



**EUROPA-  
UNIVERSITÄT  
VIADRINA  
FRANKFURT  
(ODER)**

## European University Viadrina Frankfurt (Oder)

Information Sheet	
Full Legal name of Institution	European University Viadrina Frankfurt (Oder)
Erasmus ID Code	D FRANKFU08
President	<b>Dr. Gunter Pleuger</b>
Director Department of International Affairs; Erasmus Institutional Coordinator	<b>Ms. Petra Weber</b> phone: +49 / (0) 335 5534 2486 fax: +49 / (0) 335 5534 2535 e-mail: head-office@europa-uni.de
Deputy Director Coordinator EU & Non-EU Programs outgoing exchange students (Business Administration and Economics)	<b>Mr. Torsten Glase</b> phone: +49 / (0) 335 5534 2595 fax: +49 / (0) 335 5534 2369 e-mail: glase@europa-uni.de outgoing-wiwi@europa-uni.de
Coordinator EU Programs outgoing exchange students (Business Administration and Economics)	<b>Ms. Aleksandra Klecha</b> phone: +49 / (0) 335 5534 2600 fax: +49 / (0) 335 5534 2369 e-mail: klecha@europa-uni.de outgoing-wiwi@europa-uni.de
Coordinator EU & Non-EU Programs outgoing exchange students (Social and Cultural Sciences/ Law), Bilateral Agreements	<b>Ms. Nicole Klück</b> phone: +49 / (0) 335 5534 2602 fax: +49 / (0) 335 5534 2599 e-mail: klueck@europa-uni.de outgoing@europa-uni.de
Coordinator EU Programs outgoing exchange students (Social and Cultural Sciences/ Law)	<b>Ms. Christin Reise</b> phone: +49 / (0) 335 5534 2805 fax: +49 / (0) 335 5534 2599 e-mail: reise@europa-uni.de outgoing@europa-uni.de
Coordinator incoming exchange students	<b>Mr. Bernd Schünow</b> phone: +49 / (0) 335 5534 2365 fax: +49 / (0) 335 5534 2598 e-mail: schuenow@europa-uni.de students-in@europa-uni.de
Coordinator incoming exchange students	<b>Ms. Katja Herzel</b> phone: +49 / (0) 335 5534 2593 fax: +49 / (0) 335 5534 2598 e-mail: herzel@europa-uni.de students-in@europa-uni.de
Address	Grosse Scharrnstr. 59 15230 Frankfurt (Oder), Germany
Faculties	Faculty of Law Faculty of Social and Cultural Sciences Faculty of Business Administration and Economics
Website	<a href="http://www.europa-uni.de">www.europa-uni.de</a> <a href="http://www.europa-uni.de/en/internationales">www.europa-uni.de/en/internationales</a>

Erasmus and Bilateral Agreements				
		A list of all Erasmus and bilateral agreements can be found on our website, listed by faculty: <a href="http://www.europa-uni.de/de/internationales/kooperationen/partners/index.html">http://www.europa-uni.de/de/internationales/kooperationen/partners/index.html</a>		
Recommended Language Skills				
Receiving Institution	Language of Instruction 1	Language of Instruction 2	Recommended Language of Instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching
D FRANKFU08	English	German	English <b>or</b> German B1 – B2	B2
Additional Requirements				
Conditions		Students should: <ul style="list-style-type: none"> <li>- have finished their first year of Bachelor studies</li> <li>- meet entry requirements for the selected courses</li> </ul> Other conditions may be stated in the bilateral agreement		
Calendar				
1. Applications/ Information on nominated students must reach the Viadrina by:				
Receiving Institution		Autumn term (October – February)		Spring term (April – July)
D FRANKFU08		15 <sup>th</sup> of July		15 <sup>th</sup> of January
2. The receiving institution will send its decision within 4 – 6 weeks.				
3. A Transcript of Records will be issued by the Viadrina no later than 5 weeks after the assessment period has finished at the Viadrina.				
Website: <a href="http://www.europa-uni.de/en/internationales/internationals/akadkalender/index.html">http://www.europa-uni.de/en/internationales/internationals/akadkalender/index.html</a>				
Information				
Grading system		Information on the ECTS-Grading system can be found here: <a href="http://www.europa-uni.de/en/internationales/euvstudis/ects/index.html">http://www.europa-uni.de/en/internationales/euvstudis/ects/index.html</a>		
Visa		The sending and receiving institutions will provide assistance, when required, in securing visas for inbound and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.		
		Information and assistance can be provided by the following contact points and information sources:		
		Institution	Contact details	Website for information
		D FRANKFU08	Incoming Coordinator; +49 (0) 335 5534 2365; students-in@europa-uni.de	<a href="http://www.europa-uni.de/en/internationale/internationals/praktinfos/visa.html">http://www.europa-uni.de/en/internationale/internationals/praktinfos/visa.html</a>
Insurance		The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.		
		Information and assistance can be provided by the following contact:		

	Institution	Contact details	Website for information
	D FRANKFU08	Incoming Coordinator; +49 (0) 335 5534 2365; students-in@europa-uni.de	<a href="http://www.europa-uni.de/en/internationale/internationals/praktinfos/sonst.html">http://www.europa-uni.de/en/internationale/internationals/praktinfos/sonst.html</a>
Housing	The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.		
	Information and assistance can be provided by the following persons and information sources:		
	Institution	Contact details	Website for information
	D FRANKFU08	Incoming Coordinator; +49 (0) 335 5534 2365; students-in@europa-uni.de	<a href="http://www.europa-uni.de/en/internationale/internationals/praktinfos/wohnen.html">http://www.europa-uni.de/en/internationale/internationals/praktinfos/wohnen.html</a>  Further on: <a href="http://www.studentenwerk-frankfurt.de/2011/">http://www.studentenwerk-frankfurt.de/2011/</a>
Accommodation Cost: 180 – 250 €			
Average Cost of living: ~ 600 €/ month			
<b>Student Exchange Information</b>			
Nomination & Application Procedure	<p>Please send nominations for incoming students to: Mr. Bernd Schünow: students-in@europa-uni.de</p> <p>Website for Information: <a href="http://www.europa-uni.de/en/internationales/internationals/bewerbung/index.html">http://www.europa-uni.de/en/internationales/internationals/bewerbung/index.html</a></p> <p>Application Procedure:</p> <ol style="list-style-type: none"> <li>1. Fill in and send the application form online.</li> <li>2. Print out the form that was generated as a PDF file by Step 1 and sign it.</li> <li>3. Get this printed form signed and stamped by your home university.</li> <li>4. Send your application with a photo and the ECTS form (Learning Agreement) to the following address:</li> </ol> <p style="text-align: center;">European University Viadrina Department of International Affairs - incoming students - P.O. Box 1786 D-15207 Frankfurt (Oder)</p> <p>Please send the following documents together with your application:</p> <ul style="list-style-type: none"> <li>- Transcript of Records of the Home Institution</li> <li>- ECTS Learning Agreement (if required by your home university)</li> <li>- Proof of your English OR German language proficiency</li> <li>- copy of passport, showing your name, date and place of birth.</li> </ul>		

Introduction Period and Arrival	<p>Fall Semester: October, one week before beginning of Lectures          Spring Semester: April, one week before beginning of Lectures  <a href="http://www.europa-uni.de/en/internationales/internationals/orientation/index.html">http://www.europa-uni.de/en/internationales/internationals/orientation/index.html</a></p> <p>Pick up service / mentor: <a href="http://www.europa-uni.de/en/internationales/internationals/praktinfos/kontakt.html">http://www.europa-uni.de/en/internationales/internationals/praktinfos/kontakt.html</a></p>
Areas of study/ Courses	<p><a href="http://www.europa-uni.de/de/internationales/aktuell/englische-seminare/index.html">http://www.europa-uni.de/de/internationales/aktuell/englische-seminare/index.html</a></p> <p><a href="http://www.europa-uni.de/en/studium/pvv/index.html">http://www.europa-uni.de/en/studium/pvv/index.html</a></p> <p>Please note: There's also the possibility to attend courses from different departments.</p>
Language Course for Exchange Students	<p>Yes, further information on: <a href="http://www.europa-uni.de/en/internationales/internationals/sprache/index.html">http://www.europa-uni.de/en/internationales/internationals/sprache/index.html</a></p>

October 2013