

# Nomination Guidelines for Coordinators

## Nomination deadlines:

- Winter semester: 1<sup>st</sup> April until 1<sup>st</sup> May
- Summer semester: 1<sup>st</sup> October until 1<sup>st</sup> November

## Application deadlines:

- Winter semester: 15<sup>th</sup> May
- Summer semester: 15<sup>th</sup> November

## How to nominate:

1. Please only use the attached Excel form for nominations. We cannot accept nominations in any other form.
2. The necessary information from your students are:
  - first name, last name
  - date of birth
  - gender
  - e-mail address
  - study programme at home
  - level of studies
  - duration of exchange (1 or 2 semesters)
  - desired study programme at Bayreuth (see program list in nomination form and note that study programme during exchange must be in coherence with study programme at home university)
3. Send the completed nomination form to:  
[incoming-exchange@uni-bayreuth.de](mailto:incoming-exchange@uni-bayreuth.de)
4. The University of Bayreuth will confirm the nomination and send out the application information to you and your students.

## Admission Requirements:

- **Official nomination:** students must be officially nominated for the exchange programme by their home university.
- **Student status:** to be eligible to apply for the exchange programme, applicants must currently be enrolled as students at the home university.
- **Academic Background:** the exchange programme must be in coherence with the study programme at home university (i.e. a student from Biology cannot join the exchange programme for Law students).

- **Language requirements:** In general, we recommend all international students to have at least a B2 level language proficiency in English or German (depending on the language of instruction). This way, we want to ensure that all students will be able to follow the lectures taught. However, it is only required to upload a language certificate with the application for the following three programs at the University of Bayreuth:
  - Study of Religion (German or English)
  - English Studies (English)
  - Law (German or English)

The University of Bayreuth accepts the following internationally recognized language certificates as proof of language proficiency:

For German:

- Goethe Certificate, at least B2
- TestDaF, at least 12 points, but no area below 3 points
- Telc, at least B2

For English:

- TOEFL, at least 75
- IELTS, at least 5.5

Let us know if you need any further information or assistance ([incoming-exchange@uni-bayreuth.de](mailto:incoming-exchange@uni-bayreuth.de)).

Thank you for your kind cooperation and support! We are very much looking forward to welcoming your students at UBT campus!

*Your Mobility Team*

International Office  
University of Bayreuth





UNIVERSITÄT  
BAYREUTH

INTERNATIONAL OFFICE

# EXCHANGE PROGRAMME FACT SHEET 2022/23

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## UNIVERSITY OF BAYREUTH

UNIVERSITÄTSSTRASSE 30  
95447 BAYREUTH  
GERMANY

[WWW.UNI-BAYREUTH.DE/EN](http://WWW.UNI-BAYREUTH.DE/EN)












INTERNATIONAL OFFICE  
[WWW.INO.UNI-BAYREUTH.DE](http://WWW.INO.UNI-BAYREUTH.DE)

EXCHANGE STUDENT WEBSITE  
[WWW.EXCHANGE.UNI-BAYREUTH.DE](http://WWW.EXCHANGE.UNI-BAYREUTH.DE)





# CONTACTS

DIRECTOR OF INTERNATIONAL OFFICE	<b>Dr. Arnim Heinemann</b> <a href="mailto:international@uni-bayreuth.de">international@uni-bayreuth.de</a> 
DEPUTY DIRECTOR OF INTERNATIONAL OFFICE & HEAD OF MOBILITY	<b>Michael Schneider</b> <a href="mailto:michael.schneider@uni-bayreuth.de">michael.schneider@uni-bayreuth.de</a> 
HEAD OF WELCOME & ALUMNI SERVICES	<b>Thorsten Parchent</b> <a href="mailto:thorsten.parchent@uni-bayreuth.de">thorsten.parchent@uni-bayreuth.de</a> 
INCOMING EXCHANGE STUDENT COORDINATOR (FROM PARTNER TO UBT)	<b>Helene Lehmann</b> (ERASMUS & Double Degree) <a href="mailto:incoming-exchange@uni-bayreuth.de">incoming-exchange@uni-bayreuth.de</a>  <b>Ulrike Filippi</b> (GLOBAL & Freemover) <a href="mailto:incoming-exchange@uni-bayreuth.de">incoming-exchange@uni-bayreuth.de</a>  
OUTGOING EXCHANGE STUDENT COORDINATOR (FROM UBT TO PARTNER)	<b>Anna Lehnig</b> (ERASMUS, currently on parental leave) <b>Mariia Streltsova</b> (ERASMUS, parental leave replacement) <a href="mailto:outgoing-erasmus@uni-bayreuth.de">outgoing-erasmus@uni-bayreuth.de</a>  <b>Maria Frisch</b> (GLOBAL) <a href="mailto:outgoing-global-promos@uni-bayreuth.de">outgoing-global-promos@uni-bayreuth.de</a>  
STAFF MOBILITY	<b>Sabine Paez</b> <a href="mailto:outgoing-global-promos@uni-bayreuth.de">outgoing-global-promos@uni-bayreuth.de</a> 
AGREEMENTS	<b>Michael Schneider</b> (agreements with GLOBAL partners) <a href="mailto:michael.schneider@uni-bayreuth.de">michael.schneider@uni-bayreuth.de</a>  <b>Helene Lehmann</b> (agreements with ERASMUS partners) <a href="mailto:erasmus-agreements@uni-bayreuth.de">erasmus-agreements@uni-bayreuth.de</a> 
WELCOME SERVICES	<b>Lea Bernt &amp; Ines Estrada</b> <a href="mailto:welcome@uni-bayreuth.de">welcome@uni-bayreuth.de</a>  
SHORT-TERM PROGRAMMES	<b>Bayreuth International Summer School</b> <a href="http://www.summerschool.uni-bayreuth.de">www.summerschool.uni-bayreuth.de</a>  <b>Bayreuth Summer University for Intercultural German Studies (Sommeruni)</b> <a href="http://www.sommeruni.uni-bayreuth.de">www.sommeruni.uni-bayreuth.de</a>



# IMPORTANT DATES

<b>SEMESTER DATES</b>	Winter Semester: 01 October - 31 March Summer Semester: 01 April - 30 September	
<b>ACADEMIC CALENDAR</b>	<a href="https://www.uni-bayreuth.de/en/academic-year">https://www.uni-bayreuth.de/en/academic-year</a>	
<b>NOMINATION PERIOD</b>	Winter Semester: 01 April - 01 May Summer Semester: 01 October - 01 November	
<b>APPLICATION PERIOD</b>	Winter Semester: 01 April - 15 May Summer Semester: 01 October - 15 November	
<b>WINTER SEMESTER 2022/23</b>	Beginning of semester: 01 October 2022 Arrival period: starting 01 October 2022 Orientation week: tba Course period: 17 October 2022 - 10 February 2023 Winter break: 24 December 2022 - 06 January 2023 End of semester: 31 March 2023	
<b>SUMMER SEMESTER 2023</b>	Beginning of semester: 01 April 2023 Arrival period: starting 01 April 2023 Orientation week: tba Course period: 17 April 2023 - 21 July 2023 End of semester: 30 September 2023	
<b>EXAMS</b>	Please note: exams can take place during the course period or until the official end of semester in March (winter semester) / September (summer semester).	

# ACADEMIC INFORMATION

<b>LANGUAGE OF INSTRUCTION</b>	German is the main language of instruction. Some courses are taught in English. The availability of English-taught courses varies between study programmes.	
<b>STUDY PROGRAMMES FOR EXCHANGES (IF NOT STATED OTHERWISE IN THE PARTNERSHIP AGREEMENT)</b>	<div> <ul style="list-style-type: none"> <li>• African Culture &amp; Society</li> <li>• African Studies</li> <li>• Biochemistry</li> <li>• Biology</li> <li>• Business Administration</li> <li>• Chemistry</li> <li>• Computer Science</li> <li>• Culture &amp; Society (Sociology/Ethnology)</li> <li>• Engineering Science</li> <li>• English Studies</li> <li>• Etudes Francophone (Romanistik)</li> <li>• Geo-Ecology</li> <li>• Geography</li> </ul> </div> <div> <ul style="list-style-type: none"> <li>• German Studies</li> <li>• History</li> <li>• Law</li> <li>• Materials Science</li> <li>• Mathematics</li> <li>• Media Studies</li> <li>• Music</li> <li>• Philosophy and Economics</li> <li>• Physics</li> <li>• Study of Religion</li> <li>• Sport, Business &amp; Law (Sport)</li> <li>• Theatre Studies</li> </ul> </div>	
<b>MODE OF TEACHING</b>	The current mode of teaching at the University of Bayreuth is in-person / on campus. Please find our current hygiene measures and guidelines here: <a href="https://www.uni-bayreuth.de/en/corona">https://www.uni-bayreuth.de/en/corona</a>	

# EXCHANGE APPLICATION

<b>NOMINATION</b>	<p>In order to officially nominate students for the exchange programme, please fill out our Excel nomination form and send it back to us via e-mail to <a href="mailto:incoming-exchange@uni-bayreuth.de">incoming-exchange@uni-bayreuth.de</a>.</p>
<b>APPLICATION PROCESS</b>	<p>After the official nomination, students will receive an email containing all necessary information concerning the application procedure. UBT uses an online application form (MoveON). The link to the application portal will be sent to the students with the confirmation email.</p>
<b>APPLICATION DOCUMENTS</b>	<p>The following documents are requested in the online form:</p> <ul style="list-style-type: none"> <li>• copy of passport (or ID card)</li> <li>• <a href="#">confirmation form</a> signed by student and coordinator</li> <li>• official transcript of records</li> <li>• language certificate (if applicable)</li> <li>• ERASMUS students only: provisional Learning Agreement signed by student and home university</li> <li>• motivation letter</li> </ul>
<b>ADMISSION REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• <u>Official nomination</u>: students must be officially nominated for the exchange programme by their home university.</li> <li>• <u>Student status</u>: to be eligible to apply for the exchange programme, applicants must currently be enrolled as students at the home university.</li> <li>• <u>Academic background</u>: the exchange programme must be in coherence with study programme at home university (i.e. a student from Biology cannot join the exchange programme for Law students).</li> <li>• <u>Language requirements</u>: there are language requirements that apply to some study programmes (please see "language requirements" listed below).</li> </ul>
<b>LANGUAGE REQUIREMENTS</b>	<p>Generally, we advise all international students to have at least a B2 level language proficiency in English or German (depending on the language of instruction). However, it is only required to upload a language certificate with the application for the following three programs at the University of Bayreuth:</p> <ul style="list-style-type: none"> <li>• Study of Religion (German or English)</li> <li>• English Studies (English)</li> <li>• Law (German or English)</li> </ul> <p><u>Accepted language certificates:</u></p> <p>For German:</p> <ul style="list-style-type: none"> <li>• Goethe Certificate, at least B2</li> <li>• TestDaF, at least 12 points, but no area below 3 points</li> <li>• Telc, at least B2</li> </ul> <p>For English:</p> <ul style="list-style-type: none"> <li>• TOEFL, at least 75</li> <li>• IELTS, at least 5.5</li> </ul>
<b>ADMISSION</b>	<p>Admission letters will be sent out via e-mail by the student administration office (<a href="mailto:studierendenkanzlei@uni-bayreuth.de">studierendenkanzlei@uni-bayreuth.de</a>) approximately 4-6 weeks after the end of the application period.</p>





# FURTHER INFORMATION

<p><b>ACCOMODATION</b></p>	<p>If students wish to apply for a room in our student dormitories, they need to fill in the online application form of the <a href="#">Studentenwerk Oberfranken (SWO)</a>.</p> <p>The International Office cannot guarantee a place in a dormitory. The regional Association for Student Affairs (SWO) is a third-party provider and responsible for allocating rooms in the student dormitory.</p> <p>Detailed information on accomodation alternatives can be found <a href="#">here</a>. Further information and estimated living costs can be found <a href="#">here</a>.</p>
<p><b>COURSE CATALOGUE</b></p>	<p>On our <a href="#">cmlife</a> platform students can browse for courses (e.g. by faculty, study programme and language of instruction).</p> <p>Exchange students at UBT are <u>free to choose</u> from all available courses. Please note however, that the exchange nomination, application and admission the University of Bayreuth <u>must be in coherence</u> with the study programme at the home institution.</p> <p>As the University of Bayreuth always tries to provide up-to-date learning experiences with new and interesting topics, the final course catalogue for each semester is only available shortly before the beginning of the semester (winter semester courses - from end of August/beginning of September, summer semester courses - from end of January/beginning of February). Previous semesters can be used as a reference.</p>
<p><b>GERMAN LANGUAGE COURSES</b></p>	<p>Preparatory German language courses (fee-based) will be held by the IIK Bayreuth (Institute for International Communication and Foreign Cultural Exchange), an institute linked to the university. Please visit the <a href="#">IIK website</a> for more detailed information or contact our <a href="#">Welcome Services</a>.</p> <p>Students will also have the opportunity to attend free German courses at our <a href="#">Sprachenzentrum (Language Center)</a> once they enroll at the University of Bayreuth.</p>
<p><b>ARRIVAL AND FIRST STEPS IN BAYREUTH</b></p>	<p>Our <a href="#">Welcome Services</a> will guide you through arrival planning as well as your first steps in Bayreuth. FAQ sessions and mandatory orientation events for international exchange students will provide you with detailed information on:</p> <ul style="list-style-type: none"> <li>- arrival planning, visa, current COVID regulations</li> <li>- health insurance</li> <li>- enrolment procedure</li> <li>- registration for courses</li> <li>- buddy programme and student network events (<a href="#">ESN Bayreuth</a>)</li> </ul>





# ADDITIONAL MATERIAL

- [The University of Bayreuth \(Corporate Video\)](#)
- [The University of Bayreuth: Your home away from home. \(PDF Flyer\)](#)
- [International Bachelor's and Master's Programmes \(PDF Flyer\)](#)
- [Why Bayreuth? \(Website\)](#)
- [International Office of the University of Bayreuth \(Website\)](#)
- [Thinking Without Borders \(Website\)](#)
- [Welcome Services \(Website\)](#)
- [FAQ International Exchange Students \(Website\)](#)
- [The City of Bayreuth \(Video\)](#)
- [Student Life in Bayreuth - Dormitories \(Video\)](#)

## LET'S STAY IN TOUCH!



WEBSITE

[www.uni-bayreuth.de](http://www.uni-bayreuth.de)



FACEBOOK

[www.facebook.com/UniBayreuth](https://www.facebook.com/UniBayreuth)



TWITTER

[www.twitter.com/unibt](https://www.twitter.com/unibt)



INSTAGRAM

[@uni.bayreuth](#) / [@ubt\\_abroad](#) / [@welcomeubt](#)



YOUTUBE

[www.youtube.com/unibayreuth](https://www.youtube.com/unibayreuth)

