance</b></p>	<p>Our institution will provide assistance in obtaining health insurance for incoming and outgoing students/staff, according to the requirements of the ERASMUS Charter for Higher Education.</p> <p>For students, health insurance coverage during the <b>entire</b> stay in Germany is compulsory.</p> <p>Further information at <a href="http://www.intl.kit.edu/istudies/3372.php">http://www.intl.kit.edu/istudies/3372.php</a> or contact <a href="mailto:erasmus-in@intl.kit.edu">erasmus-in@intl.kit.edu</a>.</p>

4.7. Visa/ residence permit	<p>Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirement of the ERASMUS Charter for Higher Education.</p> <p>In general only, ERASMUS students from a non-EU member state or a non-EEA member state will require a <b>student visa</b> (not a tourist visa) in order to study in Germany. <b>All other ERASMUS students do not require a visa.</b></p> <p>For further information check <a href="http://www.intl.kit.edu/istudies/6194.php">www.intl.kit.edu/istudies/6194.php</a> or contact <a href="mailto:erasmus-in@intl.kit.edu">erasmus-in@intl.kit.edu</a>.</p>																		
4.8. Grading system	<table><tr><th>Grade</th><th>German</th><th>English</th></tr><tr><td>1.0 – 1.3</td><td>Sehr gut</td><td>Very good</td></tr><tr><td>1.7 – 2.3</td><td>Gut</td><td>Good</td></tr><tr><td>2.7 – 3.3</td><td>Befriedigend</td><td>Satisfactory</td></tr><tr><td>3.7 – 4.0</td><td>Ausreichend</td><td>Sufficient</td></tr><tr><td>4.7 - 5.0</td><td>Ungenügend/Nicht ausreichend</td><td>Fail</td></tr></table> <p>Exams may also be evaluated as “bestanden“ (passed) or ”nicht bestanden“ (failed) without grade.</p> <p>Further information on the statistical distribution of grades according to the descriptions in the ECTS users’ guide can be found in the individual module handbooks of each degree course and on request at the KIT registrar’s office.</p>	Grade	German	English	1.0 – 1.3	Sehr gut	Very good	1.7 – 2.3	Gut	Good	2.7 – 3.3	Befriedigend	Satisfactory	3.7 – 4.0	Ausreichend	Sufficient	4.7 - 5.0	Ungenügend/Nicht ausreichend	Fail
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4.9. Further information for incoming students	<p>Useful and helpful information for incoming students can be found on our webpages or in our student handbook available online: <a href="http://www.intl.kit.edu/istudies/3171.php">http://www.intl.kit.edu/istudies/3171.php</a>.</p>																		