

## INFORMATION FOR EXCHANGE COORDINATORS FOR WINTERSEMESTER 2010/11

### I. Nominating students

All necessary forms can be downloaded from the webpage of the International Office. Please follow the link:

<http://www-auslandsamt.uni-regensburg.de/austausch.en.html>

Please submit the following documents:

- [Application for Admission for Exchange Students](#) (signed and stamped by the coordinator)
- Copy of passport or ID card (uncertified)
- If students want to apply for accommodation in the dormitories:  
[Housing Application Form](#)
- If students want to participate in the pre-semester intensive language course:  
[Language Course Form](#) (signed and stamped by the coordinator)

Please submit all documents until **June 15, 2010** via fax or mail to the following address:

Universität Regensburg  
Akademisches Auslandsamt  
Susanne Gschnaidner  
Universitätsstr. 31

93053 Regensburg

GERMANY

**Fax:**

0049 – (0)941 – 943 - 3882

The students nominated by you will receive an information package sent to their home address approximately at the end of June. Among other information, the package contains the official letter of acceptance, offer for a dorm room and language course offer (if the students have applied).

Please advise your students to plan their arrival in time and to come on the specified arrival days (see *Academic Calendar*).

### II. Additional Information

#### a) Accommodation

All exchange students that apply for a room in one of the student residences are guaranteed a place, provided that we receive their application in time. **The deadline is June 15<sup>th</sup>, 2010.** Applications received later than this cannot be processed.

After we have received the application form, we will send the student an offer for a room. The reservation will only be valid on receipt of the deposit and the reservation fee before the deadline.

**The deposit for the room is € 225. The reservation fee is €200.**

We will only make a room reservation for your students for the duration of their stay (one or two semesters) as indicated on the housing form. Students who have been nominated for one semester only and then apply for an extension cannot be guaranteed further housing.

## **b) Orientation Course or Intensive Language Course**

All students with sufficient German language skills to follow our regular course programme (approx. 400 hours of previous German instruction, at least level B2 according to CEFR) are expected to attend the **orientation course** at the beginning of October.

Important questions concerning administrative formalities, course registration, and finding one's way around Regensburg and the campus are dealt with during this programme. It also comprises tours of the city and the university.

**Attendance of this programme is compulsory.**

Exchange students with only basic German language skills (below level B2 or 400 hrs) can sign up for an **intensive language course** in September. The language course includes an orientation programme. Students that plan on only participating in English-taught courses during the semester need to attend this course, as it is the only chance to learn German on an absolute beginner's level. (German courses during the semester only start with level A2). Moreover it is the only time that all formalities are explained in English.

The current fees for the intensive language course are

€ 220 for ERASMUS students

€ 350 for exchange students coming via an exchange other than ERASMUS

The fee covers tuition for the 180hrs language class as well as orientation and extra-curricular activities during the course.

## **c) ECTS, Learning Agreement and Course Selection**

The current semester catalogue can be found online at:

<http://www.uni-regensburg.de/Universitaet/Vorlesungsverzeichnis/SS10/index.html>

ECTS brochures can be found on the Internet:

[http://www-auslandsamt.uni-regensburg.de/ects\\_ueberblick.en.html](http://www-auslandsamt.uni-regensburg.de/ects_ueberblick.en.html)

Unfortunately our course catalogue is always published very late and can only be used by the students about 6 weeks before their arrival. Therefore, we recommend that students only decide on **course types** in their original learning agreement and finalise this document once they are in Regensburg.

### **Contact:**

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