



# **ERASMUS PROGRAMME OF THE LAW FACULTY OF THE UNIVERSITY OF HEIDELBERG**

# **INFORMATION FOR STUDENTS IN HEIDELBERG (ERASMUS INCOMING STUDENTS)**

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## **WELCOME TO THE**

### **Welcome to the University of Heidelberg**

The Ruperto Carola is Germany's oldest university. It boasts a broad spectrum of different fields and is, with its rich tradition, a living centre for interdisciplinary scholarly discourse.

Since 1386, it had established itself as a centre of high-quality research and teaching. Famous academics, including ten Nobel laureates, have contributed to the university's reputation.

Due to its long tradition and internationality, the University of Heidelberg offers students the ideal conditions for their academic and personal enrichment. Today, about 29000 students are enrolled in its twelve faculties, with 5.200 students coming from abroad. Students from all over the world as well as hundreds of visiting professors and researchers contribute to the Ruperto Carola's international atmosphere.

International relations are of special importance to the University of Heidelberg. It has exchange programmes with more than 460 universities all over the world and many university partnerships.

**Tip:** General information about your ERASMUS stay at Heidelberg University, including information about how to find an accommodation and the orientation week at the beginning of the semester, can be found on the internet page of the [International Relations Office](#).

### **Welcome to the Law Faculty**

The Law Faculty has been one of the four cornerstones of the University of Heidelberg. Since its foundation, it has excelled by virtue of its high academic standards. Today, it is among the most prominent faculties of law in Germany and well known for its top results all over the world. The faculty puts special emphasis on research on an European and international level.

### **INTENSIVE INTERNATIONAL EXCHANGE: ERASMUS PROGRAMME**

By studying abroad with the ERASMUS programme, students can discover and deepen their knowledge of a new culture and language and thus learn to live and thrive in a foreign country. The Law Faculty cooperates with about 49 partner universities in 19 European countries. In the last year, about 500 ERASMUS students were enrolled at the Ruperto Carola and more than 50 at the Law Faculty.

**Tip:** A study visit through the ERASMUS programme requires an existing cooperation agreement between your home university and the Law Faculty at the University of Heidelberg. Even if there is no such agreement, you can still study at the Ruperto Carola as part of a [short-term programme](#).

After their ERASMUS studies, students may apply for an ERASMUS placement scholarship, which enables them to obtain a grant for 3-6 months' internships closely connected to their university studies.

## OFFERS FOR INDIVIDUAL FIELDS OF STUDY

Students choose their fields of emphasis according to their own interests. Before the beginning of the academic year, an individual [Learning Agreement](#) is drawn up. This agreement may include lectures offered by the Law Faculty as well as lectures from other faculties. The main language of instruction is German.

Students may contact the ERASMUS office for assistance in drawing up their [Learning Agreement](#).

Lectures may be chosen from the following legal fields:

- European Law
- International Law
- Comparative Law
- Civil Law
- International Private Law
- Public Law
- Environmental Law
- Tax Law
- Criminal Law
- Criminology

The list of courses is only an example.. Of course, the university offers a large number of additional subjects. Please see the [Lectures and Courses](#) as well as the [Online Course Catalogue](#) for further information.

The „Kommentierte Vorlesungsverzeichnis“ (a printed version of the course catalogue with a brief description of the content of lectures) is available in the hallway of the office of the dean at the Law Faculty across from the examination office as well as in the [reception area](#) of the Law Faculty.

In addition, students can take part in various [Moot Courts](#) and competitions.

**Tip:** In general, it is possible to attend lectures at other faculties of the University of Heidelberg as well as seminars at the Law Faculty of the University of Mannheim.




However, please make sure to take note of possible participation requirements, deadlines, the number of ECTS credits and examinations in advance. Please consult with the responsible ERASMUS coordinator and the lecturer at the beginning of the respective course.

**Keep in mind:** There is also the possibility of an ERASMUS-funded Research Stay to write a Master's thesis or doctoral dissertation.

## LOCATIONS OF THE LECTURE ROOMS AND LIBRARIES

### Important facilities for your studies

- Department of Law with Departmental Library of the Law Faculty, Friedrich-Ebert-Anlage 6-10  
*Largest inventory of legal literature*
- University Library, Plöck 107-109  
*Lending library and central library of the University of Heidelberg*
- New University, Grabengasse 3-5 (at the University Square)  
*Most of the lectures will be held here.*
- [Maps](#)  showing the facilities of the University of Heidelberg

### Institutes outside the Seminar

- Institute for Comparative Law, Conflict of Laws and International Business Law, Augustinergasse 9 (at the University Square)  
*Extensive range of literature on foreign and international private and procedural law*
- Institute for German and European Company and Commercial Law, Friedrich-Ebert-Platz 2  
*Extensive offer of literature concerning commercial and European law*
- Institute for Historical Law, Friedrich-Ebert-Platz 2  
*Large library for literature concerning legal history*

**Tip:** The ERASMUS coordination office of the Law Faculty is located within the Institute of Comparative Law, Conflict of Laws and International Business Law.

### Other Law Institutes

**Note:** You need the written recommendation of a lecturer to access these resources!

- Max Planck Institute for Comparative Public Law and International Law, Im Neuenheimer Feld 535, 69120 Heidelberg  
*Excellent offer of literature concerning foreign public law and international law*

- Institute for German, European and International Medical Law, Public Health Law and Bioethics of the Universities of Heidelberg and Mannheim, Schloss Mannheim, Mittelbau, 68131 Mannheim  
*Basic and special literature from the fields of medical law, public health and bioethics as well as additional literature.*

## INTRODUCTORY EVENTS

For international students, the Ruperto Carola and the Law Faculty offer special introductory courses.

These include, for example:

- [Orientation week for foreign students](#)
- "Introduction to German Law "
- Further study-related offers and programmes

You can find an overview of the various offers under the headline "Activities for International Students" on the page [Lectures and Courses](#).

**Tip:** [The Law Tandem for international and German law students in Heidelberg](#) offered by the Law Faculty is a good opportunity to get course-related support as well as the possibility for a linguistic and cultural exchange with other law students.

Before and during your stay, there are numerous opportunities to improve your language skills with various [Language Courses](#). Please See the information under the heading [Courses in Foreign Language](#).

**Note:** Please note that in general courses at the Law Faculty are held in German. Therefore, German language skills at B1 level are an important prerequisite for a successful ERASMUS stay.

## ACTIVITIES AT THE LAW FACULTY, THE UNIVERSITY AND MEMBERSHIP IN STUDENT ASSOCIATIONS

- [Law Tandem for international and German law students in Heidelberg](#)
- [Buddy Programme](#) of the University of Heidelberg
- Participation in [university sport offers](#)
- Participation in the [Debate Club](#)

- Active membership in [ELSA](#) or [AIESEC](#)

## LANGUAGE COURSES

There are many ways to prepare linguistically and subject-specifically for your studies at the University of Heidelberg. Even during your ERASMUS stay, you can attend language courses and improve your subject-specific knowledge:

- [International Summer School Course](#)
- [International Study Centre \(ISZ\)](#), Max Weber House
- [Zentrales Sprachlabor \(ZSL\)](#)

Additional language courses outside the University are offered by:

- Volkshochschule Heidelberg
- Goethe Institut Mannheim – Heidelberg
- HSF Heidelberger Sprachinstitut
- Heidelberger Pädagogium

Furthermore, you can find an overview of the language courses on the internet page of the [International Relations Office](#) and in the information brochure regarding [Law and Foreign Language Courses](#)

**Tip:** You can earn ECTS credits by attending language courses, too! Please discuss the acquisition of ECTS credits with your home university in advance.

## STEPS LEADING UP TO YOUR ERASMUS STAY

If you would like to study at the Law Faculty at the Ruprecht Karls University in Heidelberg within the framework of the ERASMUS programme, you must apply for it with your home university first. This requires an existing corresponding cooperation agreement between the two faculties. If there is no such agreement, there is still the possibility of a [short-term study](#) visit outside of the ERASMUS programme. For more information, visit the website [Research and other study visits](#).

After you have successfully applied with your home university and have been selected for an ERASMUS stay at the University of Heidelberg, your home university will nominate you as a participant of the ERASMUS programme to the International Relations Office of Heidelberg University.

Following this, you will receive further information on the procedure and organisation of your ERASMUS stay (the process of enrolment, introductory events, general questions about studying and living in Heidelberg) directly from the [International Relations Office](#).

You can find course-related information on the available [lectures and courses](#), [ECTS credits and taking exams](#), the [Learning Agreement](#), as well as answers to many other questions you might have on this homepage of the [ERASMUS departmental coordinator of the Law Faculty](#).

**Tip:** See further information on the various areas of competence and find the correct [contact person](#) for your specific question.

## **RESEARCH AND OTHER STUDY VISITS**

### **MASTER STUDENTS**

You have the possibility of completing a research stay for your Master's thesis funded by the ERASMUS programme. In order to do so, you do not need to look for a supervisor at the Law Faculty of the University of Heidelberg. For your research stay, you will earn 30 ECTS credits for one semester, provided that you fulfil the guidelines of your home university. Moreover, your home university has to nominate you as a participant for a research stay to write a Master's thesis within the ERASMUS programme.

You can receive further information at the [International Relations Office](#).

### **DOCTORATE**

Furthermore, you have the possibility of completing a research stay for your doctorate funded by the ERASMUS programme.

If you are a PhD student wishing to come to Heidelberg, you require confirmation of supervision from a professor of the Law Faculty at the University of Heidelberg for the duration of your ERASMUS stay. The supervision consists of the discussion and review of your research project during your research stay. Therefore, you must arrange a short meeting at the beginning and at the end of your research stay.

You will find more information about the research interests of each professor on the internet page of the Law Faculty. Please, contact the respective [chairs](#) directly according to your main research emphasis. Also take a look at the different [Institutes of the Faculty of Law](#).

Once you have received an acceptance for supervision, please forward the e-mail in question to the departmental coordinator of the ERASMUS programme at the Law Faculty: [erasmus@ipr.uni-heidelberg.de](mailto:erasmus@ipr.uni-heidelberg.de).

30 ECTS credits are awarded for one semester of your research stay. For this, you must complete your research stay successfully and have your respective supervisor at the Law Faculty at the University of Heidelberg confirm as much.

For further information, please see the internet page of the [Graduate Academy for Research Visits at Heidelberg University](#).

**Keep in mind:** Once your home university has nominated you as a participant of the ERASMUS programme to the International Relations Office, further information will be sent directly to you.

### **SHORT-TERM STUDIES (WITHOUT AN ERASMUS COOPERATION AGREEMENT)**

You can also study at the University of Heidelberg outside of the ERASMUS programme. Short-term studies are available for students who have started their studies abroad and offer the possibility to participate temporarily in studies at the University of Heidelberg for up to two semesters without obtaining a degree at the University of Heidelberg.

For further information, please take note of the requirements and the time schedule for [short-term studies at the University of Heidelberg](#).

### **INTERNSHIP**

The departmental coordinator of the ERASMUS programme at the Law Faculty does not offer any internships or similar positions that count as ERASMUS internships.

Please see the general information provided by the European Union on [internships abroad within the ERASMUS programme](#).

### **LEGUM MAGISTER (L.L.M.)**

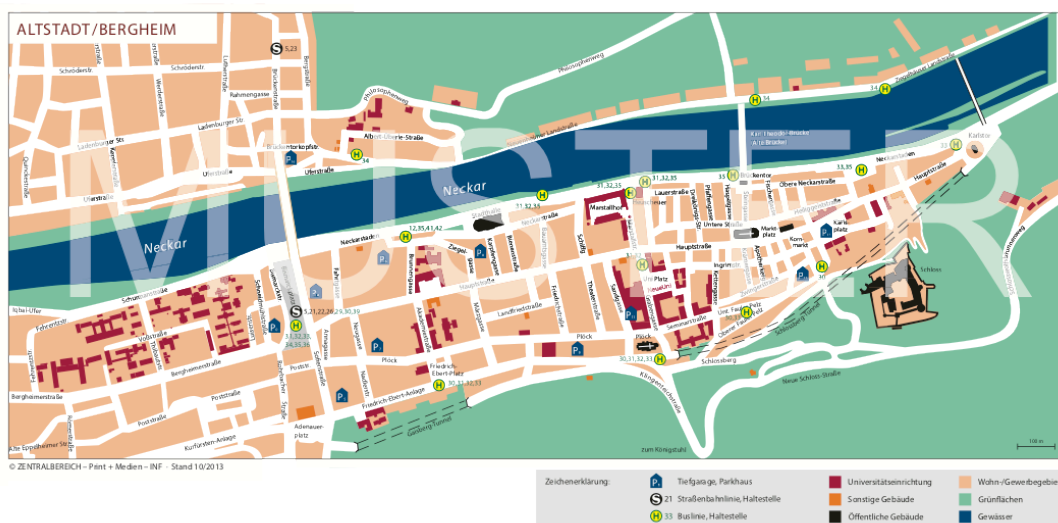
It is also possible to complete an LL.M. at the University of Heidelberg. You can find more information on the internet page for the [Legum Magister in German and European Law](#).

## INSTITUTES OF THE LAW FACULTY

Take a look at the multitude of differently oriented institutes at the Law Faculty with their diverse research focuses.

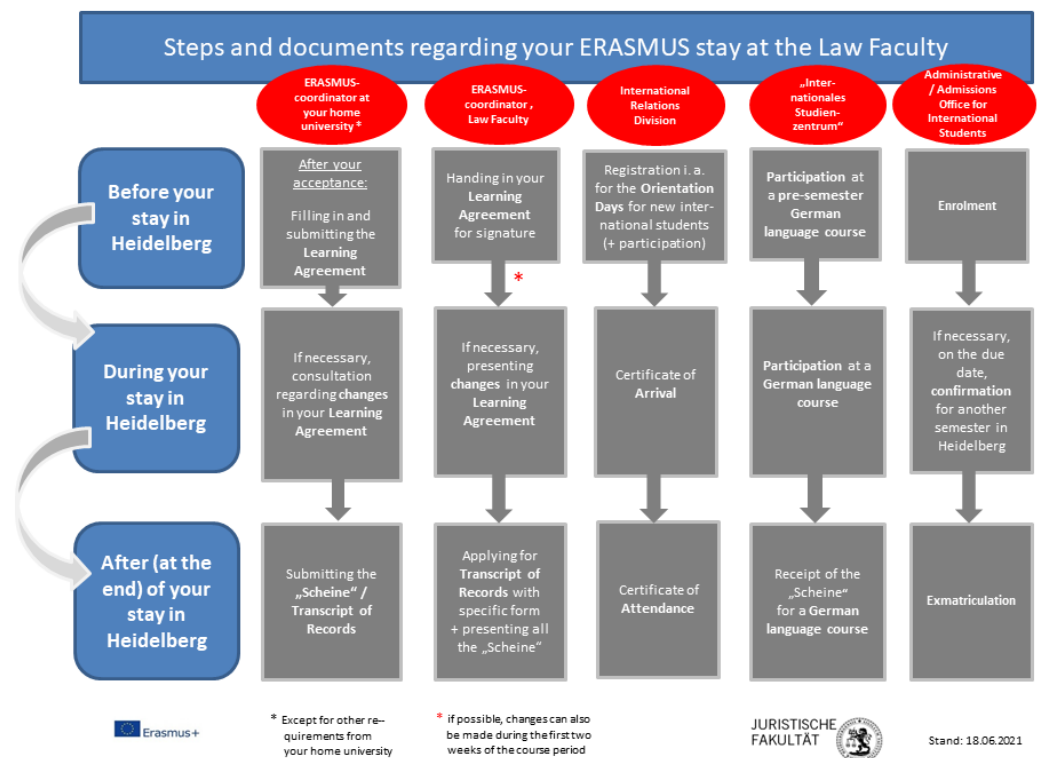
- [Institute for Comparative Law, Conflict of Laws and International Business Law](#)
- [Institut für deutsches und europäisches Gesellschafts- und Wirtschaftsrecht](#) (Institute for German and European Corporate and Economic Law)
- [Institut für Staatsrecht, Verfassungslehre und Rechtsphilosophie](#) (Institute for Constitutional Law, Constitutional Theory, and Legal Philosophy)
- [Institute for Public Finance and Tax Law](#)
- [Institute for German and European Administrative Law](#)
- [Institut für Bürgerliches Recht, Arbeitsrecht und Insolvenzrecht](#) (Institute for Private Law, Labour Law, and Insolvency Law)
- [Institut für deutsches, europäisches und internationales Strafrecht und Strafprozessrecht](#) (Institute for German, European and International Criminal Law and Criminal Procedure Law)
- [Institut für Kriminologie](#) (Institute of Criminology)
- [Institut für geschichtliche Rechtswissenschaft](#) (Institute for History of Law)
- [Institut für Deutsches, Internationales Medizinrecht, Gesundheitsrecht und Bioethik der Universitäten Heidelberg und Mannheim](#)  (Institute for German, European and International Medical Law, Public Health Law and Bioethics (IMGB) of the Universities of Heidelberg and Mannheim)
- Collaborative institute: Max Planck Institute for Comparative Public Law and International Law 

## SITE MAP



## **FURTHER QUESTIONS – CONTACT PERSON – INTERNET PAGES**

### **Who can I contact if I have further questions?**



## **COURSE-RELATED QUESTIONS**

Your contact person for course-related matters is the departmental coordinator of the ERASMUS programme of the Law Faculty.

Her responsibilities include advising you on the choice of lectures, signing the Learning Agreement at the beginning of your stay and providing you with the Transcript of Records at the end of your stay.

**Contact:** [https://www.jura.uni-heidelberg.de/international/erasmus/kontakt\\_en.html](https://www.jura.uni-heidelberg.de/international/erasmus/kontakt_en.html)

**Tip:** For an overview of the Lectures and Courses offered at the Law Faculty, consult the online course catalogue of the University of Heidelberg (LSF).

See, also, the law-related information provided by the University Library.



## **ORGANISATIONAL QUESTIONS (ENROLMENT, ORIENTATION EVENT, GENERAL QUESTIONS ABOUT STUDYING AND LIVING IN HEIDELBERG)**

The contact point for organisational matters is the [International Relations Office](#). They will also organise an [orientation event](#) for foreign students one week before lectures start.

The Student Administration of the [International Relations Office](#) is responsible for the enrolment at the beginning of your stay, the re-registration for another semester and the de-registration at the end of your stay (issuing the Certificate of Arrival and the Certificate of Attendance).

In addition, they provide comprehensive information for [Incoming ERASMUS students](#) on studying and living in Heidelberg (e.g. finding accommodation, residence permit, study procedure).

The [student advisory service for international students](#) will provide individual help and support you with all questions and problems concerning your stay in Heidelberg.

**Contact:** <https://www.uni-heidelberg.de/en/study/advisory-services/advisory-service-for-current-and-prospective-international-students>

## **QUESTIONS ABOUT GERMAN LANGUAGE COURSES**

The [International Study Centre \(ISZ\)](#) aims to prepare foreign students linguistically and specifically for different courses for studying in Germany. Therefore, contact the International Study Centre for the [registration](#) and participation in one of the [German courses](#).

**Contact:** [https://isz.uni-heidelberg.de/e\\_kontakt.html](https://isz.uni-heidelberg.de/e_kontakt.html)

**Tip:** See also [further information on the offered language courses](#).

## INTERNET PAGES WITH FURTHER INFORMATION

- [International Relations Office](#)
- [General Information for ERASMUS students](#)
- Information about the [ERASMUS Programme at the Law Faculty](#)
- [Library of the Law Faculty](#)
- [University Library](#) (borrowing of textbooks)
- Course-related information from the University Library: [Law](#)
- University Library: [Databases for the subject of law](#)
- [International Study Centre](#)
- [Central Advisory Service for Students](#)
- [Internships](#)
- [Student Union](#) (accommodation, jobs, cultural offers, canteens, cafés, etc.)

## **LECTURES AND COURSES**

The students' individual interests are the starting point for setting their academic prioritisation: An individual **Learning Agreement** will be drawn up at the beginning of the programme.

**Tip:** The Learning Agreement can include lectures offered by the Law Faculty and other faculties of the University of Heidelberg as well as language courses during the semester.

Among others, you can select courses from the following areas of law and specialisation:.

- European law
- International law
- Comparative law
- Civil law
- International private law
- Public law
- Environmental law
- Tax law
- Criminal law
- Criminology

**Note:** In general, the lectures and courses offered by the Law Faculty are held in German (B1-level). For further information, please have a look at the **Courses in Foreign Languages** down below.

**Tip:** In general, it is possible to attend lectures at other faculties of the University of Heidelberg as well as seminars at the Law Faculty of the University of Mannheim. However, please make sure to take note of possible participation requirements, deadlines, the number of ECTS credits and examinations in advance. Please consult with the responsible ERASMUS coordinator and the individual lecturer at the beginning of the respective course.

## **COURSE CATALOGUE**

**Note:** The range of lectures and courses offered by the University of Heidelberg and the Law Faculty can be found in [heiCO](#) from the summer semester 2024. Please see a short instruction for the Law Faculty [here](#).

You can see further heiCO instructions [here](#).

To see the courses offered at the Law Faculty, please click on the box **Courses** on [heiCO](#) in the right corner.

For [instruction](#) on how to search for courses, please see under the heading COURSE MANAGEMENT the "Manual for Course Search".

To find the courses offered at the Law Faculty, choose "Faculty of Law" under **Organisation**. You can find courses in other languages, e.g. English, under **Filter** and "Language of instruction".

**Note:** In general, the courses are held in German (B1 level).

You can find the range of lectures and courses offered by the University of Heidelberg and the Law Faculty in the [Online Course Catalogue \(LSF\)](#). In the upper right-hand corner, you can choose between different semesters and select the language version.

**Keep in mind:** Usually, the final draft of the online course catalogue for the fall/winter semester is released by 1<sup>st</sup> of October, for the spring/summer semester by 1<sup>st</sup> of April. For your personal orientation, please have a look at the courses offered in the previous semesters.

At the end of the semester break, you can find the final course catalogue of the **Law Faculty**, with explanations from the lecturers, as a printed version in the hallway of the dean's office (in front of the **examination office**) or at the **entrance of the Law Faculty**. The departmental coordinators of our partner universities will receive a copy as well.

**Tip:** Please see the information on **Choosing courses** further down on this page as well as on the page **ECTS and Taking Exams**.

## **TYPES OF COURSES**

### **Lecture (Vorlesung)**

Most courses held at the Law Faculty are lectures. Here you receive a systematic overview of a field of law. Students can participate with questions and short contributions, but open discussions remain the exception.

### **Seminar (Seminar)**

In seminars a specific subject will be discussed in depth with a small group of students on the basis of presentations. Every participant will have to prepare an academic paper largely on his own and hold a presentation on the topic of their paper.

The number of participants is limited. Usually there are registration deadlines.

**Tip:** To participate in a seminar you will have to contact the chair directly. It is at the discretion of the lecturer whether you can participate in a seminar without submitting a written paper.

### **Colloquium (Kolloquium)**

A colloquium takes place under the supervision of a professor and encourages an open discussion about a specific topic. Preparation of each participant is required to make an exchange of opinions possible. Usually, a written paper is not required.

### **Moot Court**

A Moot Court is a fictional lawsuit before an ordinary court or arbitral court. An international Moot Court normally occupies a student for a whole semester and is linked with the compilation of written memorials.

### **Practical preparation course (Übung)**

Practical preparation courses are usually only attended by domestic students in order to receive all necessary certificates to be admitted to the first bar exam. One course paper and at least one written exam have to be passed successfully.

**Keep in mind:** Due to the high level of difficulty of the courses, a participation of ERASMUS students is normally not possible. There will be no additional exams for ERASMUS students so that you will not be able to earn any ECTS credits.

## **Study Group (Arbeitsgemeinschaft)**

Study Groups serve the purpose of learning case solution techniques and at the same time the application of the knowledge from the lectures.

**Tip:** The participation for ERASMUS students is optional, but highly recommended. Students can register through the [LSF](#). For further information please see [here](#). There are no examinations for foreign students, therefore no ECTS credits will be awarded.

## **Language Course (Sprachkurs)**

Take the extensive information on the various offers for [language courses](#) into consideration as well as the information brochure for incoming ERASMUS students

## **ACTIVITIES FOR INTERNATIONAL STUDENTS**

To facilitate the start of your studies at Ruperto Carola, there's a rich offer of activities for international students:

### **International Relations Office**

The International Relations Office offers the following events for all international students at the University of Heidelberg:

- [Orientation days](#)
- [Buddy Programme](#)

### **Law Faculty**

In addition, the Law Faculty offers the following courses, which are also designed with international students in mind:

- Colloquium in Comparative Private Law
- Communication/Contract Design/Dispute Resolution
- International Dispute Resolution in Private Law (only in the spring/summer semester)

**Tip:** In particular, we advise you to make use of the [Buddy Programme](#) of the International Relations Office and the [Law Tandem for international and German law students in Heidelberg](#) to meet fellow students from Germany and abroad.

## Language Courses

There are many ways to prepare yourself linguistically and subject-specifically for your studies at the University of Heidelberg. Moreover, you can attend [Language Courses](#) during your ERASMUS stay and thus improve your subject-specific knowledge. Please see the overview of language courses on the website of the [International Relations Office](#) and in the information brochure [Law and Foreign Language Courses](#).

**Tip:** You can earn ECTS credits by attending language courses, too! Please discuss the acquisition of ECTS credits with your home university in advance.

## COURSES IN FOREIGN LANGUAGES

In general, courses at the Law Faculty are held in German (B1 level). You can find a basic list of the courses offered in a foreign language in the information brochure [Law and foreign language courses](#).

Lectures in foreign law are usually taught in the respective language - e.g. English, French or Italian.

**Tip:** The current range of **courses offered in foreign languages at the Law Faculty** can be found in the online [Online Course Catalogue \(LSF\)](#) under the heading "[Legal Writing, Foreign Language and the corresponding Juridical Terminology](#)" and "Courses in English".

See [here](#) a list of courses held in English.

## OVERVIEW: CHOOSING COURSES AND ATTENDANCE FUNCTION

You can compile your schedule independently according to the requirements of your home university. It will be agreed upon in the Learning Agreement. For more information, please see the [respective forms and the instructions](#).

**Tip:** We recommend that you attend all the courses you might wish to take during the first two weeks of lectures and to make your final selection afterwards.

After you have compiled your timetable, please register for your selected courses via the [Attendance Function](#).

**Note:** Registration for courses is a requirement for [Taking Exams](#) and thus for acquiring ECTS credits.

**Keep in mind:** For some courses, there are registration deadlines that must be met. The deadlines are announced on a notice board or in the commented course catalogue.

## MOODLE

Moodle is the central e-learning platform of the University of Heidelberg. It provides text, audio and video files for the individual courses.

**Keep in mind:** Due to the current situation, some events are currently taking place online, i.e. not in person!

The online events and associated learning materials will be made available on the newly established Moodle page: <https://moodle.uni-heidelberg.de>.

**Note:** In order to access the content, you must register for the Moodle courses. To do so, you must first register for the respective courses via the [attendance function in the LSF](#).

## LOCATIONS OF THE LECTURE ROOMS AND LIBRARIES

### Important facilities for your studies

- Department of Law with Departmental Library of the Law Faculty, Friedrich-Ebert-Anlage 6-10  
*Largest inventory of legal literature*
- University Library, Plöck 107-109  
*Lending library and central library of the University of Heidelberg*
- New University, Grabengasse 3-5 (at the University Square)  
*Most of the lectures will be held here.*
- [Maps](#) showing the facilities of the University of Heidelberg

### Institutes apart from the Seminar

- Institute for Comparative Law, Conflict of Laws and International Business Law, Augustinergasse 9 (at the University Square)  
*Extensive range of literature on foreign and international private and procedural law*
- Institute for German and European Company and Commercial Law, Friedrich-Ebert-Platz 2  
*Extensive offer of literature concerning commercial and European law*
- Institute for Historical Law, Friedrich-Ebert-Platz 2  
*Large library for literature concerning legal history*



**Tip:** The ERAMUS coordination office of the Law Faculty is located within the Institute for Comparative Law, Conflict of Laws and International Business Law.

## Other Law Institutes

**Note:** You need the written recommendation of a lecturer to access these resources!

- Max-Planck-Institute for Comparative Public Law and International Law, Im Neuenheimer Feld 535, 69120 Heidelberg  
*Excellent offer of literature concerning foreign public law and international law*
- Institute for German, European and International Medical Law, Public Health Law and Bioethics of the Universities of Heidelberg and Mannheim, Schloss Mannheim, Mittelbau, 68131 Mannheim  
*Basic and special literature from the fields of medical law, public health and bioethics as well as additional literature*

## **ECTS CREDITS AND TAKING EXAMS**

### **ACQUIRING ECTS CREDITS**

After successfully passing an exam you will be awarded the following number of ECTS credits depending on the different course types:

#### **Lecture/Colloquium**

1-hour	=2 credits
2-hour	=3 credits
3-hour	=5 credits
4-hour	=6 credits
5-hour	=8 credits
6-hour	=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 refers to a 3-hour seminar.	

#### **Moot Court with Presentation**

= 14  
Credits

#### **Practical Preparation Course**

= 0  
Credits

## Study Group

= 0  
Credits

**Tip:** See the [step-by-step instructions for calculating ECTS credits](#) with an example.

**Note:** You will need to pass an exam to receive ECTS credits. There are no mere attendance certificates. Take a look at the information on [taking exams](#) further down.

In addition to the regular final exam, the lecturer may give you the option to:

- take another exam (oral/written/presentation with handout (1-2 pages)) for which you will receive an extra 1 ECTScredit.
- prepare a written paper (with a minimum of 10 pages) for which you will receive an extra 2 ECTScredits

**Keep in mind:** The Law Faculty does not prescribe regular exams for domestic students at the end of the semester. In coordination with the respective professor/lecturer, you can however take an exam at the end of the semester. Whether this will be a written or an oral exam will be at the discretion of the teacher. Please get in touch with your professor/lecturer about your exam, e. g. by e-mail!

Please get in touch with your professor/lecturer about your exam. To do so click on the professor/lecturer in the [Online Course Catalogue \(LSF\)](#) or get in contact via the chair (directly the professor by e-mail or the secretary by phone), see the [contact details on the website of the Faculty of Law](#).

## German Language Courses

You will also receive ECTS credits for attending a German Language Course at the [International Study Centre \(ISZ\)](#) of the University:

Preparatory German Language Course (Vorbereitender Deutschkurs)	= 8 credits
Study-Accompanying German Language Course (Studienbegleitender Deutschkurs) (4/8 SWS)	= 6/12 credits
Subject-specific Course (Fachspezifischer Kurs)	= 8 credits

**Tip:** Also, take a look at the overview of the grading system and the respective ECTS credits further downon this page.

## **TAKING EXAMS**

In general, you can take an examination in all courses, which are available to ERASMUS students. The exams will usually take place towards the end of the lecture period and always in consultation with the lecturer. Exempted from this rule are practical preparation courses and study groups. Once you have decided to take a course, please contact the lecturers directly and discuss the examination modalities and dates with them.

**Keep in mind:** At the Law Faculty there are no regular examinations at the end of the semester. Therefore, you must inform the respective professor/lecturer at an early date that you are an ERASMUS student and that you wish to take an exam. Also pay attention to registration deadlines and registration lists handed out during the lecture!

Please get in touch with your professor/lecturer about your exam. To do so click on the professor/lecturer in the [Online Course Catalogue \(LSF\)](#) or get in contact via the respective chair (by e-mailing the professor directly or contacting their secretary). Please see the [contact details on the website of the Law Faculty](#).

**Note:** You can only take an examination after prior registration for the respective course via the [attendance function](#).

## **Examination Certificates**

Please also make sure that you receive the examination certificates directly from the lecturer or professor. If you are no longer in Heidelberg when the certificates are being handed out, ask if you may leave a stamped envelope with your home address at the office of the chair for forwarding.

**Tip:** If you need your certificate immediately after the end of the lecture, for example in order to apply for a Master's programme, please contact the lecturers directly.

## **No Retakes**

ECTS credits will only be awarded after successfully passing the exam. Generally, there are no retakes offered at the Law Faculty. In case of a failed exam, it is up to the lecturers/professors whether they wish to offer a retake.

**Tip:** In case you need a certain amount of ECTS credits for your home university, it is advisable to arrange for additional examinations in a class and/or to enrol in another course.

## EXAMINATION CERTIFICATES AND GRADING SYSTEM

You will receive the examination certificates (Scheine) directly from the respective lecturers after successfully [taking an examination](#). See also the information on taking exams. You need the certificates to receive your [Transcript of Records](#).

**Tip:** If you need the certificate immediately after the end of the lecture, please contact the lecturer directly in advance!

## Grading of your Examination Results at the Law Faculty

The grading of your examination results at the Law Faculty will be based on the following system:

German Grading System	ECTS
(points)	grade
12-18	A
9-11	B
7-8	C
5-6	D
4	E
1-3	FX
0	F

## Grading of other Examination Results(e.g. German language courses)

The evaluation of other examination results, e.g. German language courses at the ISZ, will be converted in the following way:

German Grading System	Grade	ECTS grade
1,0-1,5	excellent	A
over 1,5-2,0	very good	B
over 2,0-2,5	good	C
over 2,5-3,5	satisfactory	D
over 3,5-4,0	sufficient	E
over 4,0	insufficient	F


## OVERVIEW OF GRADES

To call up your transcript of records via heiCO, proceed as described in [these instructions](#).

**Note:** The PDF file of your overview of grades is not an official Transcript of Records. It is exclusively for your information on your current academic performance. The official Transcript of Records is issued by the departmental coordinator of the ERASMUS programme of the Law Faculty.

## **LEARNING AGREEMENT**

### **WHAT IS THE LEARNING AGREEMENT?**

The [Learning Agreement](#)  is an agreement of the study plan between the ERASMUS students, the home university and the ERASMUS coordinators of the University of Heidelberg. The Learning Agreement is compiled **independently** by the students according to the requirements of the home university.

After choosing the lectures you would like to attend, fill out the document according to the [completion instructions](#) below and send it to the ERASMUS coordinator for review and signature. Depending on the requirements of your home university, this may be necessary before or at the start of your stay.

**Tip:** Take a look at the diagram showing the [steps and documents within the framework of the ERASMUS stay](#).

**Keep in mind:** The Learning Agreement should be submitted to the ERASMUS coordinator by mid-December (winter semester) or mid-June (summer semester) at the latest.

### **OFFER AND CHOICE OF LECTURES**

You can arrange your timetable independently according to the requirements of your home university. In general, you can attend all courses at the Law Faculty (exception: Practical preparation course).

**Tip:** We recommend attending all courses you take into consideration for your final course choice during the first two weeks of lectures. Afterwards, you can make your final decision and coordinate this with your home university, then hand in the Learning Agreement to the ERASMUS coordinator for review and signature.

Participation in seminars, moot courts and propaedeutic preparation courses is only possible after prior registration.

**Note:** The range of lectures and courses offered by the University of Heidelberg and the Law Faculty can be found in [heiCO](#) from the summer semester 2024. Please see a short instruction for the Law Faculty [here](#).

You can see further heiCO instructions [here](#).


To see the courses offered at the Law Faculty, please click on the box **Courses** on [heiCO](#) in the right corner.

For [instruction](#) on how to search for courses, please see under the heading COURSE MANAGEMENT the "Manual for Course Search".

To find the courses offered at the Law Faculty, choose "Faculty of Law" under **Organisation**. You can find courses in other languages, e.g. English, under **Filter** and "Language of instruction".


**Note:** In general, the courses are held in German (B1 level).

Until winter semester 2023-2024:


You can find the lectures offered at the University of Heidelberg in [the course catalogue](#). Also, inform yourself about the [lectures and courses](#) on offer, as well as the different [types of courses](#).

**Keep in mind:** Usually, the final draft of the online course catalogue for the fall/winter semester is released by 1<sup>st</sup> of October, for the spring/summer semester by 1<sup>st</sup> of April. For your personal orientation, please have a look at the courses offered in the previous semesters.

**Note:** In general, the courses are held in German (B1 level).

However, there are also some courses that are offered in [foreign languages](#). A compilation of the courses that are held in other languages can be found in this [brochure](#).


**Tip:** Lectures at other faculties are open to students enrolled at the University of Heidelberg as well. Please contact the respective lecturer for more information.

After you have decided on your **final choice of courses** and have coordinated this with your home university, complete the [Learning Agreement](#), and submit it to the ERASMUS coordinator at the Law Faculty for review and signature. Please take note of the [instructions for completion](#).

**Keep in mind:** Some courses have registration deadlines. The deadlines are announced on the notice board or in the commented course catalogue.




You cannot obtain ECTS credits or take an examination in every course (e.g. propaedeutic preparation courses and practical preparation courses). For more information check out [ECTS and taking exams](#).

For further information and advice on your Learning Agreement feel free to contact the ERASMUS coordination of the Law Faculty during [office hours](#) or via e-mail ([erasmus@ipr.uni-heidelberg.de](mailto:erasmus@ipr.uni-heidelberg.de) ).


### **ATTENDANCE FUNCTION .**


**Note:** The range of lectures and courses offered by the University of Heidelberg and the Law Faculty can be found in [heiCO](#) from the summer semester 2024. Please see the heiCO instructions [here](#).

Instructions from the Faculty of Law on how to take courses via heiCO can be found [here](#).

Next register for the [moodle course](#)  to improve communication or to access online resources. Also, take a look at the general information about [Moodle](#).


### **COMPLETION INSTRUCTIONS AND FORMS**


If you do not have to sign and return your [Learning Agreement](#)  before or at the beginning of your stay (depending on the requirements of your home university), we recommend attending all courses you take into consideration for your final course choice during the first two weeks of lectures. Afterwards you can make your final course selection. In addition, take a look at the [Offer and Choice of Lectures](#).

Please fill in the Learning Agreement according to your course choice, also Table C under the heading "Exceptional Changes to the Proposed Mobility Programme", indicate the number of ECTS credits and send the completed Learning Agreement to us as a scan via e-mail ([erasmus@ipr.uni-heidelberg.de](mailto:erasmus@ipr.uni-heidelberg.de) .

Please check out the [Guidelines for Completing the Learning Agreement](#) .


The section "Changes to the Learning Agreement" only needs to be filled out if you have already submitted the document before the start of your stay and changes occurred during your stay. For the exact timeline, please see the diagram on the [steps and documents within the framework of the ERASMUS stay](#).

**Tip:** The number of ECTS credits you can acquire for attending a course, is determined by the type of course as well as the course hours per week (SWS). Read more about the [Acquisition of ECTS](#) credits and see in particular the [step-by-step instructions based on an example](#) .

You can download the form for the Learning Agreement here: [Learning Agreement Form](#) .

## **TRANSCRIPT OF RECORDS**



### **What is the Transcript of Records?**

The [Transcript of Records](#)  functions as proof of all the examinations you have taken and the ETCS credits you have earned during your stay abroad. You will receive the Transcript of Records at the end of the semester after you have [successfully passed your exams](#), handed in all certificates you obtained and completed the Transcript of Records. For further information, please see the chronological diagram on the [steps and documents within the framework of the ERASMUS stay](#).

**Keep in mind:** Please let us know your home postal address, if you need the original version of your Transcript of Records.

### **Four steps to obtain your Transcript of Records**

If you need a Transcript of Records for your home university, please proceed according to the following steps:

1. Fill in the [Transcript of Records form](#)  (please open the document with [Adobe Acrobat Reader DC](#)).
2. **Tip:** See the [example for the calculation of ECTS credits](#) .
3. Collect all your [examination certificates](#). You will receive these from the respective lecturers after successfully passing the exams.
4. Scan the completed form and all your certificates and send them to us via e-mail ([erasmus@ipr.uni-heidelberg.de](mailto:erasmus@ipr.uni-heidelberg.de)).
5. Your document will be reviewed by the ERASMUS-coordinator, signed and returned to you as a scan via e-mail.

**Keep in mind:** During spring or fall recess there may be delays in the process.

**Tip:** In case you already need your Transcript of Records but do not have all certificates yet, the ERASMUS-coordinator can issue a provisional Transcript of Records at the end of the lecture period. It will contain the note "noch ohne Vorlage des Leistungsnachweises/without examination certificate yet" for the subject in question.

## **DATES AND DEADLINES**

### **Term Dates**

You can find the current term dates on the website [dates and deadlines](#) of the University of Heidelberg.

**Tip:** During the public holidays in Baden-Württemberg, courses do not take place. Furthermore, there might be different opening hours or the same regulations as on Sundays.

Find a list of the public holidays in Baden-Württemberg on the homepage of the [Ministry of the Interior, for Digitalisation and Local Authorities Baden-Württemberg](#).

### **Enrolment**

Find information about enrolment and deadlines on the internet page of the [International Relations Office](#).

### **Learning Agreement**

If you have not already completed and submitted the Learning Agreement prior to your stay, submit the document to the “ERASMUS-Fachkoordination” by mid-December (for the winter semester) or mid-June (for the summer semester) at the latest in order for it to be signed.

**Keep in mind:** There will be no further specific notification. It is your responsibility to submit the Learning Agreement!

## **LIVING IN HEIDELBERG**

The city of Heidelberg is a rapidly developing und promising location of industry and commerce as well as academic teaching and research. In the Rhine-Neckar Metropolitan Region (2.3 million inhabitants), Heidelberg with its about 150.000 inhabitants and an area of 108,83 km<sup>2</sup> represents a bustling centre with a high standard of living. The lifestyle and internationality of the city of Heidelberg are reflected in a very lively and eventful cultural scene.

**Tip:** For further recommendations on topics related to living in Heidelberg, such as housing & accommodation, eating & drinking, culture & events, sports & leisure activities, please see the website: <https://www.uni-heidelberg.de/universitaet/leben/> . Find additional information on the website [Hints and Tips](#) of the “Studierendenwerk Heidelberg”.

## **LIVING AND FINDING AN ACCOMMODATION**

For information on living and staying in Heidelberg, on finding a private room or on the number of available residence halls offered by the “Studierendenwerk” please see the website of the [International Relations Office](#).

## **SITES OF HEIDELBERG**

- Heidelberger Schloss (Heidelberg Castle)
- Philosophenweg (Philosophers' Walk)
- Alte Brücke (Old Bridge)
- Picturesque historic buildings

## **MUSEUMS AND EVENT LOCATIONS**

- Universitätsmuseum (University Museum)
- Kurpfälzisches Museum (Palatinate Museum)
- Völkerkundemuseum (Ethnographical Museum)
- Apothekermuseum (Pharmacy Museum)
- Theater und Orchester der Stadt Heidelberg (Theatre and Orchestra of the City of Heidelberg)
- Kongresshaus Stadthalle Heidelberg (Heidelberg Convention Center)

## **MANY OPTIONS FOR YOUR LEISURE TIME**








- Excursions programme of the University of Heidelberg: [www.uni-heidelberg.de/studium/kontakt/auslanddsamt/aaa\\_angebote.html](http://www.uni-heidelberg.de/studium/kontakt/auslanddsamt/aaa_angebote.html) 
- Hiking in the Odenwald Region
- Mountain biking in the Odenwald Region
- Rowing on the river Neckar
- Excursions to the Pfalz Region

## **EXCURSIONS**

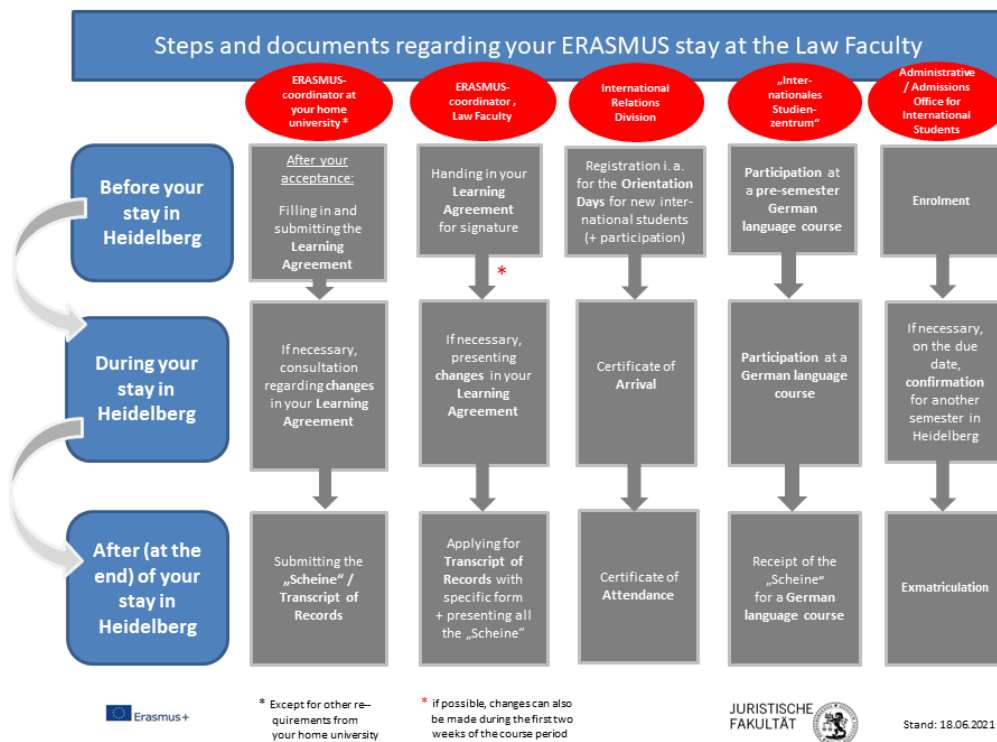
- Strasbourg, France (1,5 hours by train)
- Basel, Switzerland (2,5 hours by train)
- Paris, France (3,5 hours by train)
- Stuttgart (40 minutes by train)
- München (Munich) (3 hours by train)
- Frankfurt/Main (55 minutes by train)

From Heidelberg, there is a good train connection to Frankfurt Airport (55 minutes).

## **FORMS AND DOCUMENTS**

- [Learning Agreement](#) 
- [Transcript of Records](#) 
- [Instructions on how to calculate ECTS credits](#) 
- [Instructions on how to retrieve the overview of grades](#) 
- [Instruction on how to register for a course \(attendance function\)](#) 
- **Print version:** If you prefer a paper version you will find the content of this internet page here as an Adobe [print version](#) . Instructions for printing as a brochure can be find at [Adobe](#) .

### Graphic Steps and Documents regarding your ERASMUS stay



Graphic: Steps and Documents regarding your ERASMUS stay

## **CONTACT AND CONSULTATION**

### **ERASMUS Coordination at the Law Faculty**

Dear students,

we are happy to support you with ideas and solutions. You can contact us during our office hours or send us an e-mail. We look forward to seeing you.

#### **Consultation Hours**

see [deutsche Sprachversion](#) 

Tel: +49 6221 54 2250 (during the office hours)

**Mail:** [erasmus@ipr.uni-heidelberg.de](mailto:erasmus@ipr.uni-heidelberg.de)

Please note that e-mail-responding mainly takes place on consultation days. You can expect a reply to your request with a couple of business days.

Your ERASMUS team,

Room 5  
Institut für ausländisches und internationales Privat- und Wirtschaftsrecht  
Augustinergasse 9  
69117 Heidelberg

[Site plan](#) 

Please contact the departmental coordination for all questions concerning the ERASMUS programme of the Law Faculty.

**Keep in mind:** Dr. Kaiser in the Examination Office is exclusively responsible for the recognition of the examinations of the OUTGOING students. ([pruefungsamt@jurs.uni-heidelberg.de](mailto:pruefungsamt@jurs.uni-heidelberg.de)).


### **Learning Agreement for being signed**

You can send your Learning Agreement as a scan via e-mail.



**Keep in mind:** The processing of documents usually takes place during office hours. We will process your request as soon as possible.

### **Suggestions and requests**

In order to communicate your suggestions and requests concerning the ERASMUS programme, please use the following form: [Suggestions and requests](#) 

### **More questions**

**Incoming:** Registration, orientation programme, language course, accomodation

**Outgoing:** Scholarships, other information

[Dezernat Internationale Beziehungen](#) 

### **ERASMUS-Team**

#### **ERASMUS Coordinator of the Law Faculty**

Dr. Nika Witteborg-Erdmann, M.A.

#### **Student Assistants**

Sophie Beck

Maximilian Spehn