

# INFORMATION ON THE APPLICATION DOCUMENTS FOR STUDYING ABROAD

## Information Sheet for Students of Bauhaus-Universität Weimar

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**In case of study-related questions** on the partner universities, please contact the International Counsellor at your faculty, your academic advisor or the respective supervisor who is responsible for the partner university selected by you (see note in the Announcement).

**In case of organisational questions** on the application process, please contact the International Office by sending an e-mail to outgoing[at]uni-weimar.de or by telephone during the consultation hours (03643 – 58 23 62).

## I. Instructions for Bauhaus-Students of all Faculties

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1. *Letter of Motivation*
  - Please note the individual instructions of your faculty (see parts III. + IV. + V.)
2. *Curriculum Vitae*
  - For example, you may use [EUROPASS CV](#)
3. *Transcript of Records*
  - Bauhaus students may download their transcript of records from the [BISON-Portal](#) and upload it in the online application form
  - Students who have just started their studies at Bauhaus-Universität Weimar may upload their most recent transcript of records of their last university or their high school diploma/ Abiturzeugnis (grades / credits must be identifiable)
4. *Confirmation of Enrolment at Bauhaus-Universität Weimar*
  - Bauhaus Students may download their confirmation of enrolment from the [BISON-Portal](#) and upload it in the online application form
5. *Proof of Language Skills*
  - Please make sure that you upload the proof of your language skills which you indicated under the tab "Proof of Language Skills" in the online application form
  - Please ensure that the current level of your language skills is identifiable on the proof of language skills
    - the language proficiency level is indicated in accordance with the levels of the [Common European Framework of Reference for Languages CEFR](#) (A1 - C2)
    - If you submit your high school diploma/Abiturzeugnis as proof of your language skills (the language must have been studied at minimum for 7 years), the following conversion applies:
      - 10 credit points = B1
      - 11 – 12 credit points = B2
      - > 12 credit points = C1
  - If you are a native speaker of the respective language of instruction, please upload a PDF document in which you explain your language competence (max. 1 page) at the point in the online application form where proof of language proficiency is required and, if applicable, also attach the relevant supporting documents
6. *Portfolio only for*
  - Faculty of Architecture and Urbanism (except for European Urban Studies) (see part III.)
  - Faculty of Art and Design (see part V.)

### Please note

The language certificate that you submitted with your application for an exchange place at the Bauhaus-Universität Weimar may not be accepted by the partner. Therefore, please inform yourself early on the homepage of your partner university about their requirements for the language certificate and the application documents!

You can find an overview of the entire application process [on our website](#).

## II. Instructions on the Letter of Motivation for Students of all Faculties

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The letter of motivation for the stay abroad is an important selection criterion for the Bauhaus-professors at your faculty who supervise the partner universities<sup>1</sup> you have selected.

The letter of motivation serves on the one hand to classify your personal motivation for studying abroad and on the other hand to evaluate the reasons you gave for choosing the partner university / partner universities.

The basis for the selection decision is the joint assessment of your personal motivation in combination with subject-related reasons for studying abroad and the consideration of your other application documents (e.g. grades, language level, etc.).

In addition to the letter of motivation, there are other parameters that influence the selection decision (e.g. the available capacities at the partner university).

### Formal Instructions

We kindly ask you to observe the following guidelines with regard to the letter of motivation:

- **DIN A4 format**
- **max. 2 pages**
- **PDF file**

Linguistic formulations and (visual) design of your letter of motivation are up to you.

### Content Recommendations

The following key points are recommendations of the International Office of the Bauhaus-Universität Weimar for your letter of motivation; it is up to you to decide on the main focus:

- detailed personal and academic motivation for studying abroad with reference to the selected partner university (first choice)
- short explanation of the personal and academic motivation for the second choice
- Presentation of the added value of the study abroad / stay abroad for your personal future with reference to the content and disciplinary foci of the study programmes at the partner universities
- Indication of stations in the previous educational development relevant for assessment (school-based; vocational/ practical; academic)
- Indication of projects and/or internships (completed or ongoing), experience abroad, student involvement, academic activities, etc. relevant for assessment

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<sup>1</sup> Every partner university of the Bauhaus-Universität Weimar has a supervising professor. He/she decides from a disciplinary perspective which student is selected for the available exchange places. You can find the supervising professor for your desired partner university in the [announcement](#). Please contact your supervising professor, [International Counsellor or academic advisor](#) to find out more about the disciplinary profile of the partner university.

### III. Instructions for Students of the Faculty of Architecture and Urbanism

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#### Information on when to study abroad at the Faculty of Architecture and Urbanism

Bachelor of Architecture / Bachelor Urbanism:	students are recommended to apply for a study abroad programme in the 3rd semester, so that the stay abroad can take place during the 5th semester (WiSe) or 6th semester (SoSe).
Master of Architecture / Master EUS:	students can already apply in their 1st semester for a stay abroad, which then takes place in the 3rd semester (WiSe) or 4th semester (SoSe).
Master MediaArchitecture:	students can already apply for a study abroad place in their 1st semester, which then takes place in the 3rd semester (WiSe).

If you have questions concerning the letter of motivation or the portfolio, please contact the [International Counsellor of your faculty](#).

*Portfolio notes for all architecture and urban studies students*

- Format:
  - max. 4 DIN A4 pages per draft
  - Short presentation of 2 semester concepts, core modules or project modules
- Mandatory information for the respective draft:
  - year
  - supervisor (and name of the university, if not Bauhaus-Universität Weimar)
  - grade (if the concept, core module or project module has already been completed and a grade has been awarded)
  - co-authors (if any)

*Notes specifically for your study programme*

- **European Urban Studies:**
  - you do NOT have to submit a portfolio
  - for technical reasons, please upload a blank PDF document in the online application form so that you can submit your application
  - the letter of motivation can be submitted in English
- **Bachelor of Architecture:**
  - Presentation of 2 programme/project modules (ideally, you will present projects that have already been completed, i.e. graded).
  - [Website for students BSc Architecture](#)
- **Master Architecture and MediaArchitecture (incl. specialisation archineering):**
  - Presentation of 2 programme/project modules (ideally, you will present projects that have already been completed, i.e. graded; the designs can also originate from the Bachelor's programme).
  - [Website for students MSc Architecture](#)
- **Urbanism:**
  - Presentation of at least 2 freely selectable university and/or non-university projects relevant to the semester or year abroad (ideally, you present projects that have already been completed, i.e. graded).

## IV. Instructions for Students of the Faculty of Civil Engineering

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If you have questions concerning the letter of motivation, please contact the [International Counsellor of your faculty](#).

### Notes on when to study abroad at the Faculty of Civil Engineering

Bachelor students can only apply for a study abroad programme from the 3rd semester onwards; for Master students there are no restrictions.

## V. Instructions for Students of the Faculty of Media

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If you have questions concerning the letter of motivation, please contact the [International Counsellor of your faculty](#).

- *Letter of Motivation*
  - The letter of motivation has to be submitted **in English for all Canadian partner universities** of the Faculty of Media

### Notes on when to study abroad at the Faculty of Media

All students can apply for a study abroad from the 1st semester onwards.

## VI. Instructions for Students of the Faculty of Art and Design

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If you have questions concerning the letter of motivation or the Portfolio, please contact the professor who supervises your selected partner universities (see [Announcement](#)).

- *Portfolio*
  - Format:
    - Format: DIN A4
    - Short presentation of 2 projects
  - Obligatory information for each project:
    - i. year
    - ii. supervisor(s)
    - iii. grade
    - iv. co-author(s)

### Information on when to study abroad at the Faculty of Art and Design

All students can apply for a place to study abroad from the 1st semester onwards.  
The stay abroad is recommended from the 3rd semester onwards.