

Information for Students on Exchange

A. University	Ruprecht Charles University of Heidelberg (Heidelberg) https://www.uni-heidelberg.de/courses/prospective/admission_int/guide/online_guide_index.html
B. Country	Germany
C. Academics	
i) Module Mapping & Credits Transfer	Please ensure that your Study Plan is approved by the academics at your home faculty before the exchange. Modules approved in the past might not be offered by the host university or approved by your faculty when it is time for your exchange. Please check the latest course offerings at the host universities while you are preparing your Study Plan.
ii) Academic Calendar	Semester 1: Mid-October to Early February (exam might be in March) Semester 2: Mid-April to End July (exam might be in August / September) http://www.uni-heidelberg.de/courses/date/dates.html
iii) Exchange Duration	Semester 2 exchange is recommended due to the severe overlapping of academic calendar.
iv) Examination	Students are expected to attend the mandatory examination at Heidelberg during the official examination period until September. Be aware that earlier or extra examinations for exchange students might not be available and subjected to host university's discretion and approval. Examination dates vary between Heidelberg departments but generally take place between July and September in semester 2. Please approach the respective Heidelberg's departmental coordinator <u>at the start of your exchange</u> for the exact examination dates. If the examination date clashes with NUS' academic calendar, please consider taking alternative modules which allows you to have the examination by late July. Leave of Absence from NUS is subjected to your home faculty's approval and is not guaranteed.
v) Curriculum Structure	Most courses are taught in German. Both bachelor level and master level courses are available.

	<p>Exchange students are usually admitted in one or two subjects (to be declared on the application form) which they should have studied for at least one year at their home university.</p> <p>Exchange students are still allowed to participate in courses of a subject for which they are not registered with the permission of the relevant professor.</p> <p>Without profound knowledge of the subject or the language of instruction expectations to successfully pass the course should be lowered. Credits are usually only awarded for courses passed successfully. Prior consultation with the professor is strongly advised.</p> <p>For more course information, please refer to http://www.uni-heidelberg.de/studium/imstudium/vorlesungen/</p>
<p>vi) Entry Requirements</p>	<ul style="list-style-type: none"> (a) registered as a full-time undergraduate student of NUS (b) have successfully completed at least two (2) semesters of study at NUS upon admission to the host university; (c) not eligible for exchange in the graduating year (d) a student of good standing at NUS with <ul style="list-style-type: none"> a. a minimum upper division second class honours or; b. a minimum B average grade or ; c. a CAP of at least 3.0 (out of 5) for NUS students
<p>vii) Language Proficiency Requirements</p>	<p>In general, teaching and examinations are conducted in German in most disciplines. You should therefore have at least a C1 level of German proficiency under the Common European Framework of Reference for Languages in order to effectively follow your courses.</p> <p>Students who need additional support regarding their German language proficiency are offered a large variety of different language programmes at the University's International Study Center. All exchange students are encouraged to attend the preparatory German language course in the month before lectures begin March. Language instruction specifically designed for exchange students at all levels is also offered during the semester, supplementing regular university courses. An overview of the courses offered can be found here.</p> <p>Exchange students whose language proficiency is not sufficient for taking part in university courses in their subject may be admitted to a full-time German language course upon prior consultation with the International Relations Office (<i>Akademisches Auslandsamt</i>) (20 hours of teaching per</p>

	<p>week). The course fee for the full-time German language course for students on levels from A1.1 to A2.2 will be covered by the International Relations Office of Heidelberg University. For students on level B1.1 there are general German language courses for 4 to 8 hours a week, supplementing the university course. In individual cases students on this level can participate in the full-time German language course after prior consultation with the exchange coordinator.</p> <p>Language instruction specifically designed for exchange students at all levels is also offered during the semester, supplementing regular university courses. An overview of the courses offered can be found at: http://www.isz.uni-heidelberg.de/e_index.html and http://www.isz.uni-heidelberg.de/ISZ_SBK_SS2018_en.pdf</p>
<p>viii) Faculties & Schools accepting exchange students</p>	<p>You should have at least a C1 level of German proficiency under the Common European Framework of Reference for Languages in order to effectively follow your courses.</p> <p>An overview of the courses offered can be found at: http://www.uni-heidelberg.de/studium/imstudium/vorlesungen/</p> <p><u>Please search carefully for suitable modules which you can take if you do not know German.</u></p>
<p>ix) Module restrictions and pre-requisites</p>	<p>Please note that modules from Faculty of Medicine and Faculty of Dentistry are not open to exchange students. Access to courses in Biosciences and Law is restricted.</p> <p>For other restrictions, please refer to this link.</p> <p>Exchange students are usually admitted in one or two subjects (to be declared on the application form) which they should have studied for at least one year at their home university. Exchange students are still allowed to participate in courses of a subject for which they are not registered with the permission of the relevant professor but prior consultation with the Heidelberg's professor is strongly advised.</p>
<p>D. Application</p>	
<p>i) Procedures</p>	<p>Students can apply for SEP one year in advance through their home faculty in NUS between September and June. Please look out for your faculty's announcement regarding the application period.</p> <p>Once you have been selected by your home faculty for SEP, your faculty will contact you and provide information regarding application with your host</p>

	<p>university. Please prepare the necessary documents before the start of the application period at your host university.</p> <p>Nominated students need the following documents for the hardcopy application to the host university:</p> <ol style="list-style-type: none"> 1. A passport photo 2. An official transcript from NUS 3. A copy of the ID page of your passport <p>Pass the above supporting document to your Dean’s Office. Thereafter, NUS Registrar’s Office will consolidate all application and supporting documents from various NUS faculties and schools and send a batch delivery to Heidelberg.</p> <p>The longer you took to prepare your application materials to Heidelberg, the later you will get a reply on your application status.</p>
<p>ii) Deadlines</p>	<p>All NUS student must abide by the internal application deadline set by their home faculty for exchange participation in the following academic year. After clearing the internal application and selection process, selected students will be nominated to Heidelberg for the exchange. Only nominated students will be able to apply as fee-waiver exchange students.</p> <p>Students have to take note of the application deadline set by the host university.</p> <p>Deadline for submitting application to host university: Semester 2 (summer): 15 December</p> <p>Failure to submit a formal application to the host university will result your exchange being forfeited even if you have been selected by NUS for the exchange.</p>
<p>E. Accommodations</p>	
<p>i) University Accommodation</p>	<p>Student residences at Heidelberg University are administered by the <i>Studierendenwerk</i>, an independent organization providing various services to the student population. Although the number of available rooms is quite limited (only 13 per cent of all Heidelberg students can be housed in student residences), the <i>Akademisches Auslandsamt</i> cooperates with the <i>Studierendenwerk</i> to secure rooms in student residences for international exchange students coming to Heidelberg.</p> <p>The <i>Studierendenwerk</i> maintains a large variety of student residences. Almost all of them were built after 1983 or have recently been renovated (many of the buildings in the Altstadt are renovated heritage properties). Students usually stay in single rooms sharing kitchen and bathrooms in</p>

	<p>groups of 2 – 4, or in dormitories with kitchens and bathrooms on each floor. There is also a small number of single apartments available. The residences are located in different parts of the city and very close to public transport. Shopping areas are usually nearby. More detailed information about <i>Studierendenwerk</i> student residences (including pictures of each residence) is available on-line at http://www.studentenwerk.uni-heidelberg.de/wohnen</p> <p>In some of the dormitories internet access is available but this cannot be guaranteed. Further, the internet access in the dorms is usually cable bound and only a few have wireless LAN access. Internet access is not available in some dormitories located in Heidelberg's old town (<i>Altstadt</i>).</p> <p>The application materials which resides in NUS internal SharePoint include a form "Application and Immatriculation as an Exchange Student – Part 2: Housing". Please use this form to apply for accommodation. Students who have special housing needs due to a disability, allergy or other health problems should indicate this on their application.</p> <p>Students who have contract that ends in August or September are expected to pay for the rental until August or September. There will be no refund of the rental if you leave the student accommodation earlier.</p>
<p>ii) Private Accommodation</p>	<p>Students who prefer to live in private accommodation can receive information about private rooms and apartments in the area through the accommodation service at the <i>Akademische Auslandsamt</i>. Our accommodation service can be found at room # 32 in Seminarstrasse 2 or contacted via e-mail at aaazimmer@zuv.uni-heidelberg.de. The <i>Studierendenwerk</i>'s accommodation service can be found at the Info Café International.</p> <p>Please note that private sector rents are considerably higher than rents in student residences (a minimum of €300 – €350 plus a deposit of two to three months' rent).</p>
<p>F. Visa</p>	
<p>Consular/Visa Regulation</p>	<p>EU citizens and citizens from the following countries do not need a visa to enter Germany: Australia, Canada, Honduras, Iceland, Israel, Japan, Korea, Liechtenstein, Monaco, New Zealand, Norway, San Marino, Switzerland and the United States. However, after entering Germany, you will have to apply for a residence permit at the local "Auslaenderbehörde" (Immigration Office) if you are staying for more than three months.</p> <p>Students from all other countries must apply for a visa for study purposes via the German diplomatic representation in their home country. You must not under any circumstances travel to Germany on a tourist visa.</p>

	<p>All students are advised to open a German bank account and then apply for the necessary visa immediately upon the receipt of the official offer letter/email from their host university.</p> <p>Some visa application process could take up to 2 months to process. Your exchange at the host university depends on the clearance by the immigration of the host country.</p> <p>For more visa information, please refer to https://singapur.diplo.de/sg-en/service/05-VisaEinreise/-/1349502</p> <p>For more guidance on the visa application, please login NUS VPN and access the information on SharePoint shared in the pre-departure briefing slides.</p>
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G. Safety, Health & Medical Insurance

<p>i) Health/Medical Insurance</p>	<p><i>It may become mandatory to purchase student health insurance in Germany even if the student stays for only one semester. Health insurance coverage from their home country will not be accepted by the authority for resident permit application.</i></p> <p>You can take out the health insurance in Germany. All international students under the age of 30 have the possibility to take our German state health insurance for students (approx. €546 per semester; €91 per month).</p> <p><i>Please note:</i> Even if you sign a German state health insurance contract in March/September, and take care of your enrolment at the beginning of March/ September, your insurance coverage will be effective as of 1st April/ 1st October.</p> <p>For this reason, Heidelberg strongly recommend that you bring extra insurance coverage from home for the period between your arrival and 1st April / 1st October.</p> <p>Students are strongly recommended to take out personal liability insurance as well. Liability insurance covers cases in which the property of a third party is damaged or their person injured (e.g. from a bike accident or as a pedestrian). This type of insurance can be taken out in Germany after your arrival or in your country of residence. (Costs between €40 and €50 per year.)</p> <p>For more information, please refer to this link.</p> <p>All registered NUS students are covered under the university health insurance and the blanket travel insurance. For more information on the university health insurance coverage, please refer to</p>
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	<p>http://www.nus.edu.sg/uhc/healthservice/insurance-schemes/undergraduate-scheme.html.</p> <p>For more information on NUS blanket travel insurance, please refer to http://www.nus.edu.sg/finance/InsuranceCoverforOfficialNUSTrips.html</p>
ii) Emergency Number at host university	<p>+49-6221-54 12734</p> <p>110 (for police)</p> <p>112 (for medical services and fire brigade)</p>

H. Cost of Living

i) Estimated Monthly Living Expenses	<table border="1"> <thead> <tr> <th>Breakdown of Costs</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Accommodation (for a dorm room)</td> <td>€220 - €350</td> </tr> <tr> <td>Food</td> <td>€170 - €220</td> </tr> <tr> <td>Insurance (with state health insurance provider)</td> <td>€91</td> </tr> <tr> <td>Others (Entertainment, clothes, telecommunication)</td> <td>€65 - €200</td> </tr> <tr> <td>Monthly Estimate</td> <td>€746 - €861</td> </tr> </tbody> </table>	Breakdown of Costs	Cost	Accommodation (for a dorm room)	€220 - €350	Food	€170 - €220	Insurance (with state health insurance provider)	€91	Others (Entertainment, clothes, telecommunication)	€65 - €200	Monthly Estimate	€746 - €861
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<p>Additional costs:</p> <p>Student has to pay for the semesterticket of € 165 per semester. The seemsterticket includes transportation. Refer to information here: https://www.studentenwerk.uni-heidelberg.de/en/servicepacket. The Studentenwerksbeitrag contribution is € 75 per semester.</p> <p>Information on cost of living:</p> <p>http://www.uni-heidelberg.de/courses/prospective/admission_int/guide/pre-departure_information.html#financial</p> <p>Financial Planning:</p> <p>http://www.uni-heidelberg.de/courses/prospective/admission_int/guide/pre-departure_information.html</p> <p>In order to receive a residence permit, you need to present to the Ausländerbehörde (local foreigner's registration office) a statement of financial support proving that you have at least €735 to live on for each month of your stay. This can either be a bank statement, a notarized parental letter or a scholarship certificate.</p>													

I. Other Useful Information

**Online guide for
exchange students**

[http://www.uni-
heidelberg.de/courses/prospective/admission_int/guide/online_guide_inde
x.html](http://www.uni-heidelberg.de/courses/prospective/admission_int/guide/online_guide_index.html)