

Summary of the compulsory documents to be submitted for BIP participation

The ERASMUS grant is paid out in 2 instalments.

If you have submitted all the compulsory documents mentioned here, you will receive 70% of your scholarship with the 1st instalment and the remaining 30% with the 2nd instalment.

Extract from Checklist 2: before the in-person phase

1. Rate (70%) ¹	2. Rate (30%) ¹	In chronological order	Point in time	Responsibility	Procedure	✓
-	-	Notify the International Office of the Bauhaus Universität of your successful application in order to receive information about the application for ERASMUS funding	After receiving the acceptance confirmation by the partner university	Student	Send your confirmation of acceptance via E-Mail to bip@uni-weimar.de with the subject [BIP] Annahme	
X 1. Rate	-	Completion of the ERASMUS application (incl. upload of (1) confirmation of acceptance, (2) signed „BIP Learning Agreement“ and (3) your current enrolment certificate of Bauhaus-Universität ²)	Within 7 days after receipt of the request email by the International Office	Student	You will receive all the necessary information in the e-mail for filling out the ERASMUS application form	
X 1. Rate	-	Submission of the fully completed and signed „Grant Agreement“ ³ with your original signature (no copy or scan!)	before the beginning of the in-person phase of the BIP	Student	By post or in person to the International Office of Bauhaus-Universität	
X 1. Rate	-	<u>Only if applicable⁴:</u> Late submission of the FULLY SIGNED „Learning Agreement“	before the beginning of the in-person phase of the BIP	Student	via e-mail to bip@uni-weimar.de with the subject [BIP] Learning Agreement	

¹ The payment of your ERASMUS grant for participation in a BIP is made in 2 instalments. The first instalment is 70% of the funding amount, the 2nd instalment is 30% of the funding amount. For both instalments there are compulsory documents that must be submitted in order for you to receive the money. These are marked in these two columns.

² You may download your certificate of enrollment from [BISON-Portal](#).

³ The Grant Agreement is the only document that you have to submit as an original (i.e. no copy or scan) for your ERASMUS stay. You can send the signed original Grant Agreement by post to: Bauhaus-Universität Weimar, International Office, Geschwister Scholl Straße 15, 99423 Weimar. Alternatively, you can also use the letterbox on the outside of the Campus.Office building.

⁴ if the "BIP Learning Agreement" you uploaded in the ERASMUS application form did not contain all signatures (i.e. (1) your signature, (2) signature of your Bauhaus-Uni faculty and (3) the partner university), you must submit the fully signed version at this point.

Extract from Checklist 4: after the in-person phase

1. Rate (70%)	2. Rate (30%)	In chronological order	Point in time	Responsibility	Procedure	✓
-	X 2. Rate	Submission of the „Confirmation of Stay“ (CoS) (Form template on the BIP Website)	Within 1 week after the start of the in-person phase	Student	via E-Mail to bip@uni-weimar.de with the subject [BIP] CoS	
-	X 2. Rate	Submission of the „Transcript of Records“ (ToR)	After receipt of the „Transcript of Records“ by the partner university	Student	via e-mail to bip@uni-weimar.de with the subject [BIP] ToR	
-	X 2. Rate	Submission of the "recognition" („Anerkennung“) issued by your faculty at Bauhaus-Universität	After receipt of the „Anerkennung“ by your faculty at Bauhaus-Uni	Student	via e-mail to bip@uni-weimar.de with the subject [BIP] Anerkennung	
-	X 2. Rate	Participation in the »EU-Survey« (Online experience report for the die EU) ⁵	within 30 days after receipt of the automatic e-mail by the EU	Student	The EU automatically sends the link to the survey to the student by email.	

⁵ Please make sure to indicate the same period of stay in the EU Survey as on your "Confirmation of Stay". Students who have answered "no" to the question in the survey as to whether the recognition process has already been completed, will automatically receive a new survey after a further 2 weeks.