

# How to nominate Erasmus students at the University of Bonn?

## Information for incoming students and their Erasmus coordinators

**i** The nomination and application is one single process at the University of Bonn and is done via an online system.

### APPLICATION DEADLINES:

**1<sup>st</sup> May** for 1<sup>st</sup> semester (winter semester) or the full academic year **1<sup>st</sup>**  
**November** for 2<sup>nd</sup> semester (summer semester)

### Instructions for nomination/application at the University of Bonn:

Please understand that the International Office is only able to answer **questions that cannot be clarified by the registration guide and the following explanations.**

## Step 1: Student fills in his/her data for the online registration

The student follows the necessary steps for the registration. They are explained in the registration guide which can be found on our website, as well as other information and instructions:

[www.uni-bonn.de/erasmus-europe-in](http://www.uni-bonn.de/erasmus-europe-in) → Application

In case of technical problems contact [erasmus-incoming@uni-bonn.de](mailto:erasmus-incoming@uni-bonn.de).

## Step 2: Coordinator signs the application form – student uploads it into account

The student is asked to print the nomination form at the end of the registration process

- ✓ The Coordinator from the home university needs to sign the document
- ✓ The student uploads a scan of the signed nomination form into their Mobility-Online account at the University of Bonn until the application deadline, at the latest.

### Application Deadline

Winter Term: May, 1<sup>st</sup>

Summer Term: November, 1<sup>st</sup>

## Step 3: Confirmation Erasmus Departmental Coordinator Bonn

- ✓ If the student is accepted, they will receive a confirmation by the Erasmus Departmental Coordinator in Bonn usually within 4 weeks after the nomination deadline.
- ✓ Depending on the field of study, additional documents may be required (e.g. a certificate of language proficiency). The Departmental Coordinator will notify the student about this.



Only after having received this confirmation, the student will have been **fully accepted as an Erasmus student** at the University of Bonn.

- ✓ 4-6 weeks after the application deadline, the **International Office will send further information** to the students on how to organise and prepare their arrival in Bonn.

## Erasmus+ Fact Sheet for Partner Universities and Incoming Students

### The University of Bonn

The Rheinische Friedrich-Wilhelms Universität Bonn (University of Bonn) was founded in 1818. With a student body of about 38,000, the university is one of Germany's largest academic institutions and with more than 6,000 foreign students and PhD students from all over the world also one of the most internationally oriented. A wide range of course offerings, an outstanding reputation in teaching and research and a unique location make the University an especially attractive place to study.

Bonn, the former Federal Capital of Germany, is located on the Rhine and is a center for the Rhineland's way of life, art and culture. In 1989 the city celebrated the 2,000th anniversary of its founding as a Roman settlement. Bonn is Germany's UN city with its 21 UN Agencies and hosts approx. 150 international organizations.

Furthermore, the city is also the birthplace of Beethoven, has a beautiful historic town center with a daily open market, numerous museums and many other buildings and events of significance and cultural interest.

**Having 35 years of experience in the Erasmus programme, Erasmus students may expect to be supported by the full range of student services including language courses, orientation programme and academic guidance at the University of Bonn.** During the semester, the International Office offers an extensive cultural program as well as various other programs to ensure cultural immersion and intercultural experience.



## Institutional Details and Contact Information

<b>Name of University</b>	Rheinische Friedrich-Wilhelms-Universität Bonn - <i>University of Bonn</i>
<b>Erasmus Code</b>	D BONN01
<b>OID</b>	E10209417
<b>Website</b>	<a href="http://www.uni-bonn.de">www.uni-bonn.de</a>
<b>Head of Institution</b>	Professor Dr. Dr. h.c. Michael Hoch, Rector
<b>Office in charge of the exchange</b>	<a href="#">International Office</a>
<b>Postal address</b>	Poppelsdorfer Allee 53, D-53115 Bonn (Germany)
<b>Erasmus Institutional Coordinator (KA 131)</b>	Susanne Gittel-Avehounkpan <a href="mailto:erasmus-admin@uni-bonn.de">erasmus-admin@uni-bonn.de</a> Phone: +49 228 73-5949, Fax: +49 228 73-6793
<ul style="list-style-type: none"><li>▪ overall coordination and management of Erasmus KA 131</li><li>▪ screening and placing of requests with faculties and professors, facilitating contacts and matchmaking</li><li>▪ fundamental aspects of inter-institutional agreements</li><li>▪ general information about the University and study programs</li><li>▪ signature of digital Erasmus Inter-Institutional Agreements</li></ul>	
<b>Erasmus Departmental Coordinators</b>	Various members of staff are involved in the handling of the Erasmus program at the University of Bonn on departmental level: <a href="#">List of Erasmus Departmental Coordinators</a>
<ul style="list-style-type: none"><li>▪ discussion of Inter-Institutional Agreements</li><li>▪ selection of outgoing students; approval of nominations for incoming students</li><li>▪ academic advice for outgoing and incoming students (courses, Learning Agreements, transcripts)</li><li>▪ main contact for teaching staff mobility (STA)</li></ul>	

## Erasmus Incoming Student Advisor at the International Office

<ul style="list-style-type: none"><li>▪ Information on application, administrative steps, language courses, orientation. Etc.</li></ul>	<b>Veronika Langenberg</b> International Office, Section 6.3 – International Students and Study Programs Poppelsdorfer Allee 53, 53115 Bonn (Germany) + 49 228 73-68777 <a href="mailto:erasmus-incoming@uni-bonn.de">erasmus-incoming@uni-bonn.de</a>
<p><b>Please note:</b> For all questions concerning study programs and learning agreements, students are to contact the relevant <a href="#">Erasmus Departmental Coordinator</a>.</p>	Students can find all important information about their Erasmus study period (e.g. on housing, language courses, formalities) on the <a href="#">Erasmus website</a> .

## Erasmus Staff Mobility Advisor at the International Office

- Central administration staff mobility (STA, STT)

**Bärbel Konermann-Krüger**

International Office, Section 6.2 – International Outbound Mobility

Poppelsdorfer Allee 53, 53115 Bonn (Germany)

+ 49 228 73-7438

+ 49 228 73-6793

[staff-mobility@uni-bonn.de](mailto:staff-mobility@uni-bonn.de)

## Academic Calendar

1<sup>st</sup> semester =  
winter term 2023/2024

**October 09, 2023 – February 02, 2024** (lecture period)

*Examinations may take place during the first weeks following the lecture period. For details, please ask the Erasmus departmental coordinator.*

- Preparatory German Language Course: September 08 - 30, 2023, (see page 4)
- Welcome Days: [www.uni-bonn.de/welcomedays](http://www.uni-bonn.de/welcomedays)

2<sup>nd</sup> semester =  
Summer term 2024

**April 03, 2024–July 14, 2024** (lecture period)

*Examinations may take place during the first weeks following the lecture period. For details, please ask the Erasmus departmental coordinator.*

- Preparatory German Language Course: March 8-30, 2024, (see page 4)
- Welcome Days: [www.uni-bonn.de/welcomedays](http://www.uni-bonn.de/welcomedays)

## Nomination and Application

General Information

Due to the ongoing technical problems with the EWP system, **nominations for student mobility in 2023/24 may be based on the preliminary agreement details** which we have agreed upon in autumn 2021, until the digital Inter-Institutional Agreements can be exchanged and signed through the EWP system.

Deadlines

**May 1** for 1<sup>st</sup> semester (winter semester) or the full academic year  
**November 1** for 2<sup>nd</sup> semester (summer semester)

Student nomination and application are carried out together at the same time.

**Please have your students follow the following 3 registration steps which include your nomination. Please do not send nomination lists to Erasmus Departmental Coordinators or the International Office by e-mail.**

## Notification about admission

1. Students follow the instructions at our [website](#) (→ Application procedure), fill in the online form and create a Mobility-Online account.
2. After completing their registration, students can print a nomination form which needs to be signed by **their Erasmus coordinator**
3. **Students upload their signed nomination form to their Mobility-Online account by the application deadline**

The relevant department and/or the International Office will send notifications together with further information within about 6 weeks after the above-mentioned application deadline. Where additional requirements or documents apply, the Erasmus Departmental Coordinators will inform the partner institution.

The International Office will send information to students about accommodation, orientation, language courses etc. mid-June / mid-December.

## Language Requirements and German Language Courses

### Language requirements

German  
on bachelor level

German is the main language of instruction at the University of Bonn, particularly in **most undergraduate/bachelor programs**. Therefore, a **minimum level of B1 in German** is required for bachelor students. **Details about German language requirements are to be found on our [website](#)**. If in doubt, please contact the [Erasmus Departmental Coordinator](#).

English  
often on master level

However, in **graduate/Master courses** English is often the language of instruction. Here, a minimum level of **English B2 is usually required**. For more information on courses taught in English, please contact the [Erasmus Departmental Coordinator](#).

### German intensive language course before the semester

**Intensive German Course Before Starting the Semester: September 08-30, 2023 / March 8-30, 2024**

level A1-B2, 56 class hours, fee for Erasmus students: €200 (*regular: €250*)

*Erasmus students state their interest as part of the application process in Mobility-Online and will receive further information about placement and payment by e-mail*

### German language courses during the semester

**In-Semester German Language Courses:**

**a) everyday language courses** A1.1 to B2.2, 4 hrs. per week equal 4 ECTS, free of charge

**b) special topic courses** A2 to C1, 2 hrs. per week equal 2 ECTS, free of charge

*ECTS-credits for all of these extra-curricular German courses **can** be included in the Transcript of Records upon agreement with the Erasmus Departmental Coordinator. Students should discuss with their Erasmus Coordinator beforehand whether they accept the German course ECTS-credits for the Learning Agreements.*

**More information** on language courses on our [website](#).

**The International Office will inform accepted students about the application procedure for all German courses**

## German Department

The German Department (*Germanistisches Seminar*) does **not** offer any German language courses but teaches German philology and literature. Students who do not study “Germanistik” (**German Studies and Comparative Literature**) as their main subject are usually not admitted to study “Germanistik” at our university **unless** this has been agreed upon with the responsible Erasmus Departmental Coordinators.

## Digital Learning Agreement Course Information

### Digital Learning Agreement Different responsible persons at each department!

The University of Bonn uses the OLA. Students should make **sure to insert the correct contact details of the responsible person at the [responsible department](#) into the digital learning agreement**. They should **NOT** insert the contact details of the Erasmus Institutional Coordinator (Ms. Gittel-Avehoukpan) or the Incoming Student Advisor at the International Office (Ms. Langenberg).

### Courses

Online course catalogue “BASIS” at: <https://basis.uni-bonn.de>

**Please note:** Students cannot register for courses through “BASIS” before their arrival. Students will usually be registered by their Erasmus Departmental Coordinators.

For all questions concerning courses and study programs, students please contact the corresponding [Erasmus Departmental Coordinator](#).

### Special English course offer for exchange students : «Germany in a Global Context»

English-taught undergraduate program for exchange students focusing on German and European politics, economy, history and culture:  
[www.uni-bonn.de/ggc](http://www.uni-bonn.de/ggc)

### Grading system

The grading usually comprises five levels (with numerical equivalents; intermediate grades may be given, e.g. “1–“):

<i>Sehr gut</i> (1)	Excellent
<i>Gut</i> (2)	Good
<i>Befriedigend</i> (3)	Satisfactory
<i>Ausreichend</i> (4)	Sufficient
<i>Nicht ausreichend</i> (5)	Non-Sufficient/Fail.

The minimum grade for passing is *Ausreichend* (4).

## Accommodation

### Student dormitories at the “Studierendenwerk Bonn”

[www.studierendenwerk-bonn.de/en/accommodation/](http://www.studierendenwerk-bonn.de/en/accommodation/)

Students can apply for a room from the [Studierendenwerk Bonn](#) during their application process in Mobility-Online.

**Monthly rent:** between €250- €560 (*depending on dormitory and room/apartment*)

E-mail: [housing@uni-bonn.de](mailto:housing@uni-bonn.de)  
or [wohnen@studierendenwerk-bonn.de](mailto:wohnen@studierendenwerk-bonn.de) or

Private accommodation

In all dorms, a [starter kit](#) called “Dorm Basic Set” with basic necessities is available for purchase for €60. It is equipped with bedlinen, a pillow and duvet, towels, LAN-cable and basic kitchenware.

**Please note:** The Studierendenwerk Bonn is **not** part of the University of Bonn and the International Office cannot influence any decisions.

As a room in a dormitory of the [Studierendenwerk Bonn](#) **cannot be guaranteed**, students should search for private accommodation in parallel. More information on living in Bonn and private housing is available [here](#).

## Formalities

Passport/ID

Students need a passport or identity card **valid for the whole period of their stay**.

EU citizens

**EU citizens** do not need a visa or mobility permission to study in Bonn.

Visa regulations

Students from countries that do not belong to the EU or the EEA might require a visa to enter Germany. They can find further information [on our website](#).

Insurances

Health insurance

**For enrolment students need proof of sufficient [health insurance](#) which covers their whole study abroad period at the University of Bonn.**

**a) The European Health Insurance Card** (or GHIC for UK students or A/T11 for Turkish students) is equivalent to a statutory German health insurance. Please contact one of the statutory German health insurance companies with the sender number H0001178 to request recognition of your existing insurance and get an insurance number.

**b) Private insurance:** Students can take out an insurance abroad that covers the European area. Please contact one of the statutory German health insurance companies with the sender number H0001178 to check if your insurance cover is sufficient to be exempted from the statutory German health insurance.

**c) Statutory insurance:** If no private insurance has been taken out or if there is insufficient cover, students can take out statutory German health insurance, which costs approx. €120 per month. Please contact one of the statutory German health insurance companies with the sender number H0001178 to get insured and request an insurance number.

Please be aware that **students who are older than 30 years have to take out a private health insurance**.

Liability insurance

We also recommend that students take out a third-party liability insurance to cover any accidental damages caused to other persons or property during their stay.

The [social contribution fee](#) of approx. €325, which students have to pay when enrolling, includes an insurance for accidents that might occur on the way from the university to your place of residence or on university grounds.



## Finances

Cost of living	On average: min. €850 - €1,000 per month (depending on price for accommodation)
Cost of accommodation	<b>Dormitory:</b> €250–€560 per month ( <i>depending on dormitory and room/apartment</i> ) <b>Private accommodation:</b> €350–€650 per month
Semester ticket	When enrolling at the University of Bonn, <b>all students need to pay a <a href="#">social contribution fee</a> of about €325 per semester</b> . It includes a semester ticket for all public transportation in and around Bonn. Note: This is <u>NOT</u> a tuition fee. All students have to pay this fee.

## Students with disabilities/chronic diseases

Information	<a href="http://www.studierenmithandicap.uni-bonn.de">www.studierenmithandicap.uni-bonn.de</a> (available in English soon)
First contacts	<ul style="list-style-type: none"><li>• Veronika Langenberg, <a href="mailto:erasmus-incoming@uni-bonn.de">erasmus-incoming@uni-bonn.de</a></li><li>• Marion Becker, Advisor for Students with Disabilities and Chronic Diseases, <a href="mailto:studierenmithandicap@uni-bonn.de">studierenmithandicap@uni-bonn.de</a></li></ul>
Accommodation	The Studierendenwerk Bonn offers some rooms and apartments for students with special needs. As there is a limited number of such rooms, students are highly advised to get in touch with the International Office ( <a href="mailto:housing@uni-bonn.de">housing@uni-bonn.de</a> ) and the Studierendenwerk Bonn ( <a href="mailto:wohnen@studierendenwerk-bonn.de">wohnen@studierendenwerk-bonn.de</a> ) well in advance so that they can support the application accordingly.
Accessibility	The University of Bonn is not based in one single campus, but spread throughout the city of Bonn. However, similar study areas are usually concentrated <a href="#">in one area</a> . As many institutes are located in older buildings, not all of them are barrier-free. Therefore, students are recommended to get in touch with us before their arrival for further information.
Studying and learning support	<ul style="list-style-type: none"><li>• Special conditions and support in the different libraries</li><li>• Specially equipped room for taking exams, including reading devices for visually handicapped students</li><li>• Mentoring (on demand)</li></ul> <p>Special conditions for exams (e.g. different form of exam, more time, permission of supporting tools etc.) can be arranged depending on degree of disability and needs. Students should discuss this well in advance either with their <a href="#">Erasmus Departmental Coordinator</a> or the <a href="#">advisor for students with disabilities, Marion Becker</a>.</p>

## Transcripts of records for our Erasmus students staying at your university

You may send Transcripts of records of our students to

- the student directly
- or
- the [Erasmus Departmental Coordinator](#)