

Studies Abroad – Step by Step



Information Search

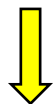
Are you interested in studying abroad? You can find information on the [Intranet](#) of the International Office and you can contact us via [E-mail](#). It is also worth following us on [Instagram](#), and taking part in our Information Events that we hold in regular intervals. The dates to these events can be found [here](#).



Application

The application deadline is January of each year. Please submit the required application documents filled out completely and on time.

You can specify up to 3 partner universities. The letter of motivation only needs to refer to your first choice.



Verification of the Application Documents

The IO will verify your documents for completeness. You will receive an offer or a rejection until the beginning of March of every year.

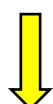


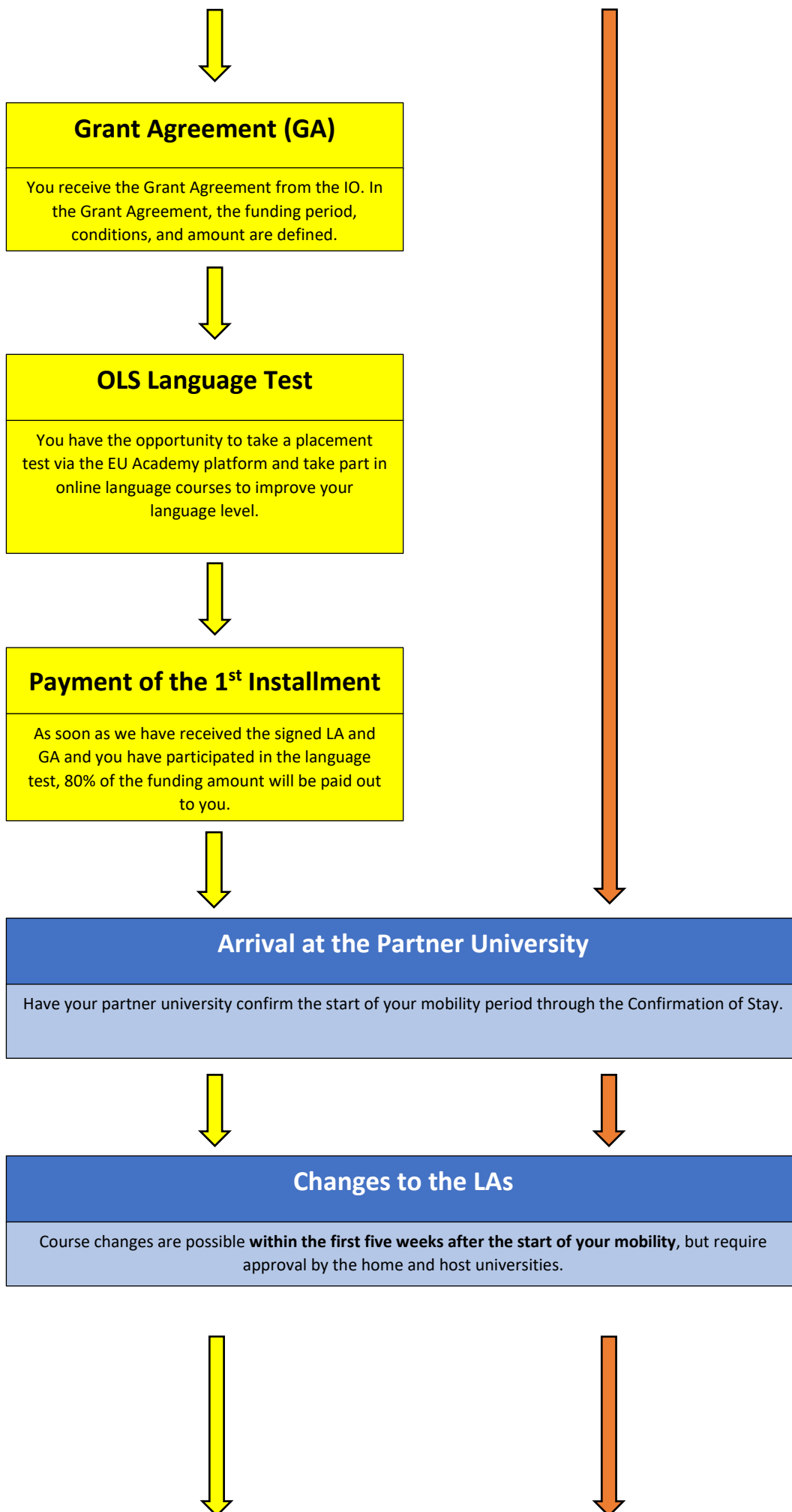
Financing	
Erasmus+	Global
Receiving an Erasmus study place is usually accompanied by financial support. The funding modalities are available on the Intranet.	Obtaining a study place at one of our non-Erasmus partner universities is not accompanied by financial support. Please check with the IO in time about your options.



Learning Agreement (LA) for Studies

You must complete the LA for Studies before the start of your mobility. After an initial verification by the IO, it must be approved by your faculty/department and by the partner university.





Extension of the Funding Period

The data in the Grant Agreement was initially determined on a provisional basis. It is therefore important that you find out early on in your stay when your stay will in fact be ending. If your need to stay longer at the partner university than what was agreed to in the Grant Agreement, please immediately inform the IO of your extension wishes (an email is sufficient), so that we can verify if an extension of the funding is possible. An extension of the funding period must be filed **at least 30 days before the expiration of the original end date stated in the agreed to Grant Agreement**. An increase of the funding amount cannot be requested after the end of the mobility.



Departure – Confirmation of Stay and ToR

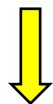
Have the end of your mobility confirmed by the partner university via the Confirmation of Stay. Please also send us the ToR of the host university.



Recalculation of the Funding Amount

If the confirmed duration of stay is **longer** than stated in the (last agreed to) Grant Agreement, the additional days are considered a Zero-Grant-Period (= counts towards the Erasmus-Quota, but no funding is paid out).

If the confirmed duration of stay is **more than 5 days shorter** than indicated in the Grant Agreement, the funding duration and amount will be updated. The participant must refund any overpayment.



Erasmus Survey

At the end of your mobility you will be asked to participate in the Erasmus survey. The participation is mandatory.





Payment of the 2nd Installment

As soon as the IO has received the Confirmation of Stay and the Transcript of Records and you have participated in the Erasmus Survey, the 2nd Erasmus installment will be paid out to you.



Experience Report and Travel Behaviour

At the end of your mobility, you have to submit an experience report and provide information on the means of transport used to get to and from your stay abroad.



Receiving Credits for the Modules Abroad

Send your approved LAs and the transcript of records from the host university to your faculty/department in order to have your achievements abroad recognised. Only credits that have been previously approved via the Learning Agreement can be recognised.

Students of the Faculty of Management, Economics and Society should also complete the recognition form, which can be found on the IO intranet site, and send it together with the LAs and the ToR to the Examinations Office. Please note that ungraded achievements cannot be recognised.

