

BIP Checklist for students of Bauhaus-Universität

Dear students of the Bauhaus-Universität Weimar,

By participating in a Blended Intensive Programme (BIP), you have the opportunity to carry out short stays abroad that can be funded by an ERASMUS grant.

The BIP format has only existed since the summer semester 2022.

As is always the case when something takes place for the first time, it can happen that inconsistencies arise in the implementation and processing.

We would therefore like to invite you to face this challenge together with us. Please follow the steps in this checklist and let us know if you think there are any essential steps missing so that we can add them.

Thank you for your understanding and cooperation,
Your Student Exchange Team

Checklist 1: Application phase

Checklist 2: Before the in-person phase

Checklist 3: During the in-person phase

Checklist 4: After the in-person phase

Checklist 1: Application phase

Event in chronological order	Point in time	Responsibility	Procedure	✓
<p>Online research on the offer of BIPs at a European university (currently there is no database to search for BIPs)</p> <p>please note Check whether the course / programme is explicitly declared as a BIP; in case of doubt, please enquire with the respective university</p>	If you are interested in participating in a BIP	Student	Visit the website of universities of interest to you	
<p>Check 1: check whether the university offering the BIP is a partner university of the Bauhaus-Universität Weimar</p> <p>please note Students can only receive an ERASMUS grant for their participation in the BIP if the organising university is one of our partner universities.</p>	If you are interested in participating in a BIP	Student	If you can find the university in our „Suchportal Auslandsstudium“ it belongs to our partner universities	
<p>Check 2: check whether the timing of the BIP fits in with your study plan</p>	If you are interested in participating in a BIP	Student; in consultation with your study programme advisor at your faculty at Bauhaus-Uni	consultation in person or by e-mail	
<p>Check 3: check with the International Office at Bauhaus-Uni whether ERASMUS funding is available for the participation in the BIP</p>	If you are interested in participating in a BIP	Student	By sending an e-mail request to bip@uni-weimar.de	
Application for your participation in the BIP at the partner university	After the checks 1-3 are completed	Student	Application for participation in the BIP according to the requirements of the partner university	

Checklist 2: before the in-person phase

1. Rate (70%) ¹	2. Rate (30%) ¹	Event in chronological order	Point in time	Responsibility	Procedure	✓
-	-	Receipt of a confirmation of acceptance from the partner university (e.g. „Letter of Acceptance“ or acceptance e-mail)	After the successful application for participation in the BIP	Partner university	An acceptance confirmation is usually sent to you by e-mail by the partner university.	
-	-	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	
-	-	Preparation of the „BIP Learning Agreement“ ² (Template on the BIP Website)	After receiving the acceptance confirmation by the partner university	Student	Student in cooperation with the partner university and the person responsible for subject specific advising at your Bauhaus faculty	
-	-	Receipt of the info e-mail incl. request to fill in the ERASMUS application form	After submission of the confirmation of acceptance	International Office of the Bauhaus-Uni	Via E-Mail to the student by the International Office	
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 ³)	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	

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 In the "BIP Learning Agreement", you, your faculty at Bauhaus-Universität and the partner university confirm the number of ECTS points earned in the BIP and their recognition (Anerkennung).

³ You may download your certificate of enrollment from [BISON-Portal](#).

Checklist 2: before the in-person phase

1. Rate (70%) ¹	2. Rate (30%) ¹	Event in chronological order	Point in time	Responsibility	Procedure	✓
-	-	Notification of the amount of the ERASMUS funding via receipt of the "Grant Agreement"	After your ERASMUS application has been checked by the International Office	International Office at Bauhaus-Uni	via e-mail to the student through the International Office of Bauhaus-Uni (bip@uni-weimar.de)	
X 1. Rate	-	Submission of the fully completed and signed „Grant Agreement“ ⁴ 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 applicable</u> ⁵ : 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	
-	-	Payment of the 1st rate of the ERASMUS funding (70% of the total grant)	Within 4 weeks after submission of all mandatory documents for the 1st rate	International Office at Bauhaus-Uni	By bank transfer to the bank account you indicated in the ERASMUS application form	

⁴ 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.

⁵ 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.

Checklist 3: during the in-person phase

1. Rate (70%) ⁵	2. Rate (30%) ⁵	Event in chronological order	Point in time	Responsibility	Procedure	✓
-	-	Initiation of signing the "Confirmation of Stay" by the partner university (Template on the BIP website)	Immediately after arrival or 1 week before the end of the in-person phase	Student and partner university	Usually, the signature must be obtained in person from the person responsible for the BIP at the partner university.	
-	-	Application for the issuance of a "Transcript of Records" by the partner university	Immediately after arrival or 1 week before the end of the in-person phase	Student	Please contact the partner university to obtain the „Transcript of Records“	

Checklist 4: after the in-person phase

1. Rate (70%) ⁵	2. Rate (30%) ⁵	Event 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	
-	-	Applying for "recognition" („Anerkennung“) at your faculty of the Bauhaus-Universität	After receipt of the “Transcript of Records“ by the partner university	Student	For recognition, please contact your examination office (Prüfungsamt) at Bauhaus-Uni	
-	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) ⁶	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.	
-	-	Payment of the 2nd rate of the ERASMUS funding (30% of the total grant)	Within 4 weeks after submission of all mandatory documents for the 2nd rate	International Office of the Bauhaus-Uni	By bank transfer to the account you indicated in the ERASMUS application form	

⁶ 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.