



## Institutional Factsheet 2024/2025

### 1. Institutional Information

#### 1.1. Institutional details

Hochschule Bielefeld – University of Applied Sciences and Arts (HSBI)	
Address	International Office Interaktion 1 33619 Bielefeld, Germany
Erasmus Code	D BIELEFE02
ECHE	29725-LA-1-2014-1-DE-E4AKA1-ECHE
Institution website	<a href="http://www.hsbi.de">www.hsbi.de</a>
Online course catalogue	<a href="https://www.hsbi.de/en/international-office/incoming-exchange-students/module-catalogues">https://www.hsbi.de/en/international-office/incoming-exchange-students/module-catalogues</a>

#### 1.2. Main contacts

<b>Contact person</b>	Vanessa Schaut
<b>Responsibility</b>	Erasmus+ Institutional Coordinator
<b>Contact details</b>	Phone: +49 521 106 70799 - Email: <a href="mailto:vanessa.schaut@hsbi.de">vanessa.schaut@hsbi.de</a>

<b>Contact person</b>	Veronika Schwarz
<b>Responsibility</b>	Erasmus+ Administration
<b>Contact details</b>	Phone: +49 521 106 70883 - Email: <a href="mailto:veronika.schwarz@hsbi.de">veronika.schwarz@hsbi.de</a>

<b>Contact person</b>	Hannah Möhring
<b>Responsibility</b>	Advisor for international students
<b>Contact details</b>	Phone: +49 521 106 70093 - Email : <a href="mailto:hannah.moehring@hsbi.de">hannah.moehring@hsbi.de</a>

<b>Contact person</b>	Felix Kraemer
<b>Responsibility</b>	Advisor for outgoing students and interns
<b>Contact details</b>	Phone: +49 521 106 70877 - Email : <a href="mailto:felix.kraemer@hsbi.de">felix.kraemer@hsbi.de</a>

## 2. Detailed requirements and additional information

### 2.1. Mandatory language skills

The sending institution, 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	<b>Business Administration Engineering and Mathematics</b>	German	B2
	<b>Social Studies, Arts &amp; Design, IT</b>	German	B1
	<b>Business Administration Engineering and Mathematics</b>	English	B2
	<b>Social Studies, Arts &amp; Design, IT</b>	English	B1
Staff Mobility for Teaching	Any	German or English	B2

\* Level according to Common European Framework of Reference for Languages (CEFR), see

<https://europa.eu/europass/en/common-european-framework-reference-language-skills>

For more details on the language of instruction recommendations, please refer to our course catalogue.

Information about courses taught in English: <https://www.hsbi.de/en/international-office/incoming-exchange-students/students-information> on the left under "Downloads".

**Note:** Courses taught by Bielefeld School of Business cannot be combined with courses taught in the Faculty of Engineering and Mathematics.

### 2.2. Additional requirements

Erasmus code	Selection criteria	
	incoming	outgoing
D BIELEFE02	<ul style="list-style-type: none"> <li>Language skills via language certificate</li> <li>Academic achievements</li> <li>Portfolio (Faculty of Design and Art)</li> </ul>	<ul style="list-style-type: none"> <li>Motivation</li> <li>Academic achievements</li> <li>Language skills</li> </ul>

Hochschule Bielefeld – University of Applied Sciences and Arts (HSBI) is prepared to welcome students or staff with visual or hearing impairment. However, a few of the buildings are not accessible for students or staff with serious physical impairments (esp. serious walking impairment; wheelchair bound).

### 2.3. Calendar

#### 2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

<b>Autumn term</b> (starts in September)	<b>15 March – 30 April for nomination by the coordinator</b> <b>01 April – 15 May for student application</b>
<b>Spring term</b> (starts in March)	<b>15 September – 30 October for nomination by the coordinator</b> <b>01 October – 15 November for student application</b>
<b>Semester dates 2024/2025:</b>	
• <b>Autumn term</b>	<b>06.09.2024 – 28.02.2025 (including Freshers' Weeks and Exam Period)</b>
• <b>Spring term</b>	<b>07.03.2025 – 18.07.2025 (including Freshers' Weeks and Exam Period)</b>

#### 2.3.2. Decision Response

We will send our decision within one month after the deadline (15 June for autumn term, 15 December for spring term).

#### 2.3.3. Transcripts of Records

A Transcript of Records will be issued 6 weeks after the publication of grades at our institution.

### 3. Additional information

#### 3.1. Grading system

Hochschule Bielefeld - University of Applied Sciences and Arts (HSBI)		
German grade		Description
1,0 / 1,3	A	Excellent
1,7 / 2,0	B	Very Good
2,3 / 2,7 / 3,0	C	Good
3,3 / 3,7	D	Satisfactory
4,0	E	Sufficient
5,0	F	Fail

#### 3.2 Accommodation

Our institution supports international students /staff in finding accommodation, according to the requirements of the ERASMUS Charter for Higher Education. It offers allocated places in student residences and informs about offerings in private accommodation, as there are not enough places in student residences available.

#### 3.3 Living Costs

Monthly 800 – 900 EUR (for housing, meals, books, trips etc). In addition appr. 320 EUR semester contribution to be paid before enrolment. This contribution includes a ticket for free public transport in the city and area of Bielefeld and on regional trains/buses in North-Rhine Westphalia for the whole semester, i.e. six months.

#### 3.4 Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by our incoming coordinator and advisor for international students.

#### 3.5 Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

We will inform incoming students of cases in which insurance cover is not automatically provided.