

Erasmus+ Programme

Inter-institutional agreement 2014/15 – 2020/21

<p>Between</p> <p>Institutional coordinator</p> <p>Administrative contact</p>	<p>Hochschule für Wirtschaft und Recht Berlin (D BERLIN06) Departments 3-5</p> <p>Susanne Fürstenberg, e-mail: fuerstenberg@hwr-berlin.de International Office Badensche Str. 52, 10825 Berlin Phone: +49 30 30877 1261, Fax: +49 30 30877 1269</p> <p>Saskia Wilming, e-mail: saskia.wilming@hwr-berlin.de, or: Katrin Mahnkopf, e-mail: katrin.mahnkopf@hwr-berlin.de International Office Alt Friedrichsfelde 60, 10315 Berlin Phone: +49 30 30877 2982</p>
<p>and</p> <p>Institutional coordinator</p> <p>Departmental coordinator</p>	<p>Univerza v Mariboru (SI MARIBOR01)</p> <p>Erasmus institutional Coordinator: Dr. Tatjana Welzer Družovec Contact person: Eva Škruba (incoming students) University of Maribor Slomškov trg 15, 2000 Maribor, Slovenia erasmus@um.si Phone: +386 2 23 55 446</p> <p>Erasmus faculty coordinator: Dr. Andrej Sotlar, Vice-dean for International Cooperation and Erasmus coordinator Faculty of Criminal Justice and Security Kotnikova 8, 1000 Ljubljana, Slovenia andrej.sotlar@fvv.uni-mb.si Phone: +386 1 300 83 32, Fax: +386 1 230 26 87</p>

The institutions name above agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

Mobility numbers: Student mobility for studies

Subject area	Study cycle	Direction	Number	Months (Total)	Departmental Coordinators SI MARIBOR01 / D BERLIN06
103 – Security Services	1, 2	DE > SI	3	15	Dr. Andrej Sotlar / Prof. Marcel Kuhlmei
103 – Security Services	1, 2	SI > DE	3	15	
041 – Public Administration	1, 2	DE > SI	2	18	Dr. Andrej Sotlar/ Prof. Christian Pracher
041 – Public Administration	1, 2	SI > DE	2	18	

Mobility numbers: Staff mobility for teaching/work shadowing

Subject area	Number	Direction	Average duration (days)	Departmental Coordinators SI MARIBOR01 / D BERLIN06
103 – Security Services	1	DE > SI	5	see above
103 – Security Services	1	SI > DE		
041 – Public Administration	1	DE > SI	5	
041 – Public Administration	1	SI > DE		

The partners commit to amend the table above in case of changes in the mobility data by no later than the end of January in the preceding academic year.

Further requirements and information for each institution are included in Annex 1 and Annex 2 to this Agreement („Institutional fact sheet“). These annexes are an integral part of this Agreement. Both institutions agree to send an update of the institutional information to the other party if significant changes occur.

This Agreement is valid for the duration indicated above and may be updated or terminated by mutual agreement. In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

Signatures of the legal representatives/heads of institutions of both institutions:

Name of institution: Hochschule für Wirtschaft und Recht Berlin	Name of institution: University of Maribor
Name and status of the official representative: Prof. Dr. Andreas Zaby Vice President	Name and status of the official representative: Prof. Dr. Danijel Rebolj Rector
Signature:	Signature:
Date:	Date:





Annex to Erasmus+ Programme - Institutional Factsheet

Inter-institutional agreement 2014/15 – 2020/2021

1. Institutional Information

1.1. Institutional Details

Name of the institution	Hochschule für Wirtschaft und Recht Berlin
Erasmus Code	D BERLIN06
EUC	29933
Institution website	www.hwr-berlin.de
Online course catalogue	https://campus4u.hwr-berlin.de

1.2. Main Contacts

Contact person	Prof. Dr. Andreas Zaby
Responsibility	Vice President International Affairs
Contact details	andreas.zaby@hwr-berlin.de / Fon: +49 30 30877 1003

Contact person	Ms Ingrid Sperber
Responsibility	Head of International Office Area coordinator for UK, EI, DK, SE, NO, FI, IS, NL, BE
Contact details	ingrid.sperber@hwr-berlin.de / Fon: +49 30 30877 1275

Contact person	Ms Susanne Fürstenberg
Responsibility	ERASMUS Institutional Coordinator – Bilateral Agreements Area coordinator for all the other countries
Contact details	fuerstenberg@hwr-berlin.de / Fon: +49 30 30877 1261

Contact person	Ms Antje Trettau
Responsibility	Department of Business and Economics Exchange coordinator - incoming students (except double degree and Turkey)
Contact details	incoming@hwr-berlin.de / Fon: +49 30 30877 1354

Contact person	Ms Katrin Hecker
Responsibility	Department of Business and Economics Exchange coordinator - incoming students (only double degree and Turkey)
Contact details	incoming@hwr-berlin.de / Fon: + 49 30 30877 1260



Contact person	Ms Christin Glassmann
Responsibility	Department of Business and Economics Exchange coordinator - outgoing students
Contact details	christin.glassmann@hwr-berlin.de, Fon: +49 30 30877 1362

Contact person	Ms Cathrine Caspari
Responsibility	Department of Cooperative Studies Exchange coordinator - incoming and outgoing students
Contact details	cathrine.caspari@hwr-berlin.de, Fon: +49 30 30877 2043

Contact person	Ms Saskia Wilming
Responsibility	Department of Public Administration, Department of Legal Studies, Department of Police and Security Management Exchange coordinator - outgoing students
Contact details	saskia.wilming@hwr-berlin.de, Fon: +49 30 30877 2982

Contact person	Ms Katrin Mahnkopf
Responsibility	Department of Public Administration, Department of Legal Studies, Department of Police and Security Management Exchange coordinator - incoming students
Contact details	katrin.mahnkopf@hwr-berlin.de, Fon: +49 30 30877 2986

Academic Coordinators	http://www.hwr-berlin.de/internationales/wege-ins-ausland/studium-im-ausland/studium-an-einer-partnerhochschule/vor-der-abreise/
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2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution in following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level*
Student mobility for Studies	Any	German or English	German B2, or B1, if intensive class will be taken English B2
Staff Mobility	Any	German or English	C1

* level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



1. Incoming students apply for the Free German Language Course by checking the corresponding box in the application form and completing a form. Students coming to our Campus Lichtenberg will receive an application form.
2. Students who have applied for the course must take a compulsory level test prior to the start of the course (mid-September for 1st semester/full year students and mid-March for 2nd semester students). The exact date and place will be provided to each student by e-mail well in advance. The courses will take place prior to the beginning of the year/semester. They are free of charge and will be offered at different levels.

2.2. Additional requirements

2.2.1. The number of students you will send may not exceed the number of students mentioned in this agreement. More specifically, we do not accept the mechanism by which shorter periods of stay allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, you may not freely send 2 students for 5 months, not even if their stay covers different semesters. Please take this into consideration when organising your students selection.

Department of Public Administration and Security Management: Please send an email request well in advance to the Incoming Officer (Departments 3-5), should you wish to send more students than mentioned in the agreement

2.2.2. Hochschule für Wirtschaft und Recht (HWR) Berlin has facilities for students with disabilities. Disabled students can contact our appointee for the interests of students with disabilities or chronic diseases: Prof. Dr. Christian Pracher at christian.pracher@hwr-berlin.de.

2.2.3. Master level students (M.A.) require 210 ECTS credits including a certain amount of credits in the respective specialisation. Students have to hand in transcripts of records additionally to the regular application documents. The learning agreement must be approved by the coordinator of the respective M.A. programme.

Department of Public Administration and Security Management: Please contact the Incoming Officer (Departments 3 – 5) to find out about specific requirements, if any of your students intend to visit M.A. courses in the Departments 3 – 5.

3. Calendar

3.1. Nomination procedure and Application deadlines

Department	Semester	Nomination period and deadline	Application deadline
Business and Economics (1)	1st	May 15 th – June 30 th	June 30 th
	2nd	November 1 st – 30 th	November 30 th
Cooperative Studies (2)	Any	Three months before the semester starts. Please take into account that this department has different semester dates ! SIS: March 1 st – 31 st	Two months before the semester starts. Please take into account that this department has different semester dates ! SIS: March 31 st



Public Administration(3) Legal Studies (4) Police and Security Management (5)	1st	May 15 th – June 15 th	June 15 th
	2nd	November 1 st - 30 th	November 30 th

3.2. Decision Response

Following the nominations we will send the link for application and respective documents to the students within two weeks after the deadline. The decision for enrolment of M.A. students will be made on an individual basis.

3.3. Transcripts of Records

A Transcript of Records will be issued by the receiving institution no later than eight weeks after the assessment period has finished.

3.4. Termination of the agreement

Hochschule für Wirtschaft und Recht (HWR) Berlin agrees on the present agreement and the activities listed. It replaces any other previous Erasmus agreement. For each academic year, HWR Berlin will give the opportunity to review the exchange numbers. After notifying the partner institution, and if mutually agreed upon, amendments of the mobility figures can be made annually. One of the parties may also decide to cancel the agreement, after having notified the partner institution no later than one year prior to the start of the respective academic year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

4. Information

4.1. Grading System

Grading Scale:

HWR Berlin - Grade		European Grade		Assertion
1,0 – 1,5	Sehr gut	A (1,0 – 1,5)	Excellent	An excellent performance.
1,6 – 2,5	Gut	B (1,6 – 2,0)	Very good	A very good performance, which clearly rates above average or above average expectation.
		C (2,1 – 3,0)	Good	A good performance, which rates above average expectation.
2,6 – 3,5	Befriedigend	D (3,1 – 3,5)	Satisfactory	A satisfactory performance which complies with average expectation.
3,6 – 4,0	Ausreichend	E (3,6 – 4,0)	Sufficient	A performance which for all its deficiencies sufficiently complies with average expectation.
> 4,0	Nicht bestanden	F/FX (> 4,0)	Fail	An exceptionally poor performance which due to severe deficiencies does not comply with the expectations.



4.2. Visa

In principle every student needs a visa to study in Germany. However, this does not apply to EU nationals or citizens of Iceland, Liechtenstein, Norway and Switzerland.

<https://www.daad.de/deutschland/nach-deutschland/bewerbung/en/9199-visa-entry-into-the-country/>

<http://www.hwr-berlin.de/en/study-at-hwr-berlin/exchange-students/schoeneberg-campus/organising-your-stay/after-arriving-first-steps/>

Assistance is provided in terms of invitations, information and guidance.

4.3. Health Insurance

Students from EU Member States / EEA countries and Switzerland can use their European Health Insurance Card or an EHIC Provisional Replacement Certificate. Private insurance cover / confirmation has to be recognized by a statutory health insurance company in Berlin. This can be done at the International Office after your arrival in Berlin. All other students have to buy student health insurance. Assistance is provided.

4.4. Housing

HWR Berlin does not have its own on-campus accommodation and therefore is not in a position to guarantee rooms to exchange students. However, there are several possibilities for exchange students to find accommodation during their stay in Berlin. Assistance is provided.

<http://www.hwr-berlin.de/en/study-at-hwr-berlin/exchange-students/schoeneberg-campus/registration/accommodation-in-berlin/>

For Campus Lichtenberg students, the International Office will send out a list with web links and addresses in order to help them finding accommodation.