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# Information brochure

**The procedure for planning study visits abroad**

# General information

It is important that you think about the transfer and recognition of courses completed abroad at an **early stage**. We therefore recommend that you first attend an **information event** organised by [the International House](#) to find out about the possibilities of a stay abroad for your degree subject. **You need to be proactive here!**

If you have informed yourself sufficiently and are now planning a stay abroad, it is **your task** to independently search for possible [partner universities](#) (see International House information) that offer **suitable or verifiable courses** for your degree programme. Of course, we will be happy to advise you on general questions regarding the procedure for your exchange.

For **administrative matters** regarding the application or the stay (e.g. accommodation and ERASMUS+ funding), please contact [the International House of the Technische Universität Braunschweig](#) **directly**.

If you have any questions about **module selection/module recognition and your studies**, please contact the Faculty's [International Coordination Office](#).

## International Coordination of the CFG Faculty:

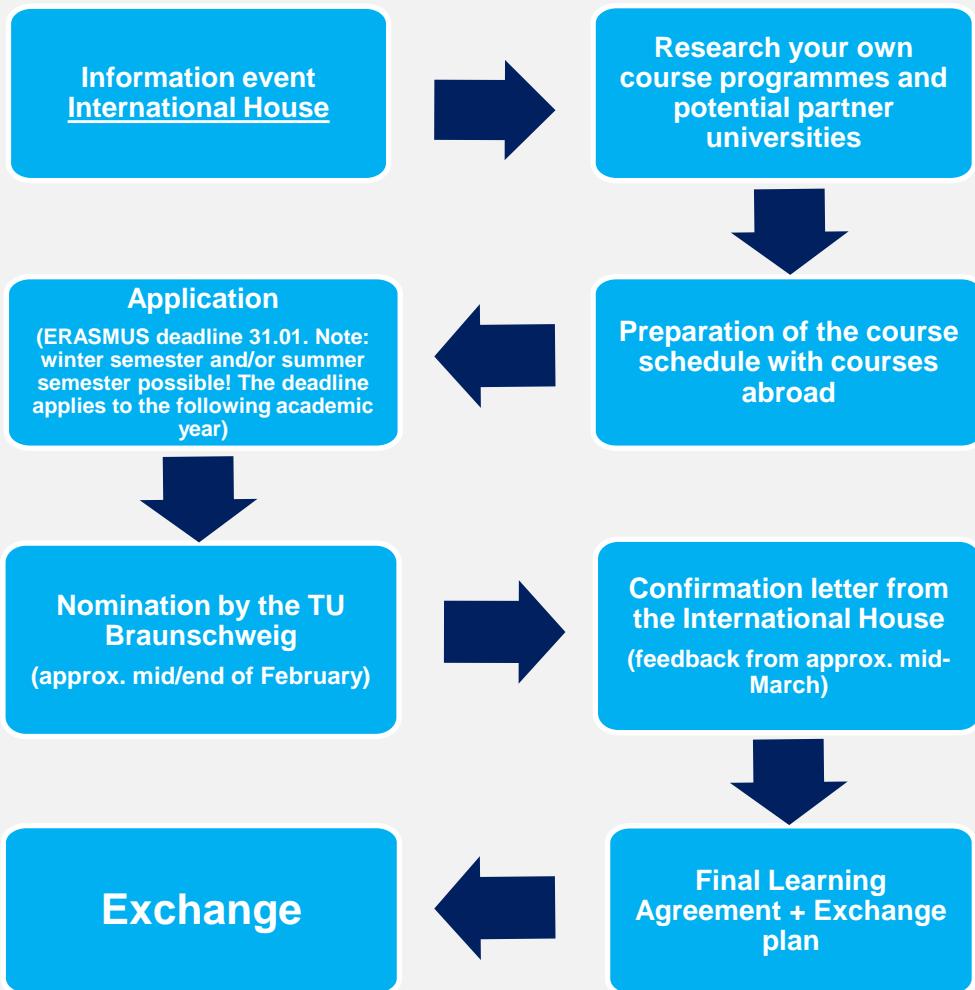
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# Central documents and procedure

There is a stringent procedure for planning and realising a stay abroad. The following is an example of the procedure for an academic stay abroad within Europe (ERASMUS+). The same procedure applies to all exchange programmes (overseas, ISEP, ISAP or Freemoving), although the deadlines differ. Information on the respective deadlines can be found on the [International House](#) website.



# The application process

1

Application

Have you done your research and selected a partner university of your choice and your courses? Then apply via the International House. Visit the homepage of the International House, where you will be guided step by step through the application process.

**IMPORTANT:**

- Please note all ERASMUS deadlines!
- **The application deadline for ERASMUS is 31 January for the following academic year**

Course plan

The application includes a course plan (see p. 7) in which you enter your planned courses. This shows the International Coordination Office (Faculty + International House) which study programme you are aiming for with your stay abroad. This is also relevant for the nomination process.

2

Create course plan

3

Nomination phase

The **nomination phase** starts after the application deadline. Important: The ERASMUS+ place allocation (nomination) is based on the following criteria:

- Current average grade (if 1st Master's semester and not yet available, BA final grade)
- Letter of motivation (related to 1st preference) + relevant language skills
- Course plan (related to 1st preference)

## Exchange plan

The exchange plan (see p. 8) will only be drawn up by you after the examination/nomination phase. Please note that the course descriptions must be in **English** or **German**. If the course descriptions are in another language (e.g. Spanish, Russian, etc.), you must translate them into English or German yourself.

## 4

### After the nomination phase

## Learning Agreement

#### **IMPORTANT for course selection and later recognition:**

- Only request as many courses as you are able to take (max. 5-6 courses)
- Recommendation: max. approx. 20 ECTS per semester (depending on study progress and personal planning/intention)
- Provide detailed course descriptions (content, ECTS, qualification objectives) and name the modules that you would like to have recognised from your degree programme curriculum (see module handbook)
- If no course fits in terms of content, it may also be possible to include courses in the elective or compulsory elective area that expand the curriculum in a meaningful way (recognition without equivalence). Please also note the information in your respective special examination regulations.
- The (digital) exchange plan must be cancelled for the subsequent **recognition process** after returning from abroad!

# 5

## Changes

Once all steps have been completed, the stay abroad can begin. **Changes** to exchange plans and learning agreements are only possible after consultation during the stay abroad. Please contact the International Coordination Office.

**Please note:** Additional achievements must also be applied for in advance via the exchange plan if they are to be listed in the final certificate. The completed and signed exchange plan is equivalent to an application to the examination board. Each examination attempt must also be reported by the student.

# 6

## Recognition

After the stay abroad, the application for recognition can be completed.

### IMPORTANT:

For recognition, you must submit the exchange plan + request for recognition to the Examination Office!



Ready for  
new  
adventures?

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# The course plan

The course plan is important so that your international coordinator can get an idea of your study plans. All the courses you plan to take abroad are listed here. Please note that these must be listed in **English or German**.

(You can find the course plan [here](#))

# The exchange plan

All courses to be taken abroad must be entered here. The exchange plan must be complete and signed! Only on the basis of the exchange plan can the responsible examination board chairperson sign the **Learning Agreement** and the examination board can recognise your achievements abroad.

### Important signatures:

- **Student**
- **International Coordination of the Faculty**
- **Chairperson of the Examination Board**

**IMPORTANT:** The examination as to whether the desired courses can be recognised is only carried out after nomination for the partner university by the International Coordination Office.

(You can find the exchange plan here.)

(You can find the [exchange plan](#) here)

# Financing options

Are you looking for financial support for your stay abroad? Then this overview of possible contact points will certainly help you:



## BAföG abroad

You can apply for BAföG for a period of study abroad. Within the EU and Switzerland, funding is possible for the entire duration of your studies, i.e. even if you intend to obtain your degree abroad. Outside of the EU and Switzerland, you can be funded for a maximum of one year, and for a maximum of two and a half years if there are special reasons. Even if you may not receive BAföG in Germany, there is still a chance of receiving financial support abroad. [BAföG](#)

## DAAD scholarship

The DAAD offers scholarships to students of all subjects who wish to attend a university abroad. Applications are made via the DAAD. Information is also available from the International Office at your university. [Find and apply for scholarships - DAAD - German Academic Exchange Service](#)

## PROMOS

The DAAD PROMOS programme is available for shorter stays abroad of up to six months. Information on this programme is available from the TU's International Office.

## Education loan

Regardless of your parents' income, you can apply for an education loan from the federal government. Repayment of the loan, including interest, begins four years after the first disbursement. [BVA - Education loan \(bund.de\)](#)

## ERASMUS+

If you would like to study in a European country, you can apply for the Erasmus+ programme. The funding, which exempts you from tuition fees and provides a financial grant, is awarded by your home university. Funding is also available for non-European countries. [National Agency for Erasmus+](#)

## Scholarships IH

The International House of the Technische Universität Braunschweig will also inform you about current scholarship offers for stays abroad. [International House](#)

# Weblinks

Below you will find a summary of important web links:

- [International House](#)
- [Carl-Friedrich-Gauß-Fakultät International](#)
- [Study abroad TU BS](#)
- [ERASMUS](#)
- [Search portal for partner universities](#)
- [Checklist application documents](#)
- [Course plan ERASMUS](#)
- [Course plan overseas](#)
- [Exchange plan](#)
- [Request for recognition](#)
- [Find and apply for scholarships - DAAD - German Academic Exchange Service](#)
- [National Agency for Erasmus+ University Cooperation - DAAD](#)
- [BAföG](#)
- [BVA - Education loan \(bund.de\)](#)
- [Student financing for international students](#)
- [External scholarships for stays abroad](#)

Good luck with your  
planning!

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