

ECTS-Handbook

Diploma Programme in Information and Communication Technology

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Foreword

Welcome!

We are pleased and honoured by your interest in the courses of the University of Applied Sciences, Basel.

Part of the University of Applied Sciences, Northwestern Switzerland, the UASB has committed itself to high standards since its foundation. It is our declared aim to provide our graduates with an excellent basis for their later professional career. Besides solid and practically-oriented specialist knowledge we also teach personal and life skills which enable our students to become recognised authorities in their fields and exemplary managers.

Teaching in classes means that students receive above-average individual attention and that their talents are furthered. Thanks to the fact that the UASB combines the fields of technology, economics and design there are numerous opportunities to train cross-disciplinary thought processes and conduct. Of great benefit are also the varied research and service projects carried out by our professors and other faculty. This aspect ideally reinforces the practical bias of the teaching and ensures that course content remains up to date, in addition to defining and developing practice-oriented student projects throughout the course. In this way students learn and consolidate the core skills needed for their later professional activity.

We gladly invite you to start a course of studies at our university. Our academic courses will inspire you as will the cultural wealth of Basel, the city where three countries meet. We wish you interesting student days, a lot of pleasure and a successful graduation. Seize the chance!

Prof. Dr. Richard Bühner, Director UASB

I. What is ECTS ?

ECTS means “European Credit Transfer System” and was developed by the EU Commission in order to guarantee the recognition abroad of student achievement. It provides a way of measuring and comparing the student’s learning achievements, and transferring them from one institution to another.

The ECTS system is based on the principle of reciprocal recognition and mutual trust.

The few rules regarding the information about the courses that can be chosen, the agreement between home and host institution and the use of the credit points showing student achievement were drawn up so as to strengthen this mutual recognition and trust. Every ECTS study programme describes the courses offered in detail together with the credits awarded. This recognition of student achievement and diplomas is an important prerequisite for the creation of a European education area in which students and teachers alike can move freely.

ECTS Credits

ECTS Credits are points whose allocation is based on the student workload completed.

They reflect the quantity of work each course unit requires in relation to the total quantity of work necessary to complete the foundation course, the development year and the specialisation year. The student workload consists of lectures, practicals and private study and includes every form of work needed to prepare for an examination. ECTS credits express a relative value.

Basically, 60 ECTS points are allocated each to the foundation, development and specialisation years, with 30 points per semester (20 points per semester in the case of part-time study). ECTS are applied to all courses offered by the institution and are not specially developed for courses attended only by exchange students.

Each institution allocates credits to all the course units of the full programme structure. Participation in electives which are an integral part of the degree programme is also credited. However, participation in electives which are not an integral part of the programme is not credited. Non-credit courses may be mentioned in the transcript of records.

Credits are only awarded to students who **successfully complete** the full course by satisfying the assessment requirements.

ECTS Students

Exchange students will be awarded full credits for every course that they successfully complete at the partner institution. They can transfer these academic credits from one institution to another provided that prior agreement has been reached by the institutions.

Any student can participate in the programme subject to the availability of places and the consent of the home institution

The majority of ECTS students study for a limited period at one host institution and then return home. Some may decide to remain at the host institution and complete their studies there. Others still may opt to go on to a third institution to continue their studies. In all cases students are obliged to comply with the legal requirements of the country and the regulations of the institution in which they sit their exams.

When the student returns, having successfully completed the programme previously agreed by the home and host institutions, the transfer of credits will take place. The student can continue to study at the home institution without loss of time or credits.

However, any students who decide to remain at the host institution and complete their studies there must adapt their course of studies to the legal, institutional and specific subject requirements of that country and of the department within the institution.

Students can only receive a grant if they meet the general requirements for an ERASMUS grant, which are:

- Participating students must be a citizen of a country of the European Union or one of the EFTA countries; for a student of the FHBB this means being the holder of either a Swiss passport or a permanent residence permit. Students who have been officially recognised by these countries as refugees or stateless persons may also participate.

- Participating students will not be charged any tuition fees at the host institution. However, they may be required to pay their regular tuition fees at the home institution during their absence abroad.
- A national grant which the student receives at the home institution may not be cancelled, interrupted or reduced while the student receives an ERASMUS grant for study in an EU country.
- A study period abroad should not be shorter than three months and not longer than one year.
- Students in their first year are not eligible for an ERASMUS grant.
- Students are only eligible for one stay abroad.

Links

[ECTS - European Credit Transfer System](http://europa.eu.int/comm/education/socrates/ects.html) (English):

<http://europa.eu.int/comm/education/socrates/ects.html>

ECTS – Student application form:

Enclosure 1a

ECTS – Learning agreement:

Enclosure 1b

ECTS – Transcript of records:

Enclosure 1c

II. The Basel University of Applied Sciences

1. What is a Fachhochschule (University of Applied Sciences)?

Please note: this section is a summary; for a more detailed description go to the version in German.

A “Fachhochschule” (University of Applied Sciences UAS) is an Institute of Higher Education which builds on a previous vocational training. Universities and UAS offer equivalent, but different, curricula. UAS are required to:

- offer practice-oriented curricula based on current scientific knowledge, leading to a degree
- supplement the curricula with a range of continuous education programmes
- be active in the field of applied research and development
- provide services for trade and industry

These directives should guarantee that teaching is scientific as well as relevant to current practice. In addition to specialist knowledge the FH seeks to promote allround education as well as inter-disciplinary thinking - a prerequisite of increasing importance in communication between specialists in different fields.

The Swiss Universities of Applied Sciences have been formed through a merger of former Colleges of Higher Education:

- Schools of Economics and Business Administration
- Schools of Engineering
- Schools of Art and Design

2. The University of Applied Sciences, Basel (UASB)

The University of Applied Sciences was created in 1997 from a merger of the former School of Economics and Business Administration in Basel and the former School of Engineering in Muttentz, and joined in 2000 by the School of Art and Design (Basel). Together with the University of Basel it is to help contribute to the development of North Western Switzerland as an economic region.

Currently 1500 men and women study at the UASB, about three quarters of whom have enrolled for full-time education. The rest follow part-time courses.

The UASB comprises four Educational Departments:

- Faculty of Civil Engineering
- Faculty of Industry
- Faculty of Economics and Business Administration
- University of Art and Design

a) Name and address

FHBB Fachhochschule beider Basel

Gründenstrasse 40

CH-4123 Muttentz

Switzerland

Tel +41 61 467 42 42

Fax +41 61 467 44 60

E-Mail information@fhbb.ch

b) Organisation chart of the UASB

Enclosure 2

c) Application deadlines

Winter semester 30th April

Summer semester 31st October

3. Academic Year

School starts	Mid-October
Length of semester	17 weeks (without examinations)
Winter semester	Mid-October - End of February *
Summer semester	Early March - mid-July.
Examinations	1st and 2nd Year Mid-August 3rd Year End of June

* The end of the winter semester and beginning of the summer semester in Basel depends on the date of Fasnacht (Carnival), which is a movable feast depending on Easter, so there can be several weeks' variation from year to year.

Holidays	Christmas/New Year (c. 10 days) Sport week/ Carnival week (two weeks February/March) Easter (c. 10 days) Summer vacation mid-July - mid-August (4 weeks)
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This year's dates: *Enclosure 3*

III. General practical information

1. Formalities in Basel-Landschaft and Basel-Stadt

Students from EU countries must be in possession of a valid passport.

Students from Eastern European countries must check with their local Swiss Embassy/Consulate to see whether a visa is required.

Students intending to stay for longer than three months must register with the Alien Police within two weeks of their arrival. They register in their community of residence and need:

- 2 passport photos
- a certificate of immatriculation from the UASB
- proof of their financial situation, which confirms that they receive a grant from their home institution and that they have at least CHF 1200.- per month at their disposal.

The Erasmus Coordinator will help with all formalities.

Coordinator for ECTS and ERASMUS

Prof. Dr. Geoffrey Myers
Fachhochschule beider Basel (FHBB)
Departement Wirtschaft
Peter Merian-Strasse 86, Postfach
CH – 4002 Basel
Telefon +41 61 279 18 38
Telefax +41 61 279 17 18
E-Mail geoffrey.myers@fhbb.ch

2. Travelling to Basel

Basel is very well situated for transport.

Basel has its own airport, EuroAirport (www.euroairport.com) only 20 minutes from the city centre. A shuttle bus goes to the SBB Station. It is also possible to arrive via Zürich (75-min. train journey) or Geneva (3-hour train journey). Basel is at the centre of the European train network and direct trains from most major European cities stop in Basel SBB/SNCF (Swiss/French Station) or Badischer Bahnhof (German Station). Students should get out at the SBB Swiss Station (when possible). Basel is also served by many international bus lines (www.eurolines.com). Buses stop near the SBB Station.

The Erasmus Coordinator will welcome you on arrival wherever possible and take you to your accommodation. Please inform him about your exact arrival

3. Transport

Basel enjoys a well-developed public transport network with regular tram and bus connections within the town and the surrounding area (www.bvb.bsonline.ch). Single, six/twelve-trip tickets or monthly season tickets can be bought. However, season tickets are only available to students who have registered with the Alien Police.

Cycling is also very popular and bicycles can be hired.

Students are also free to bring their own cars, but should be aware that city parking can be a problem.

In addition, Swiss railways, the SBB (www.sbb.ch) offer a 'Halbtaxabonnement' (half-price annual season ticket), which can be bought over the station counter. This season ticket, which costs CHF 150.- for one year enables you to travel at half price. This half-price ticket can be combined with a 'Gleis 7 ticket' (platform 7), which permits you to travel free on the whole network from 19.00 until shutdown. This combined season ticket costs CHF 249.- a year. Even if you are only studying in Basel for one semester, and plan a few excursions in Switzerland, it would pay to buy a half-price season ticket.

4. Finances

a) Grant

All incoming students are entitled to a grant of approximately CHF 200 - CHF 300 (depending on country of origin) per month paid by the ERASMUS Office (Switzerland). This is to help students with the extra cost of living in Switzerland. They receive this after their arrival, either in cash or in a Swiss bank account. Grants cannot be transferred to accounts abroad.

b) Cost of living

The cost of living is relatively high in Switzerland. Students should budget for at least CHF 1200.- per month (including grant) to cover basic expenses.

Students on the Erasmus programme do not pay fees. However, they must pay for their own books, school materials and expenses on cultural excursions.

Many students prefer to shop in neighbouring Germany or France.

Since Basel lies at the heart of Europe and Switzerland is a winter sports paradise, many students take advantage of the travel and sporting opportunities. For these free time activities a further CHF 200 - 500 per month should be budgeted.

5. Accommodation

ERASMUS students on a 3 - 5 month basis are usually housed in vacant accommodation in a nurses' hostel on the site of a hospital (25 minutes from UASB). Students have self-contained fully-furnished studio flats with kitchen facilities on each floor. The building also has sporting facilities including a swimming pool. Cost, CHF 400-500 a month, depending on flat. The PTT 'Simplon' hostel near the UASB also offers simple student accommodation. (CHF 350 a month).

There are other possibilities but it is relatively difficult to find cheap accommodation in Basel and the surrounding area. (private flat agencies: www.immoclick.ch, www.immopool.ch).

More information will be sent to students nearer the time.

6. Insurance and Health Care

In accordance with Swiss law all students must be fully insured for:

- Health
- Accident
- Personal liability

It is advisable to arrange cover for these in your home country; in Switzerland they are likely to be more expensive. For example, health insurance cover costs at least CHF 150.- a month. If a student does not have insurance cover, he/she will be required to take it out on arrival.

Switzerland enjoys a well-developed healthcare service. Basel is well provided with hospitals and specialist clinics.

Students with special needs should discuss this with the Erasmus-coordinator.

7. Leisure activities outside school

a) Student life/student union

Swiss Universities/Fachhochschulen are not laid out campus-style, since most students live within easy reach. The Students of the UASB usually live with their parents or their partners and there is little 'student life' compared to other countries.

The student union promotes contact between individual classes and departments and represents the interests of students to the school management and partners in trade and industry. Current information is available on the website under 'Studentenschaft'

(www.dwi.fhbb.ch/stud/index_frame.html).

b) Sporting Facilities

Since the UASB does not have its own facilities, students are entitled to use the sporting facilities of the University (Universitätssport Basel: www.unisport.ch). However, these are only available from mid-November. In Basel and the surrounding district there are several indoor swimming pools, as well as tennis, badminton and squash centres.

Winter sports facilities are relatively near to Basel, but ski and snowboard fans must reckon with a minimum two hour journey to skiing areas. Adelboden, Emmetten, Engleberg, Grindelwald or Wengen are the nearest ski resorts.

8. Other practical information

a) Introductory course

All incoming (non native-German speaking) ERASMUS students attend a one-week introductory course which takes place the week before the start of semester.

Course content

German language, visits to Basel and surroundings. German speakers take part only in the visits.

First weeks of semester.

Usually students come with a prior Learning Agreement, but they may follow different classes at different levels to find out which courses best meet their requirements. Advice on which courses to follow will be given.

b) Language Level

Apart from foreign language classes the language of instruction for all classes is German. Students must bring proof of sufficient German.

c) Workplacement

Workplacements can be arranged where strictly necessary for your study requirements with local companies. However, since the working language is German, only those students with fluent German can be admitted on a workplacement.

d) Examinations and thesis

If an exchange student has to sit an examination set by his home institution arrangements can be made to do it in Basel.

Exchange students can use their Erasmus stay to work on their thesis set by their home institution. However, they must make sure that they have found a topic, usually in collaboration with a company in their home country, before they come. We can supply all support facilities and monitor progress, but we are not in a position to find a thesis topic for an exchange student.

9. The Basel region online

For an overview of the activities and services in the Basel region the following homepages are useful.

The Basel region in general and Swiss Authorities

Basel-Town	www.mybasel.ch
Canton Basel-Town	www.bs.ch
Canton Basel-Country	www.baselland.ch/index.htm
Swiss Federal Authorities	www.admin.ch
Swiss representation abroad	www.eda.admin.ch/repadd/g/home/emb/addch.html

Basel Tourism	http://www.baseltourismus.ch/
Education	www.educa.ch
University of Applied Sciences	www.fhbb.ch
University of Basel	www.unibas.ch

Culture	www.kunst-und-kultur.com
Culture in Basel	www.kulturbasel.ch
Calendar of events	www.bluebanana.ch
Ticket office	www.ticketcorner.ch
Basel Carnival	www.fasnacht.ch
Basel Museums	www.museenbasel.ch

Media	www.zeitung.ch
Basler Zeitung (newspaper)	www.baz.ch

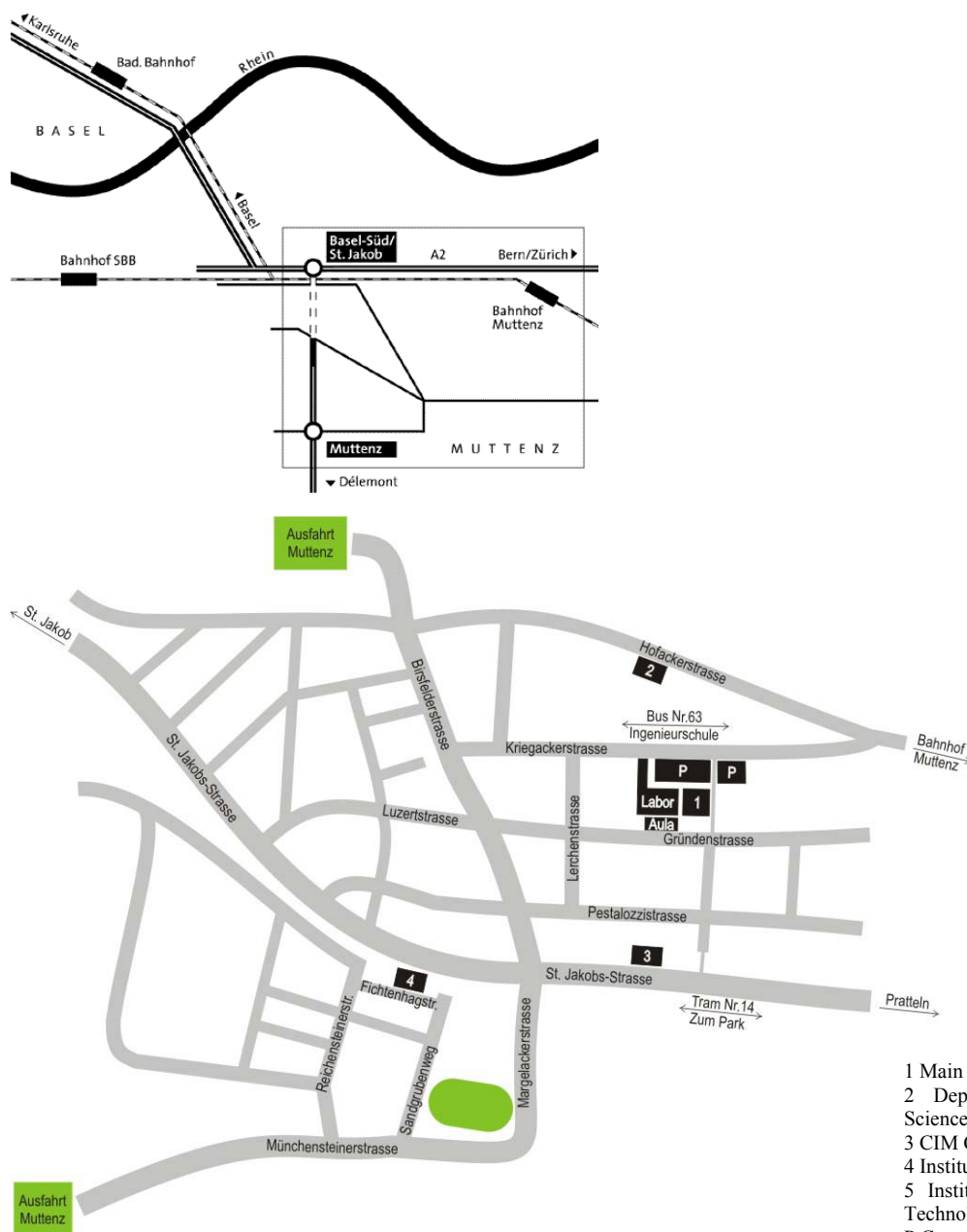
On the www.basel.ch and www.bsonline.ch homepages there are further interesting links.

IV. Faculty of Industry

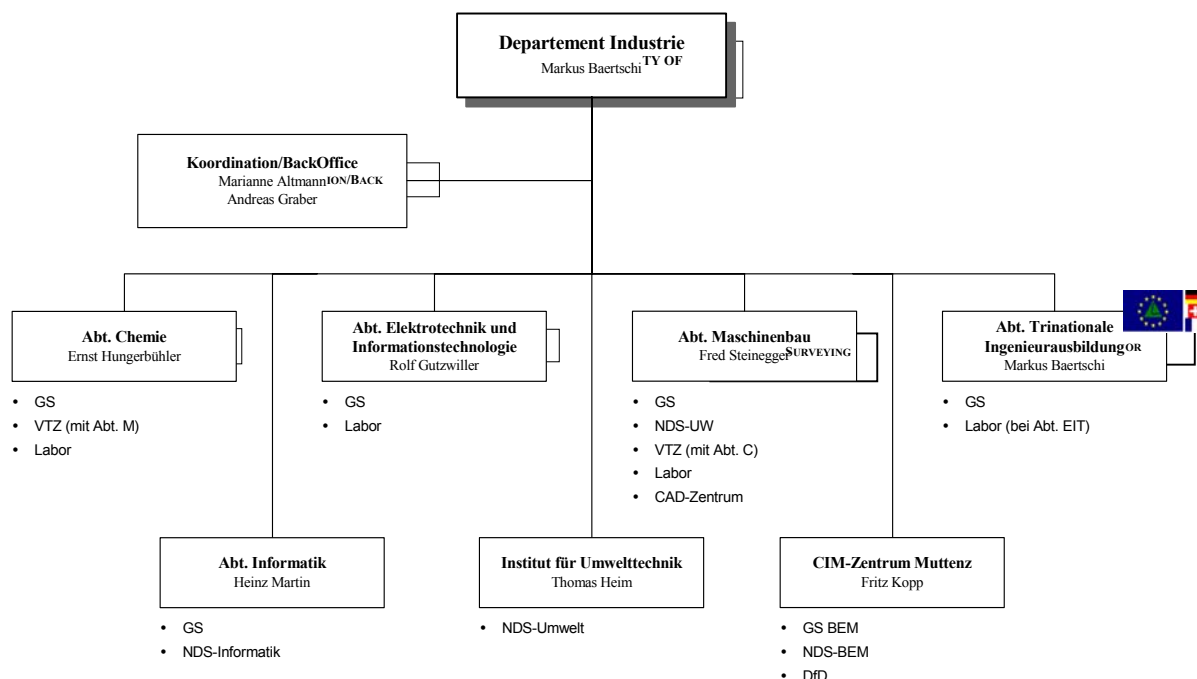
1. Name and address

University of Applied Sciences Basel(UASB)
Faculty of Industry
Gründenstrasse 40
CH-4132 Muttentz
Tel +41 61 467 42 42
Fax +41 61 467 44 60
Email information@fhbb.ch
Internet <http://www.fhbb.ch>

2. Location



3. Organisation chart



Version 01.04.02

4. The Staff

For the programmes in Chemistry, Engineering, Electro and Information Technology, Computer Science and Trinational Engineering, the Faculty of Industry employs some 125 lecturers. These lecturers are responsible for teaching and examining. Many of them have administrative functions as heads of department or course coordinators, or they also lead internal or external projects in research and development, and carry out services for third-parties. Some of them run their own firm (in the field of computer science, consultancy, production, production planning and control, etc.) thereby bringing current practice directly into the classroom.

Staff at the UASB are fully-qualified university graduates with many years professional experience. In addition, full-time lecturers must have a teaching certificate. Great value is attached to permanent ongoing subject-related and methodological education.

5. Student facilities

The library is in the main building of the Faculties of Civil Engineering and Industry: it is *the* technical library in the region comprising some 25,000 units and subscriptions to 350 journals. Since 1996 the library has been an associate of the library of the Federal Institute of Technology (ETH), Zurich.

The library collection is freely accessible, is catalogued in the online-catalogue of the NEBIS library association and can be called up on: <http://www.nebis.ch>. With the introduction of self checkout the UASB library can be accessed with a library key round the clock. The library is open during term-time from Monday - Friday from 08.30 - 17.00.

It is also possible to access some of the selected databases (e.g. Springer-Link) of the Swiss University Libraries Consortium. The range is being currently extended. The PERINORM Database is also accessible.

Working areas are available to library users in the library and the reading room. Journals are in the reading room; they are confined to the library but articles can be copied in the library at any time.

The Faculty of Industry enjoys an up-to-date computer and communication infrastructure with powerful intranet/internet access and plug-in facilities for students' personal laptops.

All student facilities are accessible by wheelchair.

6. Study fees

Students must pay for their own books; booklists will be provided by lecturers at the beginning of semester. Costs for books, copies and excursions are in the region of CH 500.- per semester.

7. Refreshments

Students of the Faculty of Civil Engineering can get refreshments in the cafeteria or mensa throughout the day at reasonable prices (set menu from CHF 8.- excluding drinks).

The mensa is operated by the SV group (<http://sv-group.com/sv-service>).

V. Diploma Programme in Information and Communication Technology

1. General Information

The Information and Communication Technology Course in the Department of Electrical Engineering and Information Technology of the University of Applied Sciences, Basel, is an attractive engineering course in the field of telecommunications, signaling and process management. It enables graduates to tackle problems following best engineering practice. The stamina of the individual and their ability to work in a team are strengthened. The foundations of engineering as well as practical subjects are taught according to current technologies. *Learning by exploring* is key to the practicals. In this way students recognize complex relationships within the various disciplines and afterwards work on the relevant theory.

Successful graduates are awarded the title ‘diplomierter Ingenieur FH/diplomierte Ingenieurin FH’ equivalent to a Bachelor Degree in Electrical Engineering majoring in Information and Communication Technology.

The course allows graduates to take up challenging posts in the fields of telecommunications and information technology; in addition to sufficient practical experience the degree is an ideal career springboard.

2. Students

Entrants to the Electrical Engineering and Information Technology course are holders of a federally-recognised professional maturity or Gymnasium with at least one year relevant practice. Admission is also open to candidates who have completed a vocational training in a related field, but they have to pass an entrance exam.

Currently approximately 40 students per year enroll on the ICT course.

3. Structure of the course

The three-year Information and Communication Technology course is subdivided into a two-year foundation course and one-year’s in-depth major followed by a thesis. The foundation course in semesters one to four is structured in such a way that, with relevant preparation, students can transfer to our partner school the University of Applied Sciences, Aargau, in Brugg-Windisch for their final year.

In the third year in Muttensz there is a choice of majors: Electronic Signal Processing and Telecommunications. Also on offer is the Process Management Engineering major of the Mechanical Engineering course. For students wanting to chose a major offered by the UAS Aargau, relevant preparation courses are offered in the second year.

There are end-of-year exams at the end semesters 2, 4 and 6, with all examinations taking place in the third quarter of the year. After the final exam students work on their 10-week thesis finishing at the end of January in the following year. Degrees are awarded on successful completion of all examinations and the thesis.

4. Structure of the academic year

The academic year consists of two seventeen-week semesters. The weekly timetable consists of 30 to 35 classroom hours spread over the five days of the week. Regular class attendance is compulsory. The language of instruction is German but individual lectures in the upper semesters may be held in English.

The lecture-free period from mid-July to mid- October is set aside for voluntary additional courses, exam preparation, exams and excursions as well as project work in certain cases.

5. Information and documentation about the course available from

Fachhochschule beider Basel
Departement Industrie
Abteilung für Informatik
Hofackerstrasse 73
CH- 4132 Muttenz

Tel. +41 61 467 44 84
Fax. +41 61 467 44 62
E-Mail info@fhbb.ch
Internet <http://www.fhbb.ch/inform/>

Further information from
Prof. Dr. Heinz Martin
Head of Department of Computer Science
E-mail h.martin@fhbb.ch

6. Information and Communication Technology: an overview

VORDIPLOM I

	Semesterlektionen		ECTS - Punkte	
	WS	SS	WS	SS
<i>NOTENFÄCHER</i>				
1. KOMMUNIKATION - DEUTSCH	2	2	2	2
2. ENGLISCH	2	2	2	2
3. MATHEMATIK	12	10	10	8
4. PHYSIK	2	2	2	2
5. ELEKTRIZITÄTSLEHRE	4	4	3	3
6. DIGITALTECHNIK	4	2	3	2
7. DATENNETZE	2	4	2	3
8. OBJEKTORIENTIERTE PROGRAMMIERUNG	4	4	3	3
<i>TESTATFÄCHER</i>				
LABOR ELEKTRONIK	-	2	-	2
PRAKTIKA TELECOM + INFORMATIK	3	3	3	3

VORDIPLOM II

	Semesterlektionen		ECTS - Punkte	
	WS	SS	WS	SS
NOTENFÄCHER				
1. SPRACHEN UND MANAGEMENT				
Kommunikation – Deutsch	2	2	2	2
Englisch	2	2	2	2
2. MATHEMATIK	4	2	3	2
3. PHYSIK	4	4	3	3
4. ANALOGTECHNIK	4	4	3	3
5. SIGNALE, SYSTEME, REGELUNGSTECHNIK				
Signale und Systeme	4	-	3	-
Regelungstechnik	-	3	-	3
6 DIGITALE SIGNALVERARBEITUNG	-	4	-	3
7. KOMMUNIKATIONSTECHNIK	-	4	-	3
8. TECHNISCHE INFORMATIK				
Objektorientierte Programmierung	4	4	3	3
Mikroprozessoren	2	4	2	3
TESTATFÄCHER				
Betriebswirtschaft 1	2	-	2	-
Recht	-	2	-	1
Projektmanagement	-	2	-	2
Unternehmensspiel	-	*	-	1
Labor Elektronik	2	-	2	-
Praktika Telekom	3	-	2	-
Softwareentwicklung	2	-	2	-

DIPLOM Vertiefungsrichtung <i>Electronic Signal Processing</i>	Semesterlektionen		ECTS - Punkte	
	WS	SS	WS	SS
NOTENFÄCHER				
1. OBJECT ORIENTED SOFTWARE DESIGN	4	4	4	4
2. COMMUNICATION SYSTEMS	4	4	4	4
3. PROJEKTARBEITEN	6	6	5	5
4. SIGNAL PROCESSING	6	6	5	5
5. EMBEDDED SYSTEMS	4	4	4	4
6. WAHLFÄCHER	8	8	8	8
DIPLOMARBEIT				

DIPLOM Vertiefungsrichtung <i>Telecommunication</i>	Semesterlektionen		ECTS - Punkte	
	WS	SS	WS	SS
NOTENFÄCHER				
1. OBJECT ORIENTED SOFTWARE DESIGN	4	4	4	4
2. COMMUNICATION SYSTEMS	4	4	4	4
3. PROJEKTARBEITEN	6	6	5	5
4. Network Computing	4	4	4	4
5. Data Networks	6	6	5	5
6. WAHLFÄCHER	8	8	8	8
DIPLOMARBEIT				

DIPLOM Vertiefungsrichtung <i>Business Process Engineering</i>	Semesterlektionen		ECTS - Punkte	
	WS	SS	WS	SS
NOTENFÄCHER				
1. OBJECT ORIENTED SOFTWARE DESIGN	4	4	4	4
2. COMMUNICATION SYSTEMS	4	4	4	4
3. PROJEKTARBEITEN	6	6	5	5
4. Management Skills				
Technical Risk Assessment	2	-	2	-
Innovation Management	2	3	2	3
Leadership	4	2	3	2
5. BUSINESS FUNCTIONS				
Marketing	2	2	2	2
Business Administration 2	3	3	3	3
6. INFORMATION MANAGEMENT				
Accounting	2	2	2	2
Business Informatics	3	4	3	3
E - Business	-	2	-	2
DIPLOMARBEIT				

ENCLOSURES

<i>Enclosure 1a</i>	ECTS – Student application form
<i>Enclosure 1b</i>	ECTS – Learning agreement
<i>Enclosure 1c</i>	ECTS – Transcript of records
<i>Enclosure 2</i>	Organisation chart of the UASB
<i>Enclosure 3</i>	This year's dates

Enclosure 1a

STUDENT APPLICATION FORM

(Photo)

ACADEMIC YEAR 20.../20...

FIELD OF STUDY:

Please use a **black** pen to facilitate copying and faxing.

SENDING INSTITUTION

Name and full address:

Department ECTS coordinator - name, telephone and telefax numbers, email address:

Institutional ECTS coordinator - name, telephone and telefax numbers, email address:

STUDENT'S PERSONAL DATA *(to be completed by the applicant)*

Family name: First name (s):

Date of birth:

Gender: Nationality:

Place of birth:

Current address: Permanent address (if different):

Current address is valid until:

Tel.: Tel.:

LIST OF INSTITUTIONS WHICH WILL RECEIVE THIS APPLICATION

(in order of preference):

Institution	Country	Period of study from to		Duration of stay (months)	N° of expected ECTS credits
1.
2.
3.

Name of student:

Sending institution:

Country:

Briefly state the reasons why you wish to study abroad:

.....

LANGUAGE COMPETENCE

Mother tongue: Language of instruction at home institution (if different):

Other languages	I am currently studying this language		I have sufficient knowledge to follow lectures		I would have sufficient knowledge to follow lectures if I had some extra preparation	
	Yes	No	Yes	No	Yes	No
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK EXPERIENCE RELATED TO CURRENT STUDY (if relevant)

Type of work experience	Firm/organisation	Dates	Country
.....
.....

PREVIOUS AND CURRENT STUDY

Diploma/degree for which you are currently studying:

Number of higher education years of study prior to departure abroad:

Have you already been studying abroad? Yes ☐ No ☐

If Yes, when? At which institution?

The attached transcript of records includes full details of previous and current higher education study. Details not known at the time of application will be provided at a later stage.

Do you wish to apply for a mobility grant to assist towards the additional costs of your study period abroad?
 Yes ☐ No ☐

RECEIVING INSTITUTION

We hereby acknowledge receipt of the application, the proposed learning agreement and the candidate's transcript of records.

The above-mentioned student is ☐ provisionally accepted at our institution
☐ not accepted at our institution

Departmental ECTS coordinator's signature

Institutional ECTS coordinator's signature

.....
 Date:

.....
 Date:

Enclosure 1b

LEARNING AGREEMENT

ACADEMIC YEAR 20.../20... – Degree programme:

Name of student:
 Sending institution: Country:

DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD

Receiving institution: Country:[illegible]

To be continued on a separate sheet if necessary

Student's signature _____ Date: _____

SENDING INSTITUTION

We confirm that the proposed programme of study/learning has been approved.

Departmental coordinator's signature

Institutional coordinator's signature

.....

.....

Date:

Date:

RECEIVING INSTITUTION

We confirm that this proposed programme of study/learning has been approved.

Departmental ECTS coordinator's signature

Institutional ECTS coordinator's signature

.....

.....

Date:

Date:

Name of student:
Sending institution: Country:.....

CHANGES TO ORIGINAL PROPOSED STUDY PROGRAMME/LEARNING AGREEMENT

(to be filled in ONLY if appropriate)

Module / Course unit code (if any) and page no. of the information package	Module / Course unit title (as indicated in the information package)	Deleted course unit	Added course unit	Number of ECTS credits
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>

To be continued on a separate sheet if necessary

Student's signature

..... Date:

SENDING INSTITUTION

We confirm that the above-listed changes to the initially agreed programme of study have been approved.

Departmental ECTS coordinator's signature

Institutional ECTS coordinator's signature

.....

.....

Date:

Date:

RECEIVING INSTITUTION

We confirm that the above-listed changes to the initially agreed programme of study have been approved.

Departmental ECTS coordinator's signature

Institutional ECTS coordinator's signature

.....

.....

Date:

Date:

Enclosure 1c

TRANSCRIPT OF RECORDS

NAME OF SENDING INSTITUTION: Department of ECTS departmental coordinator: Tel.: Fax: Email address:	
NAME OF STUDENT: FIRST NAME: Date and place of birth: (Gender): Matriculation date: Matriculation number:	
NAME OF RECEIVING INSTITUTION: Department of ECTS departmental coordinator: Tel.: Fax: Email address:	

[illegible]

(1) (2) (3) (4) (5): see explanation on the back of this form.

Diploma/degree awarded:

Date: _____ Signature of registrar/dean/administration officer: _____ Stamp of the institution: _____

NB: This document is not valid without the signature of the registrar/dean/administration officer and the official stamp of the institution.

(1) Course unit code:

Please refer to the ECTS Information Package

(2) Duration of course unit:

Y = 1 full academic year

1S = 1 semester

1T = 1 term/trimester

2S = 2 semesters

2T = 2 terms/trimesters

(3) Description of the institutional grading system:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

(4) ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

(5) ECTS credits:

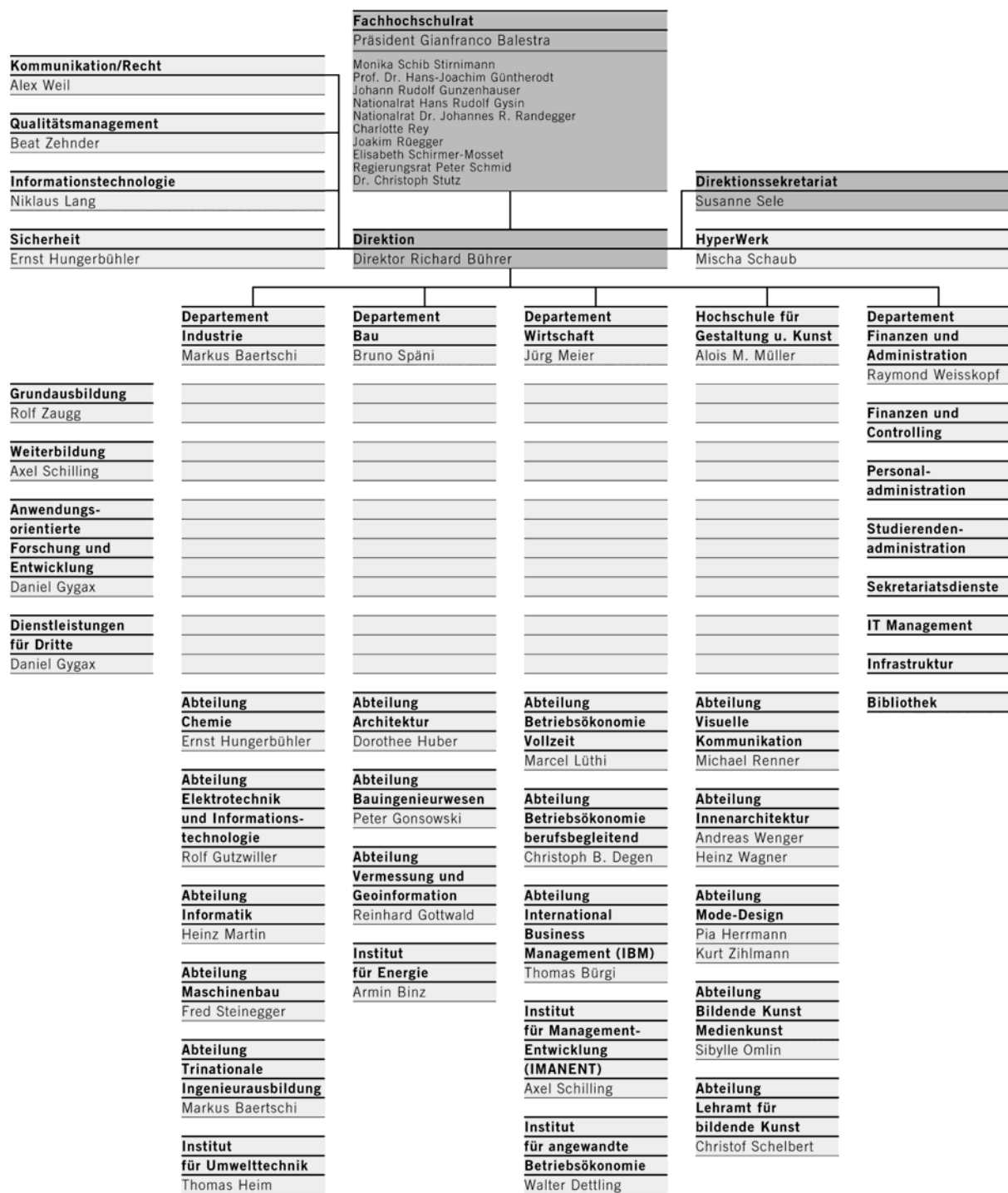
1 full academic year = 60 ECTS credits

1 semester = 30 ECTS credits

1 term/trimester = 20 ECTS credits

Enclosure 2

Organisation chart of the UASB



Enclosure 3

Jahresstruktur 2003 / 2004

Unterrichtsfreie Zeit

Weihnachtsferien:	Mittwoch,	24.12.2003	-	Samstag,	03.01.2004
Fasnachts-/Sportferien:	Montag,	23.02.2004	-	Samstag,	06.03.2004
Fühljahrsferien:	Donnerstag,	08.04.2004	-	Samstag,	17.04.2004
Tag der Arbeit:	Samstag,	01.05.2004			
Aufahrt:	Donnerstag,	20.05.2004	-	Samstag,	22.05.2004*
Pfingsten:	Samstag,	29.05.2004	-	Montag,	31.05.2004
Sommerferien:	Montag,	12.07.2004	-	Samstag,	07.08.2004
Herbstferien:	Montag,	27.09.2004	-	Samstag,	16.10.2004

* Ausnahme: berufsbegleitende Studiengänge

Wintersemester (20.10.03 - 21.02.04)																	Sommersemester (08.03.04 - 25.09.04)																																			
Jahr	2003										2004																																									
Woche	43	44	45	46	47	48	49	50	51	52	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42
Montag	20.10	27.10	3.11	10.11	17.11	24.11	1.12	8.12	15.12	22.12	29.12	5.1	12.1	19.1	26.1	2.3	9.2	16.2	23.2	1.3	8.3	15.3	22.3	29.3	5.4	12.4	19.4	26.4	3.5	10.5	17.5	24.5	31.5	7.6	14.6	21.6	28.6	5.7	12.7	19.7	26.7	2.8	9.8	16.8	23.8	30.8	6.9	13.9	20.9	27.9	4.10	11.10
Unterricht																																																				
Unterrichtsfrei																																																				
Prüfungsvorbereitung und Prüfungen*																																																				
Seminarwochen, Exkursionen, Projektarbeiten, Labor*																																																				
Diplomarbeit*																																																				

* werden von den Departementen B, HGK, I und W individuell nach ihren Bedürfnissen festgelegt

Jahresstruktur 2004 / 2005

Unterrichtsfreie Zeit

Weihnachtsferien:	Freitag,	24.12.2004	-	Samstag,	01.01.2005
Fasnachts-/Sportferien:	Montag,	07.02.2005	-	Samstag,	19.02.2005
Fühljahrsferien:	Donnerstag,	24.03.2005	-	Samstag,	02.04.2005
Tag der Arbeit:	Samstag,	01.05.2005			
Auffahrt:	Donnerstag,	05.05.2005	-	Samstag,	07.05.2005*
Pfingsten:	Samstag,	14.05.2005	-	Montag,	16.05.2005
Sommerferien:	Montag,	18.07.2005	-	Samstag,	13.08.2005
Herbstferien:	Montag,	03.10.2005	-	Samstag,	15.10.2005

* Ausnahme: berufsbegleitende Studiengänge

Wintersemester (18.10.04 - 28.02.05)													Sommersemester (07.03.05 - 01.10.05)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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