



©Naassom Azevedo

# 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](#) (1<sup>st</sup> 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

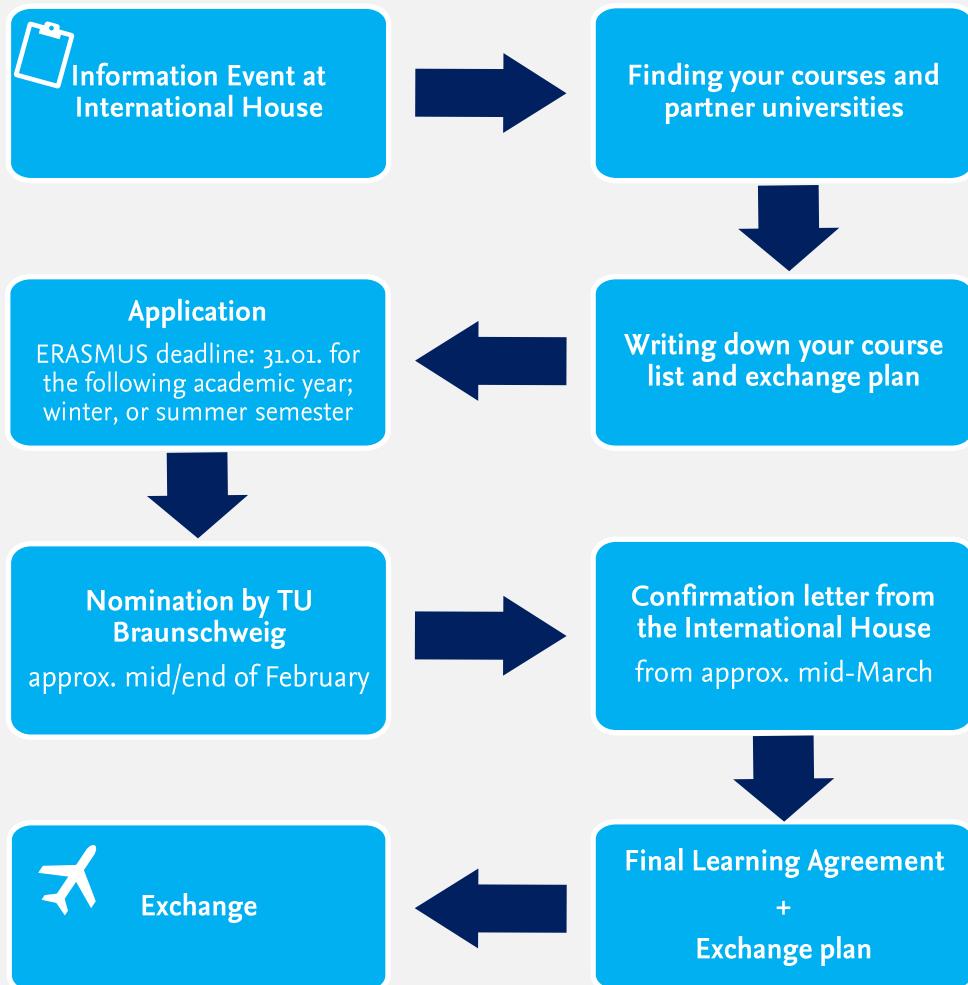
Marvin Plagge  
Rebenring 58A  
38106 Braunschweig  
1. Floor, Room 124

Tel: +49-531-391-2831  
[international-fk1@tu-braunschweig.de](mailto: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.



# The Application Process

1

Application

Have you done 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.

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.

2

Choose your courses

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)

# 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!

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.

5

Changes

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?

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**.



Technische  
Universität  
Braunschweig

International House  
MOBILITY OFFICE

## Course plan for the ERASMUS+ programme

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

Place, date

**Student's signature**

D-02-33

Formular: Erasmus+ Programme - List of courses planned in the following semesters  
Stand: 16.08.2023

1/1

(You can find the course 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:



Image source: [www.unsplash.com](http://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](#)

## 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+](#)

## IH Scholarships

The International House of 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!

## 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](mailto:international-fk1@tu-braunschweig.de)

