



Faculty Supplement



UIW European Study Center

The UIW European Study Center (ESC) in Heidelberg, Germany celebrates the presence of children in the lives of our staff and faculty, and we are committed to ensuring the health, safety and well-being of children.

The ESC campus grounds and infrastructure are designed to provide an environment conducive to academic and occupational activities performed by students, staff, and faculty. For reasons that include safety of children, and assuring professional efficient performance of academic pursuits, operations, and services, the ESC cannot routinely accommodate children on campus and at off campus events and excursions sponsored by the ESC.

Children younger than 18 years of age must be properly supervised and accompanied by an adult at all times while on campus and are not allowed to participate in the ESC sponsored events and excursions both on and off campus. Children aged 13 and older may be on campus and participate in ESC sponsored events and excursions on a limited basis with prior approval of the ESC staff. The presence of family members or minor children should not interfere with normal operations in any way, and ESC staff and faculty members must be available at all times to respond to student needs or emergencies.

On campus accommodation for faculty members is limited, and the faculty apartments are intended for single occupancy. Therefore, visiting faculty members who wish to bring children will be placed in off campus housing, as priority for the on campus apartments will be given to faculty members travelling



without children, family members, and/or guests. In the event that faculty housing on campus is available for faculty members with children, the faculty member must make arrangements for adult supervision of children younger than 13 years of age for any and all times the faculty member is engaged on campus teaching classes, interacting with students, and attending events and excursions sponsored by the ESC. These arrangements must be made, communicated to, and approved by the ESC to arrival on campus. The ESC is not responsible for providing or arranging for childcare, and neither ESC staff nor ESC participants are able to provide childcare at any time.

Off campus accommodation is provided in the form of a single occupancy room at the SRH University, the ESC's academic partner in Heidelberg. In the event that faculty members request alternate accommodation for accompanying family members and guests, the ESC will make efforts to arrange a short term apartment; the availability of which is limited and cannot be guaranteed. The ESC cannot cover expenses exceeding those for single accommodation for each faculty member, and in case faculty members request additional accommodation for accompanying family members and guests, the ESC will cover the costs up to the equivalent of single room accommodation at the SRH University for the duration of the term, which is defined by the official arrival and departure dates of the program. The ESC is not responsible for arranging any accommodation for accompanying guests or family members including childcare providers.



Bringing family members and guests to campus and/or participation of family members and guests in ESC sponsored events and excursions must be approved in advance by ESC staff. Any additional costs incurred for participation by family members and guests in ESC sponsored events and excursions must be paid in advance.

Thank you for your cooperation.

Excursions

As a visiting faculty member, you are more than welcome to, and we automatically plan on you coming along for all of the excursions. We also greatly appreciate your support as an additional adult on excursions. If there is a particular excursion that doesn't interest you or that you are unable to attend, please let the ESC staff know, as soon as you know, (preferably at least 2 weeks in advance) so that we may adjust our reservations.

We welcome your input and will be happy to plan some excursions involving your academic field. Please let us know your requests as soon as possible so that we can incorporate them into the cultural program.

The Faculty Apartment



Your apartment is fully furnished and all you will find everything you need to survive. Your kitchen is equipped with a small stovetop, a fridge and a microwave. There is a full staff kitchen just down the stairs from you where you may use the oven and full-size stove. Your apartment has internet access, a landline telephone and a television (TV is in German). We also provide linens, blankets and towels.

Health Insurance

You will need international health insurance. You need proof of insurance for your residents permit. The study abroad office at your university should be able to help you here, but if you have any questions or would like to purchase this additional health insurance through the ESC, just let us know.

Documents for the 90 day visa

(applicable only for Spring and Fall semesters)

Once you are registered in Heidelberg we will set up an appointment for you to get your visa. You will need to bring the following things to this appointment:

- Proof that you are registered as a resident in Heidelberg (which we will help you do during orientation)
- Passport (its validity must extend the duration of the visa/permit you are



applying for by at least 3 months)

- A notarized statement of financial support-this should be a letter of proof from your employer that you will continue to receive your salary while here
- Proof of international health insurance (a document outlining what is covered-an insurance card is not sufficient)
- Recent passport pictures (strict regulations, best done in Germany)
- 50€ to pay the processing fee

Teaching

You're coming to the ESC to teach the courses which you have been contracted to teach with your home university. We, of course, appreciate your help holding the group together during excursions and generally keeping an eye on the students. It means a lot to the students to have an additional parent/mentor figure while abroad whom they can turn to with any problems.

The schedule is determined as early as possible before the start of the program. However as we try to accommodate our students' first choices for courses and must coordinate this with our local faculty members availability we ask for your patience and flexibility regarding the course schedule. Semester program course schedules are also subject to several changes each semester as the schedule at the SRH University as their academic schedule is organized by 5 week blocks.



. If there are certain days on which you would prefer to teach, please let us know as soon as possible and we will do our best to work that into the schedule. However, we do appreciate your flexibility in scheduling.

As soon as you know which books you want your students to buy you can let us know and we will inform all students taking your class. As most of the books are cheaper in the US and might be difficult to buy in Germany, the earlier we know the books the better.

