

Handout for foreign ERASMUS-Students

Welcome to the Faculty of Law at the University of Heidelberg!

In order for you to have a pleasant stay, filled with many impressions and experiences, we have some information, which may be helpful to you:

Our service for foreign students is divided into two components.

The Academic Foreign Office (Dezernat Internationale Beziehungen) at the University of Heidelberg is responsible for matriculation, orientation courses, language courses and accommodation. Your contact persons are:

Miss
Alexandra Braye
Dezernat Internationale Beziehungen
Seminarstraße 2
69117 Heidelberg

Tel: 0049 6221 54-2489
Fax: 0049 6221 54-2332

Miss
Anna Kloppenburg

Tel: 0049-6221 543761

E-Mail:
erasmus-koordinierung@zuv.uni-heidelberg.de kloppenburg@zuv.uni-heidelberg.de

The ERASMUS-Coordinator of the Law Faculty supervises the academic part of your studies:

Miss
Dr. Nika Witteborg-Erdmann
Institut für ausländisches und internationales Privat- und Wirtschaftsrecht
Augustinergasse 9
69117 Heidelberg

Tel: 0049 6221 54 2250
Fax: 0049 6221 54 2201
E-mail: erasmus@ipr.uni-heidelberg.de

1. Course catalogue with further information

The Course catalogue with further information for the next semester is regularly released at the end of September and end of March and can be obtained at the entrance to the library at the „Juristische Seminar“, Friedrich-Ebert-Anlage 6-10. The Coordinators of our partner universities always receive an extra copy as well.

2. ECTS

The following ECTS-Credits are attributed to the courses:

- Lecture/Colloquium:

1 hour	=	2 credits
2 hours	=	3 credits
3 hours	=	5 credits
4 hours	=	6 credits
5 hours	=	8 credits
6 hours	=	9 credits

- Seminar:

1-hour without presentation and written paper	=	2 credits
1-hour with presentation and written paper	=	4 credits
2-hour without presentation and written paper	=	3 credits
2-hour with presentation and written paper	=	6 credits
3-hour without presentation and written paper	=	4 credits
3-hour with presentation and written paper	=	7 credits

(A „Blockseminar“ generally is a 3 hour seminar)

• Moot Court with presentation	=	14 credits
• Practical preparation course	=	-
• Propaedeutic preparation course	=	-

3. Attendance of classes and exams

The Faculty of Law does not offer any regular university-sponsored exams at the end of a semester. If you study in Heidelberg within the framework of the ERASMUS-programme, you may take an oral or written exam at the end of the semester in accordance with your respective professor or tutor. *Please be aware of any potential application deadlines, which will be announced during the lecture, through a notice or in the course catalogue!* After passing successfully you will receive a certificate of performance („Schein”).

Inquiries concerning the type and extent of your compulsory courses in Heidelberg as well as in regard to your certificate of performance will be answered by your home institution. In principle you can choose your courses at the Law Faculty freely. The guidelines of each foreign university are unknown to us. We merely assign the amount of ECTS-credits per

course. A registration for a course is generally not necessary (Exception: Seminars and preparation-courses require a consultation with the respective contact person as early as possible).

4. Grading

The grading is based on the following system:

Points according to the German grading system	ECTS-grade
12-18	A
9-11	B
7-8	C
5-6	D
4	E
1-3	FX
0	F

5. First steps after your arrival in Heidelberg:

- Concerning your **room** search, please contact the **room department („Zimmerabteilung“)** of the “Studierendenwerk Heidelberg” in the „Info Café International“(ICI) located in the „Triplex-Cafeteria / Mensa“ at the University Square immediately after your arrival.
- For your **matriculation** you have to appear in person at the Academic Foreign Office („Dezernat Internationale Beziehungen“) in the „Seminarstraße 2“, Room 27.
PLEASE NOTE: a matriculation is only possible with an exemption from the compulsory health insurance!
- Finally it is important for you to receive a **residence permit**, which you can obtain at the Office of Public Order („Amt für Öffentliche Ordnung“) in the „Bergheimer Straße 69“.

These and much more additional important information you will find in the **Information-package** that will be sent to you from the Academic Foreign Office. In this context, please visit the website of the Academic Foreign Office under:

<http://www.uni-heidelberg.de/international/erasmus/>

If you have any further questions concerning your legal studies at the University of Heidelberg you can contact us via e-mail: erasmus@ipr.uni-heidelberg.de, by telephone (+49 6221 54 2250) or personally during the consultation hours (see bulletin or www.jura.uni-heidelberg.de/international/erasmus/kontakt.html).

We wish you a pleasant stay at the University of Heidelberg!