

Outgoing Guide

How to study abroad

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Preface

Immerse yourself in foreign cultures, grow personally and professionally, improve your foreign language skills, develop intercultural competencies, make international contacts and new best friends - there are many reasons for studying abroad. To ensure that you are well informed about the opportunities, framework conditions and requirements, we have summarised everything you need to know on the following pages.

The application phase

I am interested in studying abroad. Who can I contact?

You can find helpful information on the [intranet](#) and on our [Instagram](#). We also offer information events every semester. You can find the current dates [here](#). You can also contact us by [email](#) or telephone for an individual consultation.

From which semester onwards can I study abroad?

Bachelor students can study abroad from the 1st semester. Most students decide to study abroad in the 3rd or 5th semester.

Master students can study abroad from the 1st semester. **Master students of the M.Sc. Strategy & Organization** should have completed the kick-off seminar as well as the two obligatory modules “Theories of Strategic Management“ and “Theories of Organization“ before starting their mobility.

Medical students can study abroad from the 7th semester onwards. Further information on the recognition of clinical blocks can be found [here](#).

Dentistry students can study abroad from the 8th semester onwards. Please note that you must have successfully completed the examinations in prosthodontics and dental conservation.

Psychology students should exclude the 5th semester.

Is the academic calendar at home and abroad the same?

No. You should inform yourself in advance about the academic calendar of the respective partner university. Often the semesters start earlier than in Germany, which can lead to overlaps with the examination period at UW/H, especially if you are studying abroad during the summer semester. Moreover, the academic year at the partner university may not be divided into semesters, but into trimesters (e.g. IPADE University/Mexico).

e.g.:

Region	Winter semester	Summer semester
Scandinavia	August/September – December/January	January – May/June
South Europe	September – January	January/February – June/July
Asia (e.g. Korea)	September – December	March - June

How can I deal with an overlap in academic calendars?

If possible, you should take courses in the winter semester which allow you to hand in written works or presentations online and do not require attendance during the examination period. If necessary, you might find individual solutions with your lecturers.

We do not recommend arriving at the partner university after the official semester start, as you would miss introductory events and may not get a place in your desired courses. Should you nevertheless wish to arrive later, you must first consult with the partner university and inform us of your pushed back arrival date.

Which partner universities are there?

You can find a list of our partner universities [here](#).

What courses are offered?

You must inform yourself about the courses on offer at the partner university. If you cannot find a course list for the respective semester on the website of the partner university, the International Office of the partner university should be able to provide you with a course list.

What language skills should I have?

You can find an overview of the language requirements of our partner universities on the [intranet](#). Please note that at the time of your application you may not be more than one level below the language level required by the respective partner university.

What kind of proof of language proficiency do I have to submit?

Information on the language requirements of the partner universities and the evidence we accept at the time of your application can be found [here](#). We will only consider applications for the respective partner university that clearly show that the language requirements can be fulfilled by the time you start your semester abroad. For students who are enrolled in English-language degree programmes at UW/H or have already successfully completed English-language modules, the International Office can issue proof in many cases.

How can I finance my stay abroad?

If you have applied to the Erasmus+ programme within the application deadline and have been awarded a place at one of our partner universities, in most cases you will also receive financial support. If you want to study at one of our partner universities outside the Erasmus+ network, you have to apply separately for financial support. We will be happy to advise you on funding options and scholarship providers.

Which application documents do I have to submit?

A list of the application documents to be submitted can be found [here](#)

Can I apply for the winter and summer semester simultaneously?

You can spend two consecutive semesters at two different partner universities, provided you have been offered a spot at both universities.

If you would like to spend two semesters at the same university, this must be agreed individually with us and the partner university.

When is the application deadline?

The application deadline for the following winter semester and the following summer semester is in January of each year. You will be informed about the exact deadlines via the channels of the International Office. If you do not meet the application deadline, you may still be able to apply for remaining spots, which we will inform you about on our channels.

What criteria are used to select applicants?

The selection is made on the basis of the following criteria: Letter of motivation, study progress, grade point average, previous experience abroad and voluntary work.

I missed the application deadline. Can I still apply?

There might still be remaining spots you can apply for. Please note, however, that for Erasmus+ applications we may only be able to fund you via Zero-Grant, i.e. you do not have to pay tuition fees at the partner university, but you will not receive any financial support.

When will I know if I have been awarded a spot at one of our partner universities?

The International Office will inform you about the result of the selection process by the beginning of March of each year.

Are there any testimonials from fellow students who have already completed a stay abroad?

We are in process of designing a system so that past testimonials can easily be found. In the meantime, we are happy to try to establish contact with students who have already studied at your university of choice.

Will a stay abroad extend the duration of my studies?

A stay abroad should not extend the duration of your studies. In practice, however, it may do so. This depends on the number of courses you take and how many of these courses can be recognised for your study programme at UW/H.

What counts as an official acceptance for my stay at the host university?

We will inform you about the result of the selection procedure. However, our letter is not yet the official acceptance for your stay. After you have accepted our offer, we will nominate you to the partner universities. Only the positive confirmation by the partner university is the official confirmation for your stay.

I would like to study at a university with which UW/H has not entered a partnership agreement. What options do I have?

As a so-called **freemover**, you can study at a university with which we do not have a partnership agreement. However, you must organise the stay yourself. Please bear in mind that as a freemover you must pay foreign tuition fees and you cannot apply for Erasmus+ funding.

Before the mobility

What happens after I have received a spot?

After we have nominated you at the partner university, the partner university will contact you directly and provide you with further information. Please note that there are so-called "application deadlines" within which you have to submit the required documents to the partner university. In addition, you now have to prepare a Learning Agreement.

What is a Learning Agreement and who is responsible for checking it?

The Learning Agreement contains the courses you would like to take at the partner university and the courses at UW/H for which you would like to receive credit for the modules abroad. The Learning Agreement must be signed by you, the UW/H and the partner university. Please send the Learning Agreement to the International Office first so that we can check the non-course-related entries and forward the LAs to the respective department for a subject-related check.

Is there a minimum number of ECTS that must be completed at the partner university?

Yes, at least 15 ECTS must be earned at the partner university. If your host university does not use an ECTS system, the credit points must be converted into ECTS. We recommend that you plan a "buffer" in your course selection to prevent you from earning too few ECTS points at the end, for example by failing a course.

Can I also attend courses in other subjects/at other faculties?

It may be possible to attend courses at other faculties, but you need to contact the partner university about this directly.

Can foreign language courses taken abroad get recognized for Studium fundamentale?

Foreign language courses taken abroad **in the local or regional language** can get recognized for the communicative area of Studium fundamentale. However, in order to receive credit for your language course, you must write a 5-6 page essay. Please send your proposed topic to Prof. Volkenandt for approval. Then send him your essay along with your language certificate/transcript of records from the host university.

Some **example topics** for the essay can include:

- What aspects of my host country's culture could I really understand only through language?
- How does language shape classroom interaction? How does teaching in the host country language and in English differ.
- How has learning the language enhanced my personal development? What challenges and opportunities did learning the language open up for me?

The process

1. Add the language course to your learning agreement.
2. Have the topic of the essay approved by Prof. Volkenandt.
3. Submit the completed essay and Transcript of Records (ToR) to Prof. Volkenandt.
4. The Stufu Examination Office will record the course on your UW/H ToR.

Please note the following:

Grade: The essay will be graded as pass/fail. If you need a grade, the language instructor's grade on the ToR will be used.

ECTS: You will receive the number of ECTS provided by the language course at the partner university, up to a maximum of 4 ECTS. (i.e. if your language course is 5 ECTS, you will receive 4 ECTS in StuFu).

The essay can be written in German or in English. **Students enrolled in the Master's program PPE must write it in English.**

Please note that a maximum of 1 language course can be recognised.

What do I have to consider regarding the security situation in the destination country?

The Federal Foreign Office regularly publishes information on the current situation and security situation in the individual countries, so find out more about your destination country [here](#). To ensure that you are contacted in the event of a crisis and that the German diplomatic mission or consular post abroad can intervene on your behalf, you should register on [ELEFAND's crisis preparedness list](#) before you start your mobility. You should also take the precaution of saving the telephone and emergency numbers of the nearest German mission abroad. You can find the telephone numbers on the website of the respective German mission abroad.

During the mobility

Do I have to confirm my arrival at the partner university?

Yes, please send us the signed and stamped confirmation of arrival as soon as you arrive at the host university. You can find the template called "Confirmation of Stay" on our [Intranet](#).

My stay abroad has already started. Can I still make changes to my course selection?

Yes, changes are possible up to 5 weeks after the start of the mobility. Please use the "Learning Agreement During the Mobility" for this. The changes need to be approved by the home and host universities.

Can I extend my stay from one to two semesters?

Generally speaking, an extension is possible, but must be agreed with us and the host university well in advance. However, if you are studying abroad via Erasmus+, you can only receive financial support for the 2nd semester if we still have sufficient funds available.

After the mobility

Do I need to have the departure date confirmed by the partner university?

Yes, please send us the confirmation of stay signed by the receiving university. Please use the same document in which the host university already confirmed your arrival date.

I would like to have my credits from abroad recognized at UW/H. Whom should I contact?

If you want your course credits recognized, please contact your respective examination office. You need to hand in your Learning Agreement and the Transcript of Records.

Students of the Faculty of Management, Economics and Society please fill in the "Form Recognition of Credits WiGe", which you can find on our [intranet](#), and send it along with your Learning Agreement and Transcript of Records to international-office@uni-wh.de

Is it compulsory to write a report about your experience?

Yes, you have to submit an experience report at the end of your mobility. You can find the template for the experience report on the [intranet](#).

Study abroad with Erasmus+

What is the maximum number of months I can receive funding for?

You can receive funding for up to 12 months per study cycle - Bachelor, Master, PhD.

In the case of single-track degree programmes (e.g. state examination), you can receive funding for up to 24 months plus another 12 months during your doctoral studies.

How much funding will I receive?

The amount of funding depends on the destination country. A distinction is made between 3 country groups. It is based on differences in cost of living. The amount of financial support may vary depending on the project year. You can see the current funding rates on our intranet.

Country Groups	Countries
Group 1	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden
Group 2	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain
Group 3	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Republic of Northern Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey

Does an Erasmus+ mobility grant come with insurance coverage?

No. You are not automatically covered.

The European Health Insurance Card generally also provides basic insurance coverage for the stay in another EU country. However, the coverage provided by the European Health Insurance Card or private insurance may be insufficient, especially if repatriation or special medical interventions are needed or in case of a pandemic. For such cases, supplementary private insurance may be useful.

Taking out accident insurance for damage suffered by the beneficiary at the place of study and liability insurance for damage caused by the beneficiary at the place of study is optional but recommended. All participants in the Erasmus+ programme (including graduates/graduates) have the possibility to be included in the DAAD group insurance, which offers comprehensive insurance coverage: www.daad.de/versicherung.

Does nationality matter?

All regularly enrolled students can participate in the programme regardless of their nationality.

Important for non-German citizens: If you would like to study in your country of origin according to your citizenship, you can only be financially supported if the country is not your main country of residence at the time of signing the Grant Agreement.

Study abroad Global (not Erasmus+)

Does studying abroad globally come with financial support?

Unfortunately, studying at one of our global partner universities is not automatically supported with a monthly financial grant. You must apply for a scholarship yourself. This also applies if you choose a university independently (Freemover). You have several options for funding via scholarships, e.g.

PROMOS

The PROMOS scholarship programme supports study stays abroad for a duration of 1-6 months and internship stays of a duration of at least 6 weeks up to a maximum of 6 months. You can find the PROMOS announcement on the [intranet](#). Please note that currently only one application deadline per year is offered.

You can also take a look at the following funding opportunities.

Further possibilities

Possible Funders	Link
Auslands-BAföG (please note that you may be eligible for Auslands-BAföG even if you do not receive BAföG).	www.das-neue-bafoeg.de
Begabtenförderungswerke	http://www.begabtenfoerderungswerke.de/
Cusanus Werk	http://www.cusanuswerk.de/
DAAD-Stipendiendatenbank	www.daad.de/stipendiendatenbank/
Daniela & Jürgen Westphal-Stiftung	The foundation specifically supports students at

	private universities. Please note: a direct application is not possible. The application is made via the Dean's Office. There is only one application deadline per year.
Deutscher Famulanten Austausch	www.dfa-germany.de
Evangelisches Studienwerk, Villigst	http://www.evstudienwerk.de
Friedrich-Ebert-Stiftung	http://www.fes.de/
Friedrich-Naumann-Stiftung	http://www.fnst.de
Gottlieb Daimler- und Karl Benz-Stiftung: Scholarships for stays abroad by German students in the context of their doctoral studies	www.daimler-benz-stiftung.de/home/de/start.html
Haniel Stiftung: Funding for students and graduates for stays abroad (focus on Eastern Europe and Asia)	www.haniel-stiftung.de
Hanns-Seidel-Stiftung	http://www.hss.de/
Hans-Böckler-Stiftung	http://www.boeckler.de/
Heinrich-Böll-Stiftung	http://www.boell.de/
InWEnt: Promotion of study visits and internships abroad	http://www.inwent.org
Konrad-Adenauer-Stiftung	http://www.kas.de/
My stipendium: The database contains a comprehensive collection of possible scholarships with a free matching procedure	www.mystipendium.de
Rosa-Luxemburg-Stiftung	http://www.rosalux.de
Stifterverband	Database of smaller foundations: www.stifterverband.de
Stiftung der deutschen Wirtschaft	http://www.sdw.org
Studienstiftung des Deutschen Volkes: The Studienstiftung announces some international programmes as so-called "open programmes". This means that graduates who are not sponsored by the Studienstiftung in Germany can also apply for these programmes: e.g. China Scholarship Programme, Bucerius Law Programme, ERP Programme, Haniel Programme.	www.studienstiftung.de/

Funding with country priorities

Australia and New Zealand	
Ranke-Heinemann-Institut Award of partial scholarships to Australia and New Zealand	http://www.ranke-heinemann.de/
France	
Deutsch Französisches Jugendwerk: Grants for students to France for studies and internships	http://www.dfjw.org/
Deutsch-Französische Hochschule: Predominantly promotion of structural programmes (e.g. double degrees, promotion	http://www.dfh-ufa.org/

of doctoral students)	
UK	
British Chamber of Commerce: The BCCG awards partial scholarships to German students for a study or research stay in the UK	www.bccg.de
The Rhodes Trust Stipendien for studying in Oxford for German students between the ages of 20 and 25.	www.rhodes-deutschland.de
Japan	
Japan Society for the Promotion of Science (JSPS): Promotion of doctoral students, graduates and scientists to Japan	http://www.jsps-bonn.de/
Mittel – und Osteuropa	
Gemeinschaft für studentischen Austausch in Mittel- und Osteuropa: Awarding scholarships for students and doctoral candidates to study in Poland and the Czech Republic	www.gfps.org
Südosteuropa-Gesellschaft: Grants scholarships to graduates and doctoral candidates for research on South Eastern Europe in Germany. Funding is provided in the fields of economics, social sciences and the humanities.	www.suedosteuropa-gesellschaft.com
USA	
Fulbright Kommission: Sponsorship of students and graduates to the USA for annual and travel scholarships	www.fulbright.de
A German-American Guide for Historians and Social Scientists: A compilation by the German Historical Institute in Washington on funding opportunities in the USA for undergraduate, graduate and doctoral students in the field of history and social sciences.	www.ghi-dc.org
Verband der Deutsch-Amerikanischen Clubs: As part of its student exchange programme with selected universities in the USA and Germany, the association enables around 20 German students each year to spend a year studying in the respective host country.	http://www.vdac.de/

What insurance should I take out?

In any case, you should ensure that you have sufficient insurance coverage and, if necessary, take out supplementary private insurance. If you receive a scholarship, it is possible that this aspect is included.

Some of our global partners have corresponding requirements and offers for insurance coverage.

Taking out accident insurance for damage suffered by the beneficiary at the place of study and liability insurance for damage caused by the beneficiary at the place of study is optional, but recommended. All DAAD programme sponsorship recipients have the option of being included in the DAAD's group insurance. For other scholarship providers, this must be checked individually.

Do I need a visa?

Please note that you may need a visa and possibly also a work permit for your stay. Therefore, you should plan your stay accordingly in good time! If you are visiting one of our global partner universities, you will usually also receive visa support from them.