Technische Universität Braunschweig

Carl-Friedrich-Gauß-Fakultät

Information Brochure

Step-by-step guide of your study visits abroad

General Tips

It is important to have a detailed plan of the courses you are going to take during your time abroad. Make sure that the courses are recognised by TU Braunschweig and that the credits can be transferred. We recommend attending one of our Study Abroad virtual info events (1st Wednesday of every month).

After sufficiently informing yourself, it is time to search the partner universities catalogue (on the International House webpage) for a university that offers suitable courses for your study programme. We would be happy to help you with your questions.

If you have specific questions (e. g. about accommodation, funding, visa), please contact International House directly.

For consultation on **module selection/recognition**, please contact the international coordination office of your faculty.

International Coordination Office of Faculty 1

Marvin Plagge
Rebenring 58A
38106 Braunschweig
1. Floor, Room 124

Tel: +49-531-391-2831
international-fk1@tu-braunschweig.de

Main Steps and Procedure

The application procedure has a rigid schedule. The following is an example of the timeline for an exchange programme within Europe (ERASMUS+). Other programmes (overseas, ISEP, ISAP or Freemoving) have a similar process, although the deadlines differ. Information on every exchange programme can be found on the International House webpage.

Information Event at International House

→

Finding your courses and partner universities

↓

Writing down your course list and exchange plan

←

Application

ERASMUS deadline: 31.01. for the following academic year; winter, or summer semester

↓

Nomination by TU Braunschweig

approx. mid/end of February

→

Confirmation letter from the International House

from approx. mid-March

↓

Final Learning Agreement + Exchange plan

←

Exchange

The Application Process

Step by Step!

1 Application

Have you do your research and selected a partner university and your courses? Then you're ready to apply through the International House. Visit the homepage and find your exchange programme. You will find the step-by-step guide for the application process.

IMPORTANT:

- Please write down the ERASMUS **deadlines!**
- **The application deadline for ERASMUS is 31 January for the following academic year.**

2 Choose your courses

Course List

The application includes a course list (see p. 7) in which you enter the courses you're planning to take in the host university. This will be relevant for the nomination process as well.

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, BA final grade)
- Letter of motivation (related to 1st priority)
- Relevant language skills
- Course list (related to 1st preference)

Image source: www.unsplash.com © Christopher

After the Nomination Phase

4 Exchange Plan

Exchange plan

After the nomination phase, you must provide your **exchange plan** (see p. 8). The course descriptions must be in **English** or **German**. If the course descriptions are originally in another language (e.g. Spanish, Russian, etc.), it is your responsibility to translate them into English/German.

5 Learning Agreement

Once the exchange plan is signed by all parties involved (chair of the examination board + international coordination + student), you can fill out the **Online Learning Agreement** (OLA). Chair of the examination board from the faculty and the partner university's coordinator must be entered as contact persons in the OLA. If possible, the Learning Agreement should be filled out and managed in the MoveOn portal. → Please make sure that you still approve of the OLA, after it is processed.

Learning Agreement

IMPORTANT for course selection and later recognition:

- Request only 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 mention the equivalent modules from your curriculum at TU Braunschweig (see Module Guide)
- If the requested courses don't fit in your programme's curriculum, it is possible to include them in the elective or compulsory elective area to expand the curriculum in a meaningful way (recognition without equivalence). Please also consider the information in your respective specific examination regulations.
- The (digital) exchange plan must be archived for the later **recognition process** after returning from abroad!

Image source: www.unsplash.com © Nathan Dumlao

5 Changes

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

Please note: If there are **additional achievements** that you want listed in your final certificate, you should apply for it in advance via the exchange plan. The filled out 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, it is time for the **application for recognition***.

IMPORTANT:
For recognition, you must submit the **exchange plan** + **request for recognition** to the examination office!

* The application for recognition must be submitted after returning from abroad, unless otherwise specified in the examination regulations.

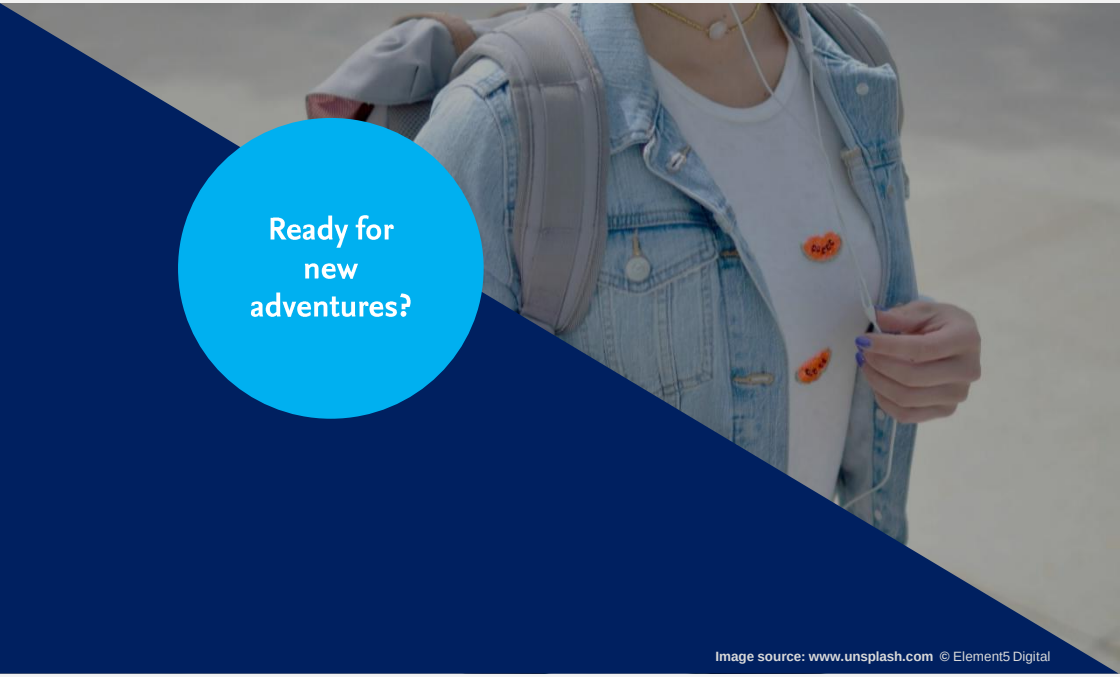

Image source: www.unsplash.com © Element5 Digital

The Course Plan

The course plan helps your international coordinator to get an overview of your study plans. All the courses you plan to take during your stay abroad should be listed here. The courses must be listed in **English** or **German**.

Course plan for the ERASMUS+ programme

Technische Universität Braunschweig

International House
MOBILITY OFFICE

Erasmus+ Programme - List of courses planned in the following semesters

Name of applicant

Field of study

Semester	Academic year	Title of course
Please choose...	Please choose...	
Please choose...	Please choose...	
Please choose...	Please choose...	
Please choose...	Please choose...	
Please choose...	Please choose...	
Please choose...	Please choose...	
Please choose...	Please choose...	
Please choose...	Please choose...	
Please choose...	Please choose...	
Please choose...	Please choose...	
Please choose...	Please choose...	
Please choose...	Please choose...	
Please choose...	Please choose...	
Please choose...	Please choose...	
Please choose...	Please choose...	

Place, date

Student's signature

D-02-33

Formular: Erasmus+ Programme - List of courses planned in the following semesters
Stand: 16.06.2023

1/1

(You can find the course plan here)

The Exchange Plan

Every course that you want to take during your stay abroad must be entered here. The exchange plan must be filled out and signed! Only with the complete exchange plan can the responsible examination board chairperson sign the **Learning Agreement** and the examination board can recognise your achievements made in abroad.

Important signatures:

- **Student**
- **International coordination** of the Faculty
- **Chairperson of the examination board**

IMPORTANT: The decision of whether the desired courses can be recognized, is only carried out after nomination for the partner university by the international coordination office.

Technische Universität Braunschweig

International Office

Austauschplan zur Anerkennung äquivalenter Studienleistungen

Name, Vorname: ..... Matrikelnummer: ..... Straße: .....

E-Mail: ..... Studiengang: ..... PLZ: ..... Ort: .....

Telefon: ..... Fakultät: ..... Land: .....

Heimathochschule: Technische Universität Braunschweig			Gasthochschule:			
Code	Kurs	ECTS	Code	Kurs	ECTS	Unterschrift *1

1*) Unterschrift des/der Verantwortlichen für die Anerkennung

Datum und Unterschrift Student/in: .....

(You can find the exchange plan here)

Good to know!

Financing Options

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

Image source: www.unsplash.com © Victoria Heath

BAföG Abroad

You can apply for BAföG for the period of your 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 for your stay abroad. BAföG

DAAD scholarship

DAAD offers scholarships to students of all subjects who wish to attend a university abroad. Applications are made via the DAAD portal. Information is also available from the International Office at your university. DAAD

PROMOS

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

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. Education loan

IH Scholarships

The International House of Technische Universität Braunschweig will also inform you about current scholarship offers for stays abroad.
International House

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. ERASMUS+

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!

International Coordination Office of Faculty 1

Marvin Plagge
Rebenring 58A
38106 Braunschweig
1. Floor, Room 124

Tel: +49-531-391-2831
international-fk1@tu-braunschweig.de