



Dear student,

Thank you for your interest in taking a **clinical elective for students year 3-5 (Famulatur)**, at Heidelberg University Medical School. Enclosed please find an application form and a list of clinical electives available at our faculty.

**Application:** Attached please find the application form. Your faculty has to support your application, it has to be signed and sealed by the school official. Please submit exclusively original documents. Please attach your Curriculum Vitae. We accept only students, who are officially enrolled in a medical school and who have not yet completed the medical school or equivalent in medicine (no post-graduates). For the short time of your elective you will not be enrolled at Heidelberg University.

**Deadline:** Please apply 6 months in advance of the start of the elective.

**Elective Dates:** In general, electives begin on the first day of the month and conclude on the last day of the month (4 weeks). Special time arrangements can be considered subject to approval of the instructor.

**Tuition:** No tuition is required for clinical electives

**Housing:** Unfortunately we cannot arrange accommodation. If you are admitted, we will send you a list of links for housing facilities.

**Living cost:** Your expenses including lodging will amount to approximately € 600 per month. Students from countries outside of the European Union must provide proof of adequate financial resources. We are not able to provide free housing or financial support for guest students.

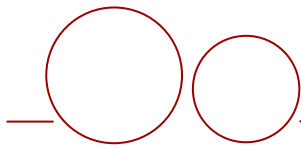
**Insurances:** You are responsible for your malpractice, personal liability and personal health insurance. Please make sure that such insurances are valid in Germany.

**Knowledge of German:** We can only admit applicants who have intermediate knowledge of German and we require B2 (UniCert Level 2). Please add to the application documents a certificate of your language proficiency signed by a University official or a member of Goethe Institut.

The better your German is, the more you will profit from your experience in Heidelberg.

Prof. Dr. Andreas Draguhn  
Dean of Studies

Contact: [studiendekan@med.uni-heidelberg.de](mailto:studiendekan@med.uni-heidelberg.de)



## List of clinical electives available

### **Medicine**

- \_ endocrinology
- \_ cardiology, angiology
- \_ gastroenterology
- \_ hematology, oncology
- \_ nephrology
- \_ pulmonology
- \_ geriatrics

### **Surgery**

- \_ general surgery
- \_ trauma surgery
- \_ cardiac surgery
- \_ pediatric surgery
- \_ urology
- \_ orthopedics
- \_ neurosurgery
- \_ anesthesiology

### **Pediatrics**

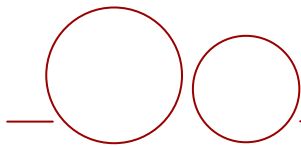
### **Gynaecology/Obstetrics**

### **Psychiatry**

### **Radiology**

- \_ diagnostic radiology
- \_ general radiology and radiotherapy

### **Ear-Nose-Throat**



**APPLICATION FORM FOR ADMISSION TO ELECTIVES FOR MEDICAL STUDENTS**

**Student Name:** \_\_\_\_\_ **Student First Name:** \_\_\_\_\_

male       female      **Date of birth:** \_\_\_\_\_

**University:** \_\_\_\_\_

**Student Home Address:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Elective for which you are applying (4 weeks):**

**Subject:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **to** \_\_\_\_\_ (dd/mm/yy)

**Knowledge of German:**

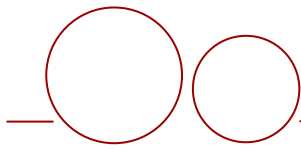
intermediate (B2)    good (C1)    very good (C2)    mother tongue

I understand that once I have been accepted, I recognize a commitment to this elective and will not withdraw without providing written notice well in advance of the starting date indicated above.

**Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Curriculum Vitae attached**



**To be completed by your Faculty:**

**Student Family Name:** \_\_\_\_\_ **Student First Name:** \_\_\_\_\_

The student named above is a \_\_\_\_\_ year medical student in good standing at this institution.

**Malpractice and personal health insurance are in effect while he / she is attending this elective.**

**A report is / is not required at the conclusion of the elective.**

Assessment of academic ability:

Assessment of character and conduct:

**Authorized by:**

**Signature:** \_\_\_\_\_

**Name/Title/Function:** \_\_\_\_\_

**University/Institution/Country:** \_\_\_\_\_

(Stamp/Seal)

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Please mail completed form to:

Prof. Dr. Andreas Draguhn, Dean of Studies, Im Neuenheimer Feld 346, 69120 Heidelberg, Germany

# Sprachzeugnis

## Language Certificate

Zutreffendes bitte ankreuzen/Please tick as applicable

Vom Bewerber auszufüllen/To be completed by applicant

Name/ Family name: \_\_\_\_\_ Vorname/ First name: \_\_\_\_\_

Fachrichtung/ Degree subject: \_\_\_\_\_

Das Stipendium wird beantragt zum Studium in/ Scholarship applied for to study in \_\_\_\_\_

Es ist ein Praktikum beabsichtigt in/ Practical training intended in \_\_\_\_\_

Geprüfte Sprache/ Language tested: \_\_\_\_\_

Wie lange wurden Sie in der Sprache unterrichtet?/  
How long have you received instruction in the language? \_\_\_\_\_

Vom Prüfer auszufüllen/To be completed by the examiner

### I. Verstehen/Listening Comprehension

- a) Versteht komplexe allgemeinsprachliche Hörtexte sowie Hörtexte der o.g. Fachrichtung ohne Mühe/ Understands complex general listening texts as well as listening texts relevant to above subject without any difficulty.
- b) Versteht anspruchsvolle allgemeinsprachliche Hörtexte sowie Hörtexte der o.g. Fachrichtung, z.B. Vorlesungen/ Understands demanding general listening texts and listening texts in above subject, e.g. lectures.
- c) Versteht den wesentlichen Inhalt einer Vielzahl von Hörtexten in allgemeinsprachlichen Situationen und im Kontext von Studium und Praxis in der o.g. Fachrichtung/ Understands main content of a variety of listening texts pertaining to general situations and in the context of work and studying in above subject.
- d) Versteht die wichtigsten Informationen in deutlicher Standardsprache zu bekannten Themen/ Understands the main information in clear standard language on familiar topics.
- e) Kann einfache Äußerungen meist nur mit Mühe verstehen. Wiederholungen und Übersetzungshilfen sind notwendig/ Can usually only understand simple expressions with some effort. Help needed with repetition and translation.
- f) Hat extreme Schwierigkeiten, einfache Äußerungen zu verstehen/ Has great difficulty in understanding simple expressions.

### II. Sprechen/Spoken language

- a) Spricht in allgemeinsprachlichen Situationen und im o.g. Fachgebiet problemlos und stilistisch angemessen/ Has no problem in speaking in general situations and in context of subject named above using appropriate register.
- b) Spricht flüssig, jedoch mit vereinzelt Fehlern, zu allgemeinsprachlichen Themen und zum o.g. Fachgebiet, z.B. in akademischen Diskussionen/ Speaks fluently but makes occasional errors in general situations and on subject named above, e.g. in academic discussions.
- c) Spricht verständlich, trotz Fehlern, mit einem gewissen Grad an Flüssigkeit unter Verwendung eines begrenzten Wortschatzes zu allgemeinsprachlichen Themen und im Kontext von Studium und Praxis in der o.g. Fachrichtung/ Speaks comprehensibly, despite errors, with a degree of fluency and uses a limited range of vocabulary on general topics and in the context of work and studying in above subject.
- d) Spricht über Alltagsthemen unter Verwendung einfacher Strukturen und eines begrenzten Wortschatzes, jedoch nicht korrekt und fließend/ Can speak about everyday topics using simple structures and a limited range of vocabulary but lacks fluency and makes mistakes.
- e) Verfügt über eine Anzahl häufig vorkommender Wendungen in typischen Alltagssituationen/ Can make use of a number of common expressions relevant to everyday situations.
- f) Hat extreme Schwierigkeiten, sich verständlich zu machen/ Has great difficulty in making himself/herself understood.

### III. Schreiben/Written Language

- a) Schreibt in allgemeinsprachlichen Situationen und in der o.g. Fachrichtung problemlos und stilistisch angemessen/ *Has no difficulty in writing in general situations and in context of subject named above using appropriate stylistic register.*
- b) Schreibt flüssig, jedoch mit vereinzelt Fehlern, zu allgemeinsprachlichen Themen und zu Themen der o.g. Fachrichtung, z.B. Belegarbeiten/ *Writes fluently on general topics and on topics relevant to subject named above, e.g. assignments, but makes occasional errors.*
- c) Schreibt verständliche Texte mit einem beschränkten Wortschatz zu allgemeinen Themen und im Kontext von Studium und Praxis in der o.g. Fachrichtung/ *Can write comprehensible texts with a limited range of vocabulary on general topics and in the context of work and studying in the above subject.*
- d) Kann einfache Texte mit beschränktem Wortschatz verfassen, wenn auch mit fehlerhafter Grammatik/ *Can write simple texts with limited vocabulary but makes grammatical errors.*
- e) Kann kurze einfache Äußerungen zum persönlichen Umfeld verfassen, wenn auch sehr fehlerhaft/ *Can write brief statements on personal matters but makes numerous errors.*
- f) Hat extreme Schwierigkeiten, einen Gedanken schriftlich zu formulieren/ *Has great difficulty in formulating thoughts in written form.*

### IV. Leseverstehen/Reading Comprehension

- a) Versteht komplexe allgemeinsprachliche Lesetexte sowie Lesetexte des o.g. Fachgebietes ohne Mühe/ *Understands complex general texts and texts relevant to above subject without any difficulty.*
- b) Versteht anspruchsvolle allgemeinsprachliche Lesetexte sowie Lesetexte der o.g. Fachrichtung, z.B. in Fachzeitschriften/ *Understands demanding general texts as well as written texts on above subject, e.g. periodicals.*
- c) Versteht den wesentlichen Inhalt anspruchsvoller Lesetexte zu allgemeinsprachlichen Themen und im Kontext von Studium und Praxis in der o.g. Fachrichtung/ *Understands the main content of demanding written texts on general topics and within the context of work and studying in above subject.*
- d) Versteht die wichtigsten Informationen in Lesetexten zu bekannten Themen/ *Understands the most important information in written texts on familiar topics.*
- e) Kann einfachen Texten spezifische, vorhersehbare Informationen entnehmen/ *Can select specific, predictable information from simple texts.*
- f) Hat extreme Schwierigkeiten, auch einfache Texte zu verstehen/ *Has great difficulty in understanding even simple texts.*

Zuordnung der Sprachkompetenzstufen des Europarates und des UNlcert-Systems/ *In accordance with the levels of language competence of the Common European Framework of Reference and the UNlcert System:*

(a) etwa C2 / UNlcert-Stufe IV/ (a) approx. C2/ UNlcert level IV; (b) etwa C1 / UNlcert-Stufe III / (b) approx. C1/ UNlcert III; (c) etwa B2 / UNlcert-Stufe II / (c) approx. B2/ UNlcert level II; (d) etwa B1 /UNlcert-Stufe I / (d) approx. B1/ UNlcert level I

Bemerkungen/ *Remarks:*

Prüfer/ *Examiner* \_\_\_\_\_

Berufliche Stellung/ *Position* \_\_\_\_\_

( Stempel/ *Stamp* )

Ort und Datum/  
*Place and Date* \_\_\_\_\_

Unterschrift/ *Signature* \_\_\_\_\_