

# INSTITUTE OF POLITICAL SCIENCE HEIDELBERG ERASMUS PROGRAMME



## INFORMATION FOR INCOMING STUDENTS

We are very pleased that you will spend your semester abroad at the Institute of Political Science at Heidelberg University.

In this document you will find the most important information, contact details and procedures for your stay. Please save this document and check it before asking any questions. Many questions are answered in detail here.

## TABLE OF CONTENTS

<b>GENERAL INFORMATION</b> .....	<b>2</b>
<b>IMPORTANT LINKS</b> .....	<b>2</b>
<b>ACADEMIC CALENDAR</b> .....	<b>3</b>
<b>LANGUAGE OF COURSES</b> .....	<b>3</b>
<b>GENERAL GRADING SYSTEM</b> .....	<b>3</b>
<b>COURSE SELECTION</b> .....	<b>4</b>
<b>ECTS-SYSTEM</b> .....	<b>4</b>
<b>BEFORE YOUR ARRIVAL IN HEIDELBERG</b> .....	<b>5</b>
<b>DURING YOUR STAY</b> .....	<b>6</b>
<b>AFTER YOUR STAY: RECEIVING YOUR TRANSCRIPT OF RECORDS</b> .....	<b>6</b>
<b>CLOSING REMARKS</b> .....	<b>7</b>

**Last Updated: June 2024**

## GENERAL INFORMATION

Our service for foreign students is divided into two parts:

<p><b>The International Office:</b></p> <p>responsible for enrolment, language course and accommodation</p> <p><b>Contact Details:</b></p> <p>ERASMUS Incoming Office Seminarstr. 2 69117 Heidelberg <a href="mailto:incoming-erasmus@zuv.uni-heidelberg.de">incoming-erasmus@zuv.uni-heidelberg.de</a></p>	<p><b>The Institute of Political Science Erasmus team:</b></p> <p>Provides guidance regarding the academic part of your stay abroad.</p> <p><b>Contact Details:</b></p> <p>ERASMUS Assistants Emily Burkhart &amp; Jonas Birkholz Bergheimerstr. 58, Room 03.023 69115 Heidelberg <a href="mailto:erasmus@ipw.uni-heidelberg.de">erasmus@ipw.uni-heidelberg.de</a></p>
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If you have any questions concerning your Learning Agreement please message the Erasmus-coordinator Mrs. Dumitrescu. For all other questions, please contact the Erasmus team first, not the coordinator.

<p><b>Contact Details – Erasmus coordinator:</b></p> <p>Dr. Delia Dumitrescu Seminarstr. 2 Bergheimerstr. 58 69115 Heidelberg <a href="mailto:delia.dumitrescu@ipw.uni-heidelberg.de">delia.dumitrescu@ipw.uni-heidelberg.de</a></p>
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## IMPORTANT LINKS

- Heidelberg University: <https://www.uni-heidelberg.de/en>
- Studying at Heidelberg University: <https://www.uni-heidelberg.de/en/study>
- Studying at the Institute of Political Science: <https://www.uni-heidelberg.de/politikwissenschaften/erasmus/international.html>
- Application & Enrolment Procedures: <https://www.uni-heidelberg.de/en/study/international-studies/studying-in-heidelberg>
- Course Selection at the Institute of Political Science: [https://www.uni-heidelberg.de/politikwissenschaften/semesterinfo\\_en.html](https://www.uni-heidelberg.de/politikwissenschaften/semesterinfo_en.html)

## ACADEMIC CALENDAR

For more information: <https://www.uni-heidelberg.de/en/study/management-of-studies/key-dates-deadlines/further-semester-dates>

Summer semester 2024	Lecture period	15 April 2024 to 27 July 2024
	Free period	Public holidays of the state of Baden-Württemberg
Winter semester 2024/2025	Lecture period	14 October 2024 to 08 February 2025
	Free period	23 December 2024 to 06 January 2025

## LANGUAGE OF COURSES

Some, but not all, courses at the Institute of Political Science are taught in English. Most courses are taught in German. You can find information on the language of instruction in our university portal "HeiCO". [More information about this portal can be found below.](#)

Often, the Heidelberg Center for American Studies (HCA) or the South-Asia Institute (SAI) offer English courses. Incoming students can enroll in courses outside of the Institute of Political Science (IPW).

## GENERAL GRADING SYSTEM

German Grade	International Grade
1,0 - 1,5	A - very good
1,6 - 2,5	B - good
2,6 - 3,5	C - satisfactory
3,6 - 4,0	D - sufficient
5,0	F - Fail

## COURSE SELECTION

At the Institute for Political Science, courses can basically be chosen freely. You can find an overlook over all courses in our university portal "HeiCO".

**Course Overview in HeiCO:** [https://heico.uni-heidelberg.de/heico/ee/ui/ca2/app/desktop/#/slc.tm.cp/student/courses?\\$ctx=lang=en&\\$skip=0&objTermId=185&orgId=1](https://heico.uni-heidelberg.de/heico/ee/ui/ca2/app/desktop/#/slc.tm.cp/student/courses?$ctx=lang=en&$skip=0&objTermId=185&orgId=1)

Both at the undergraduate level and the graduate level, one full module consists of either one lecture and one seminar in the same field of study (e.g. International Relations) or two seminars in the same field of study. Please get in contact with your Home University for their criteria in which and how many courses/ modules you should complete during your stay.

**For more Information on Course Selection via HeiCO** please visit this website: [https://www.uni-heidelberg.de/politikwissenschaften/semesterinfo\\_en.html](https://www.uni-heidelberg.de/politikwissenschaften/semesterinfo_en.html)

You can download a **HeiCO Course Selection Manual** here: [https://www.uni-heidelberg.de/md/politik/anleitung\\_heico\\_englisch.pdf](https://www.uni-heidelberg.de/md/politik/anleitung_heico_englisch.pdf)

## ECTS-SYSTEM

For graded certifications the following ECTS-points are given by the Institute for Political Science:

Undergraduate Level (BA)	Credits
<b>Compulsory modules</b>	
Attended lecture only with the requirement of attendance	2 ECTS-points
Attended lecture plus exam/term paper	4 ECTS-points
Seminar Course presentation	2 ECTS-points
Seminar exam	4 ECTS-points
<b>Elective modules</b>	
Seminar Course presentation	2 ECTS-points
Term paper	6 ECTS-points

Graduate Level (MA)	Credits
Single course of elective module with longer term paper and presentation	8 ECTS-points
Single course of elective module with short essay and presentation	4 ECTS-points
Course of comprehensive skill module (presentation)	2 ECTS-points

Normally, there will not be given any ECTS-points for lectures or seminar without an examination, through either a written or oral exam / presentation or a term paper. There are some exceptions, where credits are given for regular attendance.

**You must register online (via HeiCO) not only for the courses but also for every examination. Presentations must be registered around the beginning of November (for the winter semester) resp. the beginning of May (for the summer semester), and term papers and essays by February resp. July the latest. Please be aware that these dates can change. For written examinations, the last chance to sign in/out is one week before the exam.**

If you would like to choose courses from other faculties, please be sure to inform on registration, ECTS-points, deadlines etc. on your own via the course catalogue or the lecturers. If you should still have questions, please contact us by the e-mail address listed above.

## BEFORE YOUR ARRIVAL IN HEIDELBERG

- Regarding the search for **accommodation**, please contact the Studierendenwerk <https://www.studentenwerk.uni-heidelberg.de/en>
- Regarding your **enrolment**, please follow the instructions provided to you by the International Office.

This and further important information can be found in the info package sent to you by the **International Office**. Please also visit the [International Office's Webpage](#).

Further information on the Erasmus program of the Department of Political Science can be found on [our webpage](#).

**If you have any further questions, please do not hesitate to write an e-mail to our Erasmus team.** You can also make an appointment for a digital office hour by simply writing us an e-mail.

## DURING YOUR STAY

Heidelberg is a beautiful city that is not only ideal for studying, but also for relaxing and enjoying yourself.

**The Erasmus Student Network** always offers several events, parties and joint excursions. You can find more information here: <https://heidelberg.esn-germany.de>

**The political science student council** also has various offers and can help you with any questions you may have. You can find their website here: <https://fs-politik.stura.uni-heidelberg.de>

If you are looking for something to do at night, you can also search for interesting sights on **the city's website**: <https://www.heidelberg.de/hd/HD/Besuchen/Sehenswertes.html>

**Mental health** is important. If you experience any difficulties during your time in Heidelberg, there are various services offered by the university. You are not alone, even if you are hundreds of kilometres away from home. You can find more information here: <https://www.uni-heidelberg.de/en/newsroom/we-are-shocked-and-shaken-sympathy-and-solidarity-from-all-over-the-world/help-and-advice>

## AFTER YOUR STAY: RECEIVING YOUR TRANSCRIPT OF RECORDS

For more Information please visit: <https://www.uni-heidelberg.de/politikwissenschaften/erasmus/after.html>

### Checking out your grades before receiving the transcript:

Courses, which are attended at our department, will be recorded online. You can check on your enrolment for courses, your registrations for examinations and your credits and grades obtained online as soon as they are registered. To do so, please access our online system HeiCO.

### What you need to do to receive a Transcript of Records:

To receive a ToR you will need to send a filled in "List of Courses" to the Erasmus Assistants via E-mail.

Download the List of Courses Form here: [https://www.uni-heidelberg.de/md/politik/erasmus/list\\_of\\_courses\\_22-23.docx](https://www.uni-heidelberg.de/md/politik/erasmus/list_of_courses_22-23.docx)

In addition to the List of Courses, we require proof for all courses listed on the form.

<p><b>Courses taken at the IPW</b></p>	<p>You <u>do not need to</u> send proof for these courses, as we will receive this information from the examinations office</p>
<p><b>Courses <u>not</u> taken at the IPW</b></p>	<p>These Courses <u>will need to</u> be certified by a written document, called "Schein".</p> <p>Each department or faculty has blank forms of written certificates, which can be received from their secretary's office, online on their webpage or directly from the lecturer.</p> <p>The grades and ECTS you received need to be listed on these Scheine.</p>

Please make sure, to send the filled in List of Courses **together in one E-Mail** with all supporting certificates to [erasmus@ipw.uni-heidelberg.de](mailto:erasmus@ipw.uni-heidelberg.de) at the end of your stay. Please hesitate from sending multiple E-Mails with single documents.

**A transcript will only be issued if you have sent in all mentioned documents.**

## Closing remarks

Please save this document or even print it out. It is a good constant companion during your stay at the Institute of Political Science in Heidelberg.

But the most important thing at the end: Enjoy your time in Heidelberg and in Germany. Studying abroad is not only about learning, but also about gaining experience. And we hope you have a great experience here!

*“Educational exchange can turn nations into people,  
contributing as no other form of communication can to the  
humanizing of international relations.”*

*- J. William Fulbright*