

Dear students of Bauhaus-Universität Weimar,

We are pleased to be able to provide you for the first time this semester (WiSe 2020/21) with the "[Portal for Your Study Abroad](#)".

We hope that the portal will make it easier for you to organise your studies abroad.

We kindly ask for your understanding if any technical difficulties arise due to this premiere.

If you have any questions regarding the content of the online forms, applications and mandatory documents or if you have technical problems with the portal, please contact us by sending an e-mail to outgoing@uni-weimar.de.

Thank you very much for your support and understanding!

Best wishes for a successful study abroad,
Your International Office Team for your study abroad

Campus.Office

International Office

Division »Student Mobility«
Geschwister-Scholl-Straße 15
1st floor, room 111 + 112
Phone.: +49 (0) 36 43/58 - 23 62 or - 23 73

Office Hours (currently only by phone or by e-mail):

outgoing@uni-weimar.de

Tue & Thu 10:00-13:00

Exchange Category ¹	Description
ERASMUS KA103/131 Europe	Studies at a partner university within Europe (financial support via ERASMUS programme possible)
ERASMUS KA107 worldwide	Studies at a partner university outside Europe (financial support via ERASMUS programme possible)
Bilateral worldwide	Studies at a partner university outside Europe (financial support via ERASMUS programme NOT possible)

¹ Please see also information in [»Checklist 1: Application Phase«](#).

The »Portal for Your Study Abroad«

Instructions for Students of Bauhaus-Universität Weimar

Content

1. Your Portal	3
Purpose of the Portal	3
Functionalities of the portal	3
2. Your Online Forms.....	4
Purpose of the Online Forms.....	4
Functionalities of the Online Forms.....	4
3. Your Mandatory Documents	5
Purpose of the Mandatory Documents.....	5
Functionalities of the Mandatory Documents.....	5
4. Your Applications	6
Purpose of the Applications	6
Functionalities of the Applications	6

1. Your Portal

Purpose of the Portal

In the "[Portal for Your Study Abroad](#)" you will find an overview of your online forms, mandatory documents and applications to be submitted.

The portal structure based on:

1. the respective phase of your study abroad (i.e. before, during and after mobility) and
2. the type of your exchange category (i.e. KA103/131, KA107 or bilateral)



Please always carefully follow the instructions - especially regarding deadlines - in your "4 Checklists for Studying Abroad" and the "Checklist of Mandatory Documents to be Submitted for Studying Abroad". You can find the checklists in the [Download Centre of the International Office](#).

If you have any questions regarding the content of the online forms and documents or technical problems with the portal, please contact: outgoing@uni-weimar.de

Functionalities of the portal

The link to the portal is published annually on the [website of the International Office of the Bauhaus-Universität Weimar](#) at the beginning of the application phase for your study abroad (beginning of December).

Your SCC ID with the corresponding password may serve as access data.



The portal is optimised for the browser "Firefox". Please use this browser if possible to use the portal.



Throughout the portal, files can only be uploaded **in PDF format!**



For data protection reasons, we ask you to use your university e-mail address to log in to the portal. You have the option to set up a forwarding to another mail account. All messages and information about your study abroad will be sent to the e-mail address provided. Please check your incoming e-mail regularly!



Please keep your access data (e-mail address and password) for the portal safe. You will need them repeatedly during your studies abroad.

2. Your Online Forms

Purpose of the Online Forms

Online forms are used to facilitate the capture of all relevant data and information for various stages of your studies abroad.

Specifically, the online forms provided to you in the portal cover the following parts of your study abroad:

I. relevant for all exchange categories (KA103/131, KA107 and bilateral)

- a. 1st application round (initial application) for a study abroad
- b. 2nd application round (update of initial application) for a study abroad
- c. Experience report for the International Office²
- d. Extension application for your study abroad programme

II. Relevant for ERASMUS exchange categories (KA103/131 and KA107)

- e. Application for an ERASMUS grant



The online forms are displayed time-based, i.e. they are only visible in the portal during the period in which they are to be processed according to the deadline (see "[Checklist of mandatory documents to be submitted for studying abroad](#)").

Functionalities of the Online Forms

Within the online forms, you have the option to save your processing status at any time and to continue processing at a later time.

For security reasons, you will be automatically logged out of the current session if you exceed the time limit.

Important additional information on the fields to be filled in the online forms can be found in the yellow info buttons (i), the content of which is displayed by mouse-over.

If you have filled in a section completely, please tick "Mark section as complete" at the bottom of the page in the online form. If the entry is correct, a green tick will appear in the menu on the left-hand side.

The fields with red asterisks (*) are mandatory fields.



After submitting an online form, changes are no longer possible. A complete re-entry/registration will be required.

² Students in the exchange categories KA103/131 and KA107 have to submit another experience report for the EU. The corresponding link will be sent to you automatically (see checklists).

3. Your Mandatory Documents

Purpose of the Mandatory Documents

At first glance, the amount of mandatory documents to be submitted may seem overwhelming and confusing.

The "[4 Checklists for Studying Abroad](#)" and the "[Checklist of Mandatory Documents to be Submitted for Studying Abroad](#)" therefore provide you with detailed information material to help you find your way around.



Please always observe which documents are relevant for your exchange category (KA103/131, KA107 or bilateral).

The mandatory documents enable the International Office to (1) provide you with the best possible support for your studies abroad, (2) ensure that your stay abroad is properly scheduled and (3) provide future students with a good and informed start to their study abroad adventure.

Some of the documents are also required in order to fulfil our reporting obligations to the [DAAD \(German Academic Exchange Service\)](#).


Functionalities of the Mandatory Documents

The section "My other documents to be submitted for studying abroad" in the "[Portal for Your Study Abroad](#)" offers you the possibility to submit all necessary mandatory documents for your studies abroad.

This section is structured chronologically according to the phase of your studies abroad (before, during and after mobility). In this way, you can more easily identify at which point in time which document needs to be submitted.

To submit a document, please tick the "Upload" box in the "My other documents to be submitted for studying abroad" section of the "[Portal for Your Study Abroad](#)". An upload field will then appear, which you can use for the upload.



Please ensure that you check which mandatory documents are relevant for your exchange category (KA103/131, KA107 or bilateral). You will also find a note on this in the info button () of the respective document.



The mandatory document "Grant Agreement" to be submitted for the exchange categories KA103/131 and KA107 cannot be submitted via the portal, as it must be submitted in original with your signature to the International Office (by ordinary mail or in person).



For technical reasons, it is unfortunately not possible to mark documents that you have already uploaded. For this reason, you will receive a confirmation e-mail after uploading each mandatory document. **Please be sure to keep these confirmations for future reference!**

4. Your Applications

Purpose of the Applications

The applications offer you the possibility to easily extend your stay abroad (relevant for all exchange categories) or to apply for an ERASMUS grant (relevant for exchange categories KA103/131 and KA107).

Functionalities of the Applications

The applications, just like the forms, are time-based and are only available for processing/submission until the deadline. Therefore, please always observe the deadlines in your "[Checklist of Mandatory Documents to be Submitted for Your Study Abroad](#)".

After submitting an application, you will receive a confirmation e-mail. Your documents will then be checked. If your documents are incomplete, you will receive a corresponding e-mail from outgoing@uni-weimar.de and may be asked to correct your information or to submit additional information.



If applications in the portal are editable, is dependent on the deadline for submission of the respective application.