

Institute of Public Health University of Heidelberg

Contact

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• Registrations	Nandita Rothermund Tel: +49 - 6221 - 56 4648 (Mo-Fr 09:00-13:00) E-mail: short.courses@urz.uni-heidelberg.de
• Country	Germany
• Homepage	http://www.ukl-hd.de/ph/shortcourses

Registrations

• Required documents	Registration form, CV (by e-mail)
• Registration deadline	Early registration (at least 2 months prior) recommended and preferred, as first come, first serve, but no strict deadline as such. Registrations possible as long as seats are available, but please be aware of the time you need for travel and visa arrangements.
• Selection/Prerequisites	First Degree, work experience, course expectation. For some courses specific experience is recommended, but not mandatory. No selection date (first come, first serve)
• Procedure	After the registration is approved, the confirmation letter including the invoice is sent out.
• Note	Several courses part of Heidelberg postgraduate MScIH, thus limited seat availability

Course Fee

• General Admittance	EUR 1.500-; 1 week courses EUR 750,-
• topEd students	EUR 1.000, selected courses EUR 750,- 1 week courses EUR 500,-
• Included in Fee	Course material, 2 coffee breaks/day, bus/tram ticket for Heidelberg
• Payment	Usually by bank transfer (preferred); check payment possible. No credit card transfer possible. Confirmation of the payment needs to be sent as a scan or copy to the institute
• Cancellation Fee	Applies, details on registration form and with invoice

Scholarships	
<ul style="list-style-type: none"> Available? 	Unfortunately non available for short courses/advanced modules You may try to contact organisations within your country (NGOs, GOs, and International Organisations). Some may grant scholarships for further education.
Visa requirements	
<p>Please note that requirements vary between country offices and may change over time. The below is only an indication of the generally required information.</p> <p>You need to contact the respective country office for specific information.</p>	
<ul style="list-style-type: none"> Schengen Visa, applicable 	Yes
<ul style="list-style-type: none"> Generally required information by embassies 	Return flight, accommodation confirmation, confirmation/invitation letter from Heidelberg, health insurance for Germany, Please note: some German embassies accept scanned invitation letters, other require an original letter Requirements vary greatly between country offices.
<ul style="list-style-type: none"> Time for application 	Varies greatly! From 1 to 8 weeks or more
<ul style="list-style-type: none"> Travel/health insurance 	http://www.axa-schengen.com/en/schengen
<ul style="list-style-type: none"> Invitation letter Heidelb. 	See under invitation letter
Invitation Letter	
<ul style="list-style-type: none"> If needed by participant 	Please note, we send out an invitation letter only after we have received the full course fee on our account. Exceptions may apply only to former participants, tropEd students or participants send by trusted partners / organisations
General Course Structure	
Please note some courses may have different structures	
<ul style="list-style-type: none"> Language of courses 	English
<ul style="list-style-type: none"> Full / part time 	Full Time
<ul style="list-style-type: none"> Level 	Postgraduate, Advanced Level
<ul style="list-style-type: none"> Contact h / self study h proportion in general 	~80% contact / 20% self study time
<ul style="list-style-type: none"> Lecturers 	Usually a mixture of institutional staff and external lecturers (NGOs, GO's (GTZ; WHO, etc), from other (partly intern.) universities, intern. Consultants, etc.
<ul style="list-style-type: none"> Participants 	tropEd students, MScIH students Heidelberg, (both postgraduate), individual participants Group composition varies between courses
<ul style="list-style-type: none"> Example general course structure: 	2 weeks, Mo-Fri, 9am- 5pm, 90h SIT, 3 ECTS (tropEd)
<ul style="list-style-type: none"> Public Holidays 	In general, there will be class on public holidays

Courses Venue	
• Location	On Campus “Im Neuenheimer Feld”. Detailed information is send out prior to course Heidelberg is a relative small town, the city centre is reachable quickly by bus or tram
• Note	Courses run in cooperation with evaplan and Inwent (“Economic Principles of Social Security”, “Macro Political Aspects of Social Security” and “Financial Controlling and Management”) take place at Inwent training centres (either Mannheim or Berlin)
Certificates	
• Certificate of Attendance	Given at the end of the course for every successful participant, stating duration and content
• tropEd Grade Report:	tropEd students receive in addition a grade report. The original is send to the respective home institution, the student receives a copy. Given out once assessment is marked.
• Note	Non-tropEd students may get a grade report if requested in time.
Accommodation	
• Arranged?! Self?! On campus?!	Accommodation needs to be arranged by participants themselves. Information on different kinds of accommodation with contact details is sent out together with the invoice. On campus accommodation may be possible during semester breaks (contacts on the list) Companies who arrange accommodation can be found on the list as well.
Computer / Internet Access	
• Computers available for course work	Several computer rooms with internet on university campus
• Internet access	Several computer rooms with internet on university campus
• Wireless LAN access	Possible at course venue and on campus at diverse locations.
On campus	
• Facilities on campus	Bank, small bookshop, copy shop, computer room,...
• Food	Student Cafeteria (so called Campus Card needed, see Campus Card)); Cafes, bakery, small supermarket, small restaurants
• Registration with university directly	Not necessary, nor possible
• Library access: how?	Small library in Institute with lending possibility; Access to University Library, books available for copying, but not for taking out (only for students registered at HD)

Campus Card	
• Deposit	5 EUR to be paid to Student information centre
• Upload	At machines in student cafeteria
• Payments possible	student cafeteria, Cafe Botanik, copy machines in INF 305, etc
• Return	To the same place, deposit and money left on card are returned
• Note	At the student cafeteria payment only with campus card possible
Travel Information	
• Currency	Euro
• Language in country	German
• Time Zone	GMT/UTC +1 (Central European Time)
• Location of institute	South/West of Germany, near Frankfurt
• Nearest airport / standard airport	<p>Frankfurt International Airport (~1h) http://www1.frankfurt-airport.com/cms/default/rubrik/3/3405.frankfurt_airport_en.htm</p> <p>Ryain Air Frankfurt Hahn (~2h) (flights within Europe) http://www.ryanair.com</p> <p>Baden Airpark (~1h) (flights within Europe, Ryain air as well) http://www.badenairpark.de/ehtmls/start_flghfn.html</p> <p>Stuttgart Airport (~1h) (some International destinations). http://www.stuttgart-airport.com/en/index.php</p>
• Travel to venue	From Frankfurt Intern: train, shuttle bus / service From Frankfurt-Hahn: shuttle bus From Baden-Baden: train, shuttle bus
• Electricity	230V 50Hz
• Immunisation requirements or specific health issues	Heidelberg lies in the area in which ticks can transmit encephalitis and lyme disease

Estimated Living costs

• Air Travel, Health Insurance	depends on booking, distance etc.
• Food	EUR 15 – 30 per day
• Transfer from Airport	EUR 20 – 35
• Accommodation	EUR 50 – 90 per night - in middle class hotel EUR 15 – 50 per night - at private guest houses or lower class hotel

Weather

The weather in Heidelberg is of Central European type.

We suggest that you bring clothing that gives protection from rain showers and low evening temperatures.

Monthly Statistic Climate Heidelberg

	Jan	Feb	Mrz	Apr	Mai	Jun	Jul	Aug	Sep	Okt	Nov	Dez
Average highest temperature	3°C	6°C	11°C	15°C	19°C	23°C	25°C	25°C	21°C	15°C	8°C	4°C
Average lowest temperature	-2°C	-1°C	2°C	4°C	9°C	12°C	14°C	13°C	11°C	7°C	2°C	-1°C
Average middle	1°C	3°C	6°C	10°C	14°C	18°C	19°C	19°C	16°C	11°C	6°C	2°C
Average rainfall	56 mm	53 mm	53 mm	61 mm	79 mm	86 mm	71 mm	66 mm	53 mm	58 mm	66 mm	66 mm

Further Links

• Tourist Information	http://www.cvb-heidelberg.de/index_eng.html
• Weather forecast	http://www.weatheronline.co.uk/Germany/Heidelberg.htm
• Hotel booking online	http://www.cvb-heidelberg.de/e705/e1969/index_eng.html
• Home Company	http://www.homecompany.de/accommodation/index.htm
• Heidelberg (map)	http://www.vrn.de/karten_plaene/Linienplaene/Heidelberg_2.pdf
• Campus map	http://www.klinikum.uni-heidelberg.de/fileadmin/lageplaene/lageplan_komplett.pdf