

# Infoevent on study abroad Part II

Organisation, financing and documents  
for your study abroad in  
WiSe 2025/26 oder SoSe 2026



Download presentation:



Diese Präsentation finden Sie online auch auf Deutsch.

# STUDENT EXPERIENCE

„I am incredibly happy to have been given the opportunity to spend a semester abroad in South Korea. Not only did I get to **experience a new culture and university system**, but I also made **wonderful new friends from all over the world**.

During my semester abroad, I had **great and unique experiences** that I definitely wouldn't want to miss. In addition, I was able to acquire **important soft skills and intercultural competences** during my study abroad, which give me an advantage in the job market. By **improving my English skills and learning Korean**, I have now also gained the ability to act and communicate more fluently and eloquently in an international context.

I can only recommend anyone who is interested in **new cultures, unforgettable experiences and different perspectives** to take the step and spend a semester abroad.

Many thanks to Bauhaus-Universität Weimar for making this unique experience possible for me!“

*from an experience report at Chonnam National University  
(Gwangju, Südkorea)*

# TARGET GROUP OF THIS EVENT

Students of the Bauhaus-Universität Weimar who have applied for a study abroad place in the 1st or 2nd application round and are planning to study abroad in the winter semester 2025/26 or summer semester 2026.

Download presentation:





# EXCHANGE CATEGORIES





*Further  
information*



Explanation of the  
exchange categories



# PLEASE REMEMBER YOUR COLOUR

-  **KA 131 Exchanges within Europe**  
Eligible for funding via the ERASMUS programme
-  **KA 131 Double Degree within Europe**  
Eligible for funding via the ERASMUS programme
-  **KA 171 Exchanges outside Europe with selected partner universities**  
Eligible for funding via the ERASMUS programme
-  **Bilateral Global exchanges outside Europe**  
Eligible e.g. via the PROMOS programme

## Why is the exchange category important?

The obligations to submit documents differ depending on the exchange category.





# CONTENT OF THIS PRESENTATION

1. Checklist and contact persons
2. What has already been completed?
3. What happens next?
4. Which documents do you have to submit?
  - I. Before mobility
  - II. During mobility
  - III. in case of extension
  - IV. After mobility

- KA 131 within EU
- KA 131 Double Degree
- KA 171 outside EU
- Bilateral outside EU

# CHECKLIST AND CONTACT PERSONS



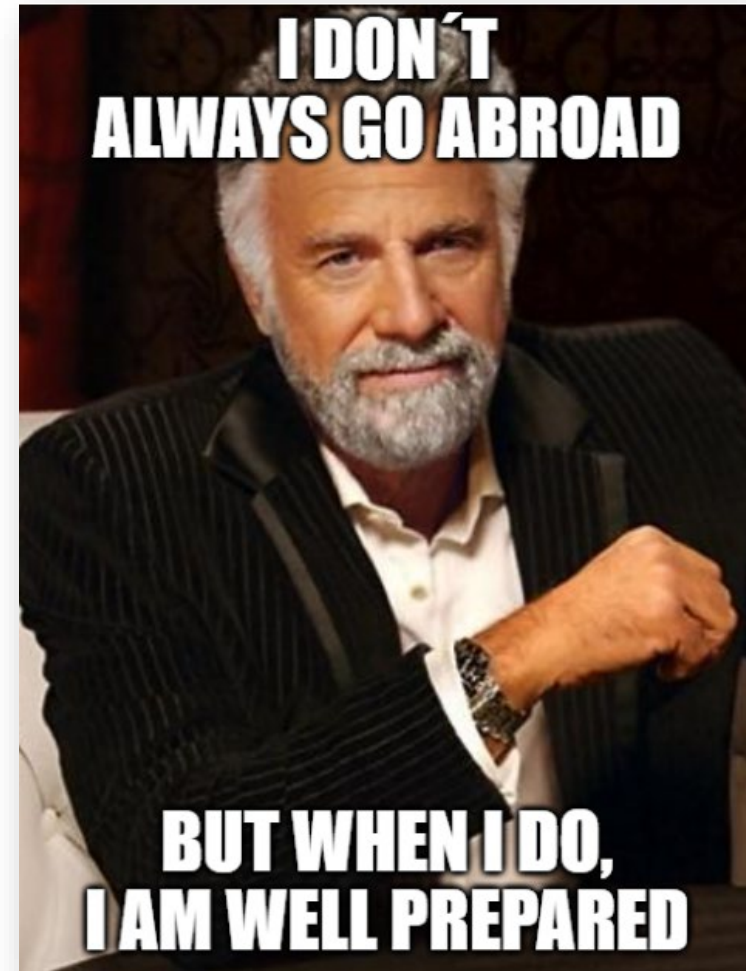
Checklists for  
Study Abroad



Counselling  
Tue + Thurs 10 – 13  
Campus.Office



Website of the  
International Office



# Checklists for your stay abroad

Stand: 17. Dezember 2024

## CHECKLISTE 2: VOR DER MOBILITÄT

Austauschkategorie			Status	Ereignis	Zeitpunkt	Zuständigkeit	Ablauf	✓
KA 131 + EMK	KA 171	Bilateral		in chronologischer Reihenfolge				
Europa	weltweit	weltweit						
X	X	X	empfohlen	Besuch der Infoveranstaltung (Teil 2: Dokumente, Organisation, Finanzierung) zu den einzureichenden Pflichtdokumenten im Auslandsstudium	Im April	Student*in	Informationen zum Datum der Veranstaltung und die Präsentation finden Sie <a href="#">auf unserer Homepage</a>	
-	-	X	optional	Antrag auf ein <a href="#">PROMOS-Stipendium</a>	Für Aufenthalte mit Beginn zw. Juli und Dez: <b>Anfang Mai</b> Für Aufenthalte mit Beginn zw. Jan und Juni: <b>im Dezember</b>	Student*in	PROMOS Bewerbungsunterlagen per E-Mail an <a href="mailto:andrea.weber@uni-weimar.de">andrea.weber@uni-weimar.de</a>	
X	X	-	<b>verpflichtend<sup>7</sup></b>	<b>Einreichung »Antrag auf ein ERASMUS-Stipendium« inkl. »Beantragung von Top-Ups« im Antragsformular</b>	Für Aufenthalte im WiSe: <b>15. Juni bis 15. Juli</b> Für Aufenthalte im SoSe: <b>01. Okt bis 30. Nov</b>	Student*in	Über das <a href="#">»Portal für Ihr Auslandsstudium«</a>	
EMK <sup>4</sup>	1. Rate	1. Rate						
X	X	X	-	<b>Nominierung an der Partneruniversität und Erhalt des »Letter of Nomination«<sup>8</sup></b>	Vor Ihrer selbstständigen Bewerbung an der Partneruniversität	International Office der Bauhaus-Uni	Nominierung an der Partneruniversität durch das International Office der Bauhaus-Uni	
EMK <sup>8</sup>					Für Aufenthalte im WiSe: <b>zwischen Jan und Aug</b> Für Aufenthalte im SoSe: <b>zwischen Sept und Dez</b>			
X	X	X	-	Annahme der Nominierung durch die Partneruniversität	Nach der Nominierung durch das International Office der Bauhaus-Uni	Partneruniversität	i.d.R. per E-Mail durch die Partneruniversität an den/die nominierte*n Student*in	
EMK <sup>10</sup>								
X	X	X	optional	Antrag auf <a href="#">AuslandsBAföG</a>	Der Antrag auf AuslandsBAföG sollte mindestens 6 Monate vor Beginn der Mobilität beim zuständigen Auslandsamt (abhängig vom Gastland) gestellt werden: <a href="#">Link zur Ermittlung</a>	Student*in	unter <a href="http://www.auslandsbafoeg.de">www.auslandsbafoeg.de</a>  Unterschriften der Bauhaus-Uni einzuholen per E-Mail an <a href="mailto:outgoing@uni-weimar.de">outgoing@uni-weimar.de</a>	

<sup>4</sup> Hinweis für EMK Studierende: EMK Studierende haben ein eigenes ERASMUS Antragsformular. Sie können eine ERASMUS Förderung für max. 6 Monate Ihres Aufenthalts an der Lyon 2 erhalten.  
<sup>7</sup> Die Verpflichtung zur Bewerbung um ein ERASMUS Stipendium besteht nur, wenn Sie ein ERASMUS Stipendium erhalten wollen.  
<sup>8</sup> Hinweis für EMK Studierende: Sie erhalten keinen „Letter of Nomination“. Die Meldung Ihres Aufenthalts in Lyon 2 erfolgt über Ihre Studiengangskoordination.  
<sup>9</sup> Sie erhalten die Nachricht zur Nominierung per E-Mail (Letter of Nomination) von uns. Bitte speichern Sie diese E-Mail. Sie kann z.B. als Nachweis für die Rückerstattung des Semestertickets dienen. Bitte beachten Sie, dass wir bei der Nominierung unserer Studierenden chronologisch nach den Nominierungsdeadlines unserer Partneruniversitäten vorgehen. Der Zeitpunkt Ihrer Nominierung ist abhängig vom Start Ihres Auslandsstudiums und der Nominierungsdeadline der Partneruniversität. Die Nominierungen für das Sommersemester finden erst zwischen September und Dezember statt.  
<sup>10</sup> Hinweis für EMK Studierende: Sie erhalten keine Annahmestätigung aus Lyon 2, da Sie bereits für den Doppelstudiengang zugelassen sind.

Erläuterungen zu den Dokumenten, sowie zum Zeitpunkt und Ablauf der Einreichung finden Sie in Ihrer [»»» Checkliste für das Auslandsstudium](#)

## Übersicht Pflichtdokumente für das Auslandsstudium

Dokument	Austauschkategorie			
	KA131 + EMK Europa	KA171 weltweit	Bilateral weltweit	BIP Kurzzeit
<b>1. Rate ERASMUS (70%)</b>				
Bewerbungsunterlagen für die Bauhaus-Uni	X	X	X	-
<b>EMK<sup>1</sup></b>				
Antrag auf ERASMUS Stipendium	X	X	-	X
Grant Agreement	X	X	-	X
Ehrenwörtliche Erklärung für Top-Ups <sup>2</sup>	X <sup>3</sup>	X <sup>3</sup>	-	X <sup>3</sup>
Annahmestätigung der Partneruniversität <sup>3</sup>	X	X	-	X
<b>EMK<sup>4</sup></b>				
Immabescheinigung der Bauhaus-Uni	X	X	(X) <sup>5</sup>	X
<b>2. Rate ERASMUS (30%)</b>				
Confirmation of Arrival	X	X	-	X
<b>EMK<sup>6</sup></b>				
Confirmation of Departure	X	X	-	X
Teilnahme am OLS Sprachtest der EU <sup>7</sup>	X	-	-	-
ggf. aktuelle Immabescheinigung der Bauhaus-Uni <sup>8</sup>	X	X	-	-
Online Learning Agreement before mobility	X	X	-	X
<b>EMK<sup>9</sup></b>				
Online Learning Agreement Changes / during mobility <sup>10</sup>	X	X	-	-
Transcript of Records <sup>11</sup> ODER Learning Agreement after mobility	X	X	X	X
EU Survey <sup>12</sup>	X	X	-	X
Persönlicher Erfahrungsbericht für das International Office <sup>13</sup>	X	X	X	-
Nachweis(e) Top-Ups <sup>14</sup>	X	X	-	X
Anerkennung der Kurse an der Bauhaus-Fakultät <sup>15</sup>	X	X	-	X
<b>Bei Verlängerungen</b>				
<b>1. Rate Verl. ERASMUS (70%)</b>				
Verlängerungsantrag	X	X	X	-
<b>EMK<sup>16</sup></b>				
Neuer ERASMUS Antrag	X	X	-	-
Aktuelle Immabescheinigung	X	X	X	-
Neues Grant Agreement	X	X	-	-
Neues Online Learning Agreement	X	X	-	-





# ORGA & FINANCING QUESTIONS

**Advise on studying abroad and ERASMUS**  
International Office

Ms. Evelyn Beyer  
03643 – 58 23 62

[outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de)



**Advise on financing, internships abroad and PROMOS**  
International Office

Ms. Andrea Weber  
[andrea.weber@uni-weimar.de](mailto:andrea.weber@uni-weimar.de)

03643 - 58 23 61



## Individual consultation

Tuesdays + Thursdays 10 – 13  
and after prior appointment

Campus.Office  
2nd floor

CONTACT PERSONS  
INTERNATIONAL OFFICE



# CONTACT PERSONS FACULTY

Overview  
Academic Counsellors



Overview  
International Counsellors



Overview  
Examination Offices



## ACADEMIC QUESTIONS

### Academic counsellors

Course selection, Learning Agreement, degree programme regulations

### International Counsellor

General faculty-specific questions

### Examination Office





Recognition

# STUDENT EXPERIENCE

„The **checklists really helped me** to orientate myself as to what the next steps were, and if something was unclear, you could always reach someone who could help you.“

*from an experience report at IE University (Segovia, Spain)*

# PLEASE REMEMBER YOUR COLOUR

-  **KA 131 Exchanges within Europe**  
förderfähig über das ERASMUS-Programm
-  **KA 131 Double Degree within Europe**  
(e.g. EMK)
-  **KA 171 Exchanges outside Europe  
with selected partner universities**  
Eligible for funding via the ERASMUS programme
-  **Bilateral Global exchanges outside Europe**  
Eligible e.g. via the PROMOS programme

why is the exchange category important?

The obligations to submit documents differ depending on the exchange category.

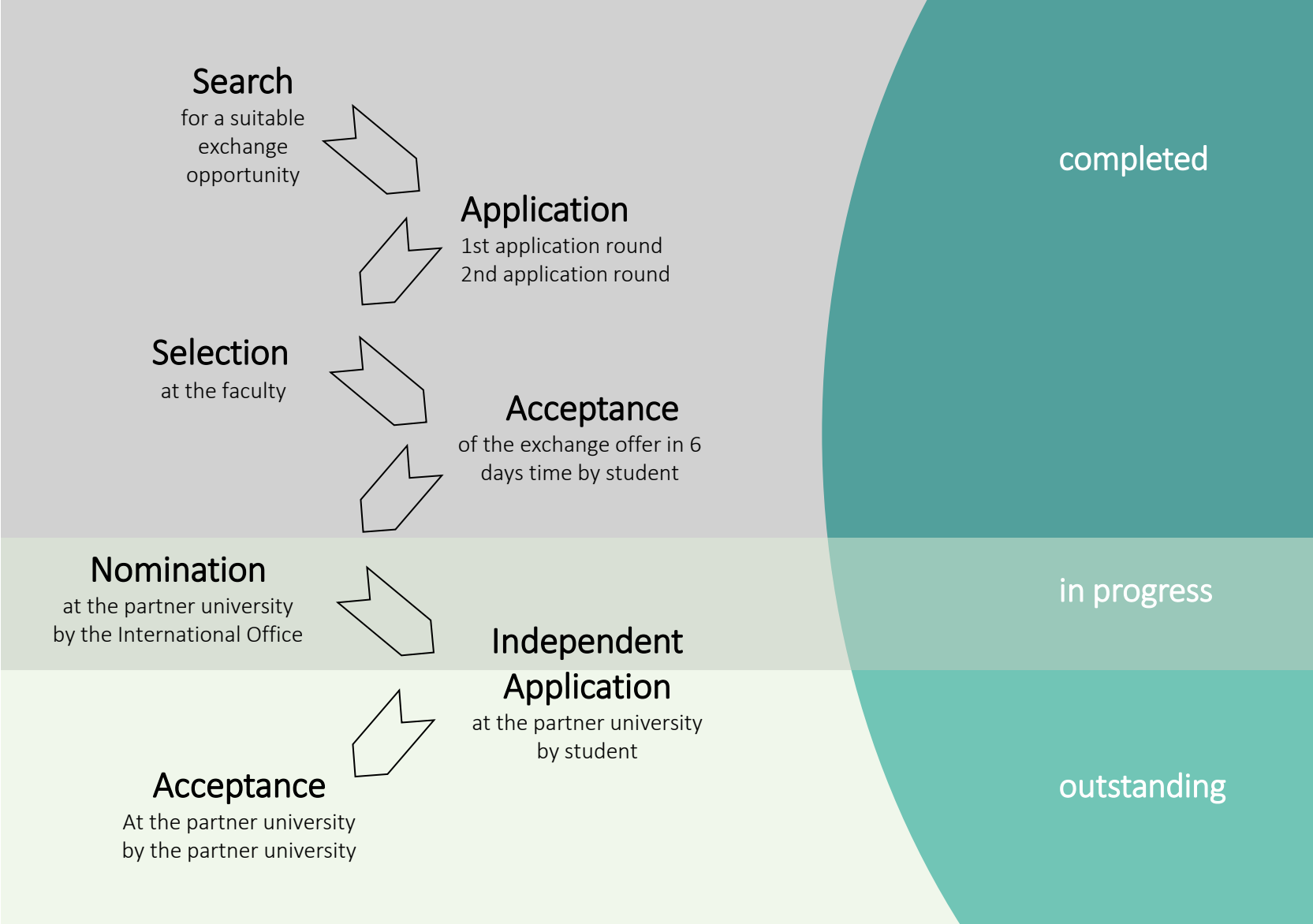


- KA 131 within EU
- KA 131 Double Degree
- KA 171 outside EU
- Bilateral outside EU

STEPS COMPLETED



# WHAT STEPS HAVE BEEN COMPLETED?



Students (also of the same Faculty) may be at different stages in the flow chart. This depends on the semester in which you start your exchange and when the nomination deadlines are at the partner universities.



THE PARTNER UNIVERSITY  
IS LOOKING FORWARD TO  
WELCOME YOU!

If you decide to not study abroad, please inform us  
and the partner university.

# STUDENT EXPERIENCE

„[...] I can say from my experience that **all expectations were exceeded**. What you will learn here is a new understanding of environments, of initiative, simplicity and declaration. For me it was very inspiring and empowering and I definitely advanced in my artistic work.“

*from an experience report at the University of Applied Arts (Rijeka, Croatia)*

- KA 131 within EU
- KA 131 EMK double degree
- KA 171 outside EU
- Bilateral outside EU

## NEXT STEPS

- ● ● Nomination at the partner university
- ● ● Application at the partner university



# NOMINATION AT THE PARTNER UNIVERSITY

## Who?

All exchange categories except double degree

## When?

Depending on the start date of the planned stay abroad and the nomination deadlines at the partner:

For stays in winter semester 25/26: Nomination Jan-Aug 2025  
For stays in summer semester 2026: Nomination Sept-Dec 2025

## How?

Through the International Office of the Bauhaus-Universität Weimar; students receive a » Letter of Nomination « after nomination.

## Why?

Requirements for starting a study abroad programme at the partner university

### Please note

Some partner universities have special nomination procedures that require additional information or documents; we may contact you about this.

After your nomination, you will receive further information from the partner university by email.

Students who go abroad in the summer semester will not hear from us again until their nomination.

# IMPORTANT NOTE ON NOMINATION

For organisational and fairness reasons, Bauhaus-Universität students are nominated **for 1 semester only** at the partner university.

An extension to 2 semesters can be applied for using the „Extension Application“.

more information  
about extensions





# APPLICATION TO THE PARTNER UNIVERSITY

## Who?

all exchange categories except double degree

## When?

Depending on the start date of the planned stay abroad; instantly if applicable

## How?

Self-responsible by the student

## Why?

Selection procedure and acceptance at the partner university

Some partner universities have early application procedures.

Checking the homepage of the partner university for information on application deadlines, periods and modalities is students' responsibility.



# 3 STEPS ON YOUR WAY TO THE PARTNER UNIVERSITY

**1**

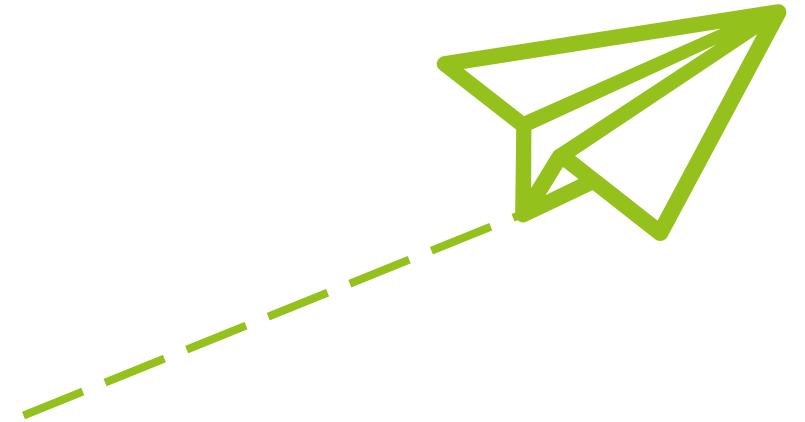
Acceptance of your application at the Bauhaus-Universität Weimar

**2**

Acceptance of the nomination at the partner university

**3**

Acceptance of your application at the partner university



# STUDENT EXPERIENCE

„You will rarely meet **people of so many different nationalities** [...] In my class of over 20 students, only one student was Spanish, all the others came from all over the world. (Peru, Venezuela, USA, Brazil, Oman, Belgium, Bulgaria, Egypt and more).“

*From an experience report at IE University (Segovia, Spain)*

- KA 131 within EU
- KA 131 Double Degree
- KA 171 outside EU
- Bilateral outside EU

# PREPARATION

- ● ● ● Safety
- ● ● ● Funding
- ● ● ● Accommodation
- ● ● ● Insurance
- ● ● ● Language Competence
- ● ● ● Visa



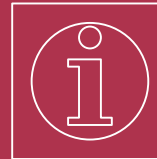
# SAFETY CHECK

Please add your name to the ELEFAND crisis precaution list.

Crisis precaution list  
ELEFAND



Travel warnings of the  
Auswärtigen Amt



Newsletter of the  
Auswärtigen Amt



If the "German Federal Foreign Office" (Auswärtiges Amt) issues a travel warning for your host country **before the start of your stay**, please do not travel abroad.

If the "German Federal Foreign Office" (Auswärtiges Amt) issues a travel warning for your host country **during your stay**, please return to Germany immediately.

Please contact us so that we can work with your faculty to find a way for you to continue your studies at the Bauhaus-Universität seamlessly.

To the ELEFAND  
registration:





# FINANCING

## Who?

All exchange categories

## When?

Immediately, if applicable, depending on the start date of the planned stay abroad and your exchange category.

## How?

### ERASMUS students KA131 + KA171

Students receive an ERASMUS grant if they submit the ERASMUS grant application via the [„Study Abroad Portal“](#) in due time

### bilateral students

can, for example, apply for a PROMOS scholarship, take advantage of the [scholarship counselling at the International Office](#) and/or start their own research on financing options

## Why?

Financing your study abroad

Please take care of organising your funding early so that you do not miss any deadlines.

More information on funding in part 1 of the info event



Overview of financing options





# ACCOMMODATION

Please arrange accommodation **well in advance**.

Some partner universities also offer on-campus accommodation.

## Who?

all exchange categories

## When?

Immediately, if applicable, depending on the start date of the planned stay abroad and your exchange category.

## How?

Independent research on the homepage of the partner university, if necessary contact via fellow students and internet portals.

„Just landed“ Portal  
(among others for the search  
of an accommodation)





# INSURANCE

## Who?

All exchange categories

## When?

Immediately, if applicable, depending on the start date of the planned stay abroad.

## How?

Independent research on the homepage of the partner university, with your health insurance and/or third party providers (e.g. ADAC)

A travel health insurance is not sufficient for your partial studies abroad. It is primarily of a supplementary nature, e.g. for return transport to Germany. Also consider accident and liability insurance.

Health insurance is compulsory in most countries, but different regulations apply. Ask your health insurance provider about your existing insurance cover and the need to extend or supplement it.

Also inform yourself about necessary vaccinations!

Information on health insurance abroad



European Health Insurance Card (EHIC)





# LANGUAGE COMPETENCE

## Please note

Even if the teaching language at the partner university is English, please note that life outside the university takes place in the local language (e.g. shopping or doctor).

You should therefore acquire a level of language that you can use to communicate in everyday life.

Language Centre of the  
Bauhaus-Universität  
Weimar



Tandem Programme at  
Bauhaus-Universität  
Weimar



## Who?

All exchange categories

## When?

Next possible opportunity

## How?

e.g. language courses at the Language Centre of the Bauhaus-Universität Weimar, preparatory course at the partner university, Buddy Programme, App, Tandem partner etc.



# VISA / RESIDENCE PERMIT

## Who?

All exchange categories

## When?

depending on the start of your stay abroad; instantly, if applicable

## How?

Please get in touch with the embassy of the hosting country in Germany

Please take care of the modalities and documents for the visa application well in advance.

### Bauhaus students without a German citizenship:

Please inform yourself at your embassy whether you have to observe certain rules for studying abroad / entering back into Germany.

Embassy overview of the  
German Foreign Office



DAAD Country Information



# DOCUMENTS



# SUBMISSION OF DOCUMENTS

## Who?

All exchange categories

## When?

Depending on the deadlines and periods of your exchange category  
(see checklists)

## How?





by e-mail to [outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de) with the subject

„[DOK] Title of the document“  
(e.g. „[DOK] Confirmation of Arrival“)































Please send the documents to us separately and  
as a PDF document.

Document Checklist



-  KA 131 within EU
-  KA 131 Double Degree
-  KA 171 outside EU
-  Bilateral outside EU

# BEFORE MOBILITY

- |  |   |   |   |      |   |
|--|---|---|---|------|---|
|    |    |  |  | 1.1  | Leave of Absence & Refund of Semester Fee               |
|    |    |  |  | 1.2  | Application for BAföG abroad                            |
|  |   |   |  | 1.3  | Application for PROMOS Scholarship                      |
|    |    |  |   | 1.4  | Application for an ERASMUS scholarship                  |
|    |    |  |   | 1.5  | Application for ERASMUS Top-Ups                         |
|    |    |  |   | 1.6  | Grant Agreement   |
|    |    |  |   | 1.7  | Acceptance by the partner university                    |
|    |    |  |   | 1.8  | current certificate of enrolment of Bauhaus-Universität |
|    |    |  |  | 1.9  | Learning Agreement (before mobility)                    |
|  |  |   |   | 1.10 | (OLS Language Test)                                     |





# 1.1 LEAVE OF ABSENCE & REFUND OF SEMESTER FEE

## Leave of absence

Please contact the examination office at your faculty at Bauhaus-Universität to find out whether you are allowed to take a leave of absence for your study abroad; the decision depends on the study plan of your degree programme.

If you are not granted leave of absence, you must pay the semester contribution in due time.

The Office for Student and Academic (DSL) affairs is in charge for the administration of the leave of absence.

## Refund of semester contribution

Regardless of whether you take leave of absence or not: you can always have the fees for your semester ticket refunded by showing your „Letter of Nomination“ to the INFOtake.

The administration is handled by:

### Leave of absence

Office of Student and Academic Affairs  
studium@uni-weimar.de

### Refund

Studierendenwerk / INFOtake  
infotake-weimar@stw-thueringen.de

further information



## 1.2 APPLICATION FOR BAFÖG ABROAD

### Who?

All exchange categories

### When?

The application for BAFöG funding abroad should be submitted at least 6 months before the start of your stay.

### How?

Applications must be submitted via the Foreign Students Office (not the International Office) for your host country:  
> [find your officer in charge here](#).

### Why?

Financing your study abroad

Contact for queries and processing is the „Amt für Ausbildungsförderung“ (Office for Educational Support) of Studierendenwerk Thüringen  
[f@stw-thueringen.de](mailto:f@stw-thueringen.de)

Contact persons of  
Studierendenwerk  
Thüringen



Info page on the  
BAFöG abroad



# 1.3 PROMOS SCHOLARSHIP APPLICATION

## Who?

bilateral and Free Mover

## When?

for stays July-Dec 2025:

**5 May 2025**

for stays Jan-June 2026:

**expected in the beginning of Dec 2025**

Funding is available for study visits abroad lasting from:  
min. 1 month – max. 6 months

Submission must be complete and on time. You need 1 letter of recommendation from your faculty at Bauhaus-Universität.

## How?

Information for application and application documents:

<https://www.uni-weimar.de/de/universitaet/international/ins-ausland/studium-im-ausland/finanzierung/promos/>

Application: Please send application documents and queries by e-mail to [andrea.weber@uni-weimar.de](mailto:andrea.weber@uni-weimar.de)

## Why?

Financing the stay abroad outside EU

DAAD Country information



Information about PROMOS-Scholarship



More information on financing in part 1 of the information event



# BILATERAL

- ▶ if applicable; extension application for the study abroad programme
- ▶ Transcript of Records OR Learning Agreement (section: after mobility)
- ▶ Personal experience report on your studies abroad



# ERASMUS SCHOLARSHIP PAYMENT

The payment is made in two rates:

1. Rate = 70% of the total amount of the ERASMUS grant
2. Rate = 30% of the total amount of the ERASMUS grant

The amount and length of ERASMUS funding depends on the amount of funding made available to us by DAAD.

Generally, we are able to fund the whole time of your stay abroad.

ERASMUS  
funding rates



Documents overview  
1st Rate & 2nd Rate





# ERASMUS SCHOLARSHIP DOCUMENTS FOR THE 1. RATE

Document	Submission
1. Signed „Grant Agreement“ and (if you applied for any Top-Ups) signed „Declaration of honour“	via E-Mail to outgoing@uni-weimar.de
2. Confirmation of acceptance at the partner university (e.g. „Letter of Acceptance“ or screenshot of acceptance e-mail)	via E-Mail to outgoing@uni-weimar.de
3. Current „enrolment certificate of Bauhaus-Universität Weimar“, covering the start date of your mobility	via E-Mail to outgoing@uni-weimar.de

Please always follow the nomenclature of the submission

via E-Mail to outgoing@uni-weimar.de with the subject

„[DOC] Title of the document“  
(e.g. „[DOC] Confirmation of Arrival“)

Overview documents  
1. Rate & 2. Rate





# ERASMUS SCHOLARSHIP DOCUMENTS 2. RATE

Document	Submission
1. „Confirmation of Arrival“	via E-Mail to outgoing@uni-weimar.de
2. „Online Learning Agreement (before mobility)“	via E-Mail to outgoing@uni-weimar.de
3. If applicable „Learning Agreement (during mobility)“ in case of changes to the „Online Learning Agreement before mobility“	via E-Mail to outgoing@uni-weimar.de
4. „Learning Agreement (after mobility)“ ODER „Transcript of Records“	via E-Mail to outgoing@uni-weimar.de
5. „Confirmation of Departure“	via E-Mail to outgoing@uni-weimar.de
6. If applicable „Enrolment certificate of Bauhaus-Universität“ (if the end date of your stay is not covered by the previous enrolment certificate)	via E-Mail to outgoing@uni-weimar.de
7. „Personal Experience Report“ for the International Office at Bauhaus-Universität	via „Portal for your study abroad“
8. Participation „OLS Language Test“ (if technically feasible)	Proof must not be submitted
9. Participation „EU Survey“	Proof must not be submitted





# ERASMUS SCHOLARSHIP

## 1.4 APPLICATION

### Who?

Exchange categories KA131, KA171 and double degree

### When?

Application deadline for stays during the Bauhaus winter semester:  
15 June until 15 July

Application deadline for stays during the Bauhaus summer semester:  
01 Oct until 30 Nov

### How?

Application (KA131+171):  
Confirmation:

via the portal  
via receipt of the Grant Agreement (GA)  
by e-mail from the International Office

### Why?

Prerequisite for receiving the ERASMUS scholarship

Please submit the application even if you do not yet have an acceptance confirmation from the partner university.

Portal for your study abroad



ERASMUS funding rates





# ERASMUS SCHOLARSHIP 1.5 APPLICATION FOR TOP-UPS

## Who?

for exchange categories KA131, KA171 and double degree

## When?

With the ERASMUS grant application

## How?

please select the relevant Top-Ups in the online ERASMUS grant application form

Students can apply for:

Top-Up „Green Travel“

and/or one of the following Social Top-Ups:

1. Social Top-Up „first-time academics“
2. Social Top-Up „working students“
3. Social Top-Up „with child(ren)“
4. Social Top-Up „Disability or/and chronic illness“

The Top-Ups are paid in addition to the ERASMUS scholarship.  
Please note the eligibility criteria.

Portal for your  
study abroad



Funding rates and  
criteria ERASMUS  
Top-Ups





Deutsch **English**

**Bauhaus-Universität Weimar**

Welcome leah.liemmermann@uni-weimar.de [Log out](#)

**ERASMUS Application for stays in Wintersemester 2022/23** 0/0

Please read before starting your application!

ERASMUS Grant Application >

### ERASMUS Grant Application

**My ERASMUS stay**

My planned stay\*  ⓘ

Semester of Exchange\*  ⓘ

Hosting Country\*

Number of years of higher education study completed (until the start of the planned mobility)\*  ⓘ

**Request for an ERASMUS scholarship**

Would you like to apply for an ERASMUS scholarship?\*  Yes  No

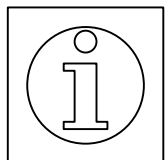
**Previous ERASMUS stay(s)**

Have you already undertaken one or more ERASMUS stays in your current study cycle?\*  Yes  No ⓘ

**Duration of planned ERASMUS stay**

## Layout ERASMUS Application Part I

Please read & pay attention to the info buttons!





**ERASMUS scholarship**

Would you like to apply for an ERASMUS scholarship?\*

Yes  No

---

**ERASMUS Top-Ups**

The updated eligibility criteria for the Top-Up for "Green Travel" and the Social Top-Ups can be found on our website:  
[Link to the eligibility criteria](#)

In total you can apply for:  
Top-Up for "Green Travel" + 1 Social Top-Up

Would you like to apply for the Green Travel Top-Up and/or one social Top-Up?\*

Yes  No [i](#)

---

**Green Travel**

I meet the eligibility criteria and would like to apply for the Top-Up "Green Travel!"

Yes [i](#)

---

**Social Top-Ups**

I meet the eligibility criteria and would like to apply for one Social Top-Up

Please select [i](#)

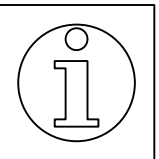
- Please select
- First-time academics
- working students
- students with child/ren
- students with disabilities and/or chronic illness

**Previous ERASMUS stay(s)**

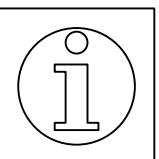
## Layout ERASMUS Application Part II

Application for Top-Ups = selection in the application form

Funding rates and criteria ERASMUS Top-Ups



Portal for your study abroad





A scanned signature is sufficient.

# ERASMUS SCHOLARSHIP 1.6 GRANT AGREEMENT

## Who?

Exchange categories KA131, KA171 and Double Degree

## When?

Receipt of the Grant Agreement:  
by e-mail by the International Office approx. 1 month after the application  
deadline.

## How?

Submission of the Grant Agreement:  
sign and send by e-mail **before** departure, if applicable together with the  
signed 'Declaration of Honour' (if top-ups have been applied for)

## Why?

Requirement for receiving the 1st instalment of the ERASMUS grant (= 70%)



### Grant Agreement für Erasmus+ Mobilitätsmaßnahmen für

<input checked="" type="checkbox"/> Outgoing <input type="checkbox"/> Incoming	<input checked="" type="checkbox"/> Studierendenmobilität  <input type="checkbox"/> Mitarbeitendenmobilität	<input checked="" type="checkbox"/> (SMS) Studium <input type="checkbox"/> (SMP) Praktikum  <input type="checkbox"/> (STA) Lehrzwecke <input type="checkbox"/> (STT) Fort- und Weiterbildungszwecke	<input checked="" type="checkbox"/> Regulär <input type="checkbox"/> UK <input type="checkbox"/> EMK <input type="checkbox"/> BIP
<input checked="" type="checkbox"/> KA131 <input type="checkbox"/> KA171			
Bereich: Hochschulbildung		Studienjahr: 2023/24	Kennnummer der Erasmus+ Mobilität: n/a

zwischen der Bauhaus-Universität Weimar (D WEIMAR01), Geschwister-Scholl-Straße 15, 99423 Weimar, nachfolgend bezeichnet als „die Hochschuleinrichtung“, für die Unterzeichnung dieser Vereinbarung vertreten durch Dr. Christian Kästner, Erasmus+ Hochschulkoordinator, International Office und

**Nachname(n) und Vorname(n) des/der Teilnehmenden:**

Geburtsdatum:

Anschrift:

Telefonnummer:

E-Mail-Adresse:

Das Bankkonto, an das die finanzielle Unterstützung aus Erasmus+ Mitteln der EU gezahlt werden soll:

bei der Online-Bewerbung angegebenes Konto

soll ein anderes Konto (in Deutschland) sein:

Kontoinhaber:in:

Name der Bank:

BC-/BIC-/SWIFT-Nummer:

Kontonummer/IBAN:

nachfolgend bezeichnet als der:die Teilnehmende, sind übereingekommen, diese Vereinbarung zu schließen. Die Vereinbarung umfasst folgende Teile:

- Anhang I Relevante Dokumente für Ihren Aufenthalt (Studierende und Mitarbeitende)
- Anhang II Allgemeine Bedingungen
- Anhang III.a Ehrenwörtliche Erklärung (für Studierende)
- Anhang III.b Ehrenwörtliche Erklärung (für Mitarbeitende)

Die in den Teilnahmebedingungen aufgeführten Bestimmungen haben Vorrang vor den Bestimmungen im Anhang.

You will receive the Grant Agreement by e-mail from us ca. 1 month after the ERASMUS application deadline.

In the Grant Agreement you will be informed about the amount of your ERASMUS grant.

The calculation is based on the data given in the ERASMUS grant application.

Please complete the document in full, sign it at the end and submit it:

- with your scanned signature
- if Top-Ups have been applied for: hand in your signed “Declaration of Honour”
- before the start of your mobility
- by e-mail to [outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de)



# ERASMUS SCHOLARSHIP

## 1.7 PROOF OF ACCEPTANCE

### Who?

Exchange category KA131, KA171 and double degree\*

### When?

As soon as you receive the acceptance by the partner university (e.g. Letter of Acceptance or E-Mail)

### How?

by e-mail to [outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de) with the subject [DOK] Annahme Partneruniversität

### Why?

Requirement for receiving the 1st instalment of the ERASMUS scholarship (= 70% of the grant)

\* for double degree students:  
Please submit your acceptance for your double degree programme instead.

# STUDENT EXPERIENCE

„Try not only to do things with Erasmus students, but also to **get in touch with locals**. It really helps to get to know the city even more intensively.“

*from an experience report at the Politecnico di Torino (Turin ,Italy)*



# ERASMUS SCHOLARSHIP

## 1.8 CERTIFICATE OF ENROLMENT

You must be enrolled at Bauhaus-Universität Weimar for the **entire duration** of your stay abroad.

### Who?

Exchange categories KA131, KA171 and double degree

### When?

before the start of your mobility; the certificate of enrolment must cover the start date of your stay (download via [>Bison](#))

### How?

by e-mail to [outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de) with the subject [DOK] Immabescheinigung

### Why?

for ERASMUS students:  
Requirement for receiving the 1st instalment (= 70%) of the ERASMUS scholarship





# ERASMUS SCHOLARSHIP

## 1.9 ONLINE LEARNING AGREEMENT (OLA)

### Who?

Exchange categories KA131, KA171 and double degree; recommended for bilateral

### When?

Preparation: after nomination, but in due time before departure  
Submission: before or immediately after the start of your mobility

### How?

Preparation: together with the contact person at your Bauhaus Faculty and the partner university  
Submission: By e-mail to [outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de) with the subject **[DOK] Learning Agreement (before mobility)**

### Why?

for KA131 + KA171 + double degree:  
Requirement for receiving the 2nd instalment (=30%) of the ERASMUS grant

for bilateral:  
Security for the recognition of achievements abroad

The Learning Agreement is a contract between:

- you
  - your faculty at the Bauhaus-Universität Weimar
  - the partner university
- In it, you agree which academic achievements you want to take at the partner university and to what extent.

Please contact the contact person of your faculty before you start preparing your “Online Learning Agreement”

Platform for issuing  
Online Learning  
Agreements



Contact persons at  
the Bauhaus  
faculties



# ERASMUS SCHOLARSHIP

## 1.10 OLS LANGUAGE TEST

### Who?

Exchange category KA131 and Double Degree

### When?

after receiving the link to participate; usually before departure to the partner university

### How?

Students can register on the OLS platform under [> this link](#) and take free online language courses (similar to Babbel)

### Why?

The obligation to take the language test is currently suspended.

Link to the  
OLS platform



# STUDENT EXPERIENCE

„**My English got much better**, even though the OLS language test says otherwise.“

*From an experience report at the Nationale Technische Universität Athen  
(Athen, Greece)*

- KA 131 within EU
- KA 131 Double Degree
- KA 171 outside EU
- Bilateral outside EU

## DURING MOBILITY

- ● ● 2.1 Confirmation of Arrival
- ● ● 2.2 If applicable, submission of Learning Agreement(before mobility)
- ● ● 2.3 If applicable, submission of Learning Agreement(during mobility)
- ● ● 2.4 If applicable, application for an extension of your study abroad
- ● ● ✓ If applicable, current certificate of enrolment from Bauhaus
- ● ● ✓ Grant Agreement in case of extension





# ERASMUS SCHOLARSHIP

## 2.1 CONFIRMATION OF ARRIVAL

### Who?

Exchange categories KA131, KA171 and double degree

### When?

max. 2 weeks after the start of mobility

### How?

Preparation:  
please use the template from the download centre of the International Office

Submission:  
by e-mail to [outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de) with the subject [DOK] Confirmation of Arrival

### Why?

Requirement for receiving the 2nd instalment (=30%) of the ERASMUS grant

The Confirmation of Arrival (CoA) must be signed by the partner university immediately after your arrival.

CoA template in the download centre



EMK website



\* for double degree students:

Please use the document template on the EMK website.

# ERASMUS SCHOLARSHIP

## 2.3 ONLINE LEARNING AGREEMENT (CHANGES)

### Who?

mandatory for exchange categories KA131 and KA171, if:

- there are changes to the original “Online Learning Agreement (before mobility)” and/or
- the your stay abroad is extended

### When?

Submission: max. 5 weeks after the start of the semester at the partner university or in case of extension

### How?

Preparation: together with the contact person at your faculty at Bauhaus-Universität and the partner university

Submission: download from [learning-agreement.eu](https://learning-agreement.eu) platform; submission by e-mail to [outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de) with the subject **[DOK] Learning Agreement (during mobility)**

### Why?

for ERASMUS students:

Requirement for receiving the 2nd instalment (30%) of the ERASMUS scholarship

It is normal for the contents of the “Online Learning Agreement (before mobility)” to change several times during the course of your studies abroad. Please always submit the latest version to us.

Plattform for issuing  
Online Learning  
Agreements



Contact persons at  
the faculties of  
Bauhaus-Universität



- KA 131 within EU
- KA 131 Double Degree
- KA 171 outside EU
- Bilateral outside EU

## IN CASE OF EXTENSION

- ● ● 3. Extension Application for your stay abroad
  - ● ✓ If applicable, current certificate of enrolment from the Bauhaus-Universität Weimar, covering the start of the extended period
  - ● ✓ New Grant Agreement
  - ● ✓ New Learning Agreement (changes/during mobility)





## 3. EXTENSION OF STAY

### Who?

compulsory for all exchange categories if the stay is to last longer than 1 semester

### When?

min. 30 days before the end of the originally planned end of the mobility

### How?

Preparation: together with the International Counsellor of your faculty and the partner university using the form "Extension Application for Study Abroad"  
(Downloadcenter of the International Office)

Submission: Completely filled in and signed by e-mail to [outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de) with the subject [DOK] Extension of Stay

### Why?

for everyone: Prerequisite for the extension of the stay abroad

for ERASMUS students: Prerequisite for the examination for the extension of the ERASMUS grant

### Please note

The extension must be signed by 3 parties:

- (1) your partner university
- (2) your faculty at the Bauhaus-Universität Weimar
- (3) International Office at the Bauhaus-Universität Weimar

Application for an extension of stay



Contact persons at the Bauhaus faculties





## Application for an extension of stay for ERASMUS students of Bauhaus-Universität Weimar

Bauhaus-Universität Weimar  
International Office

### Student's Personal Data

students: please fill in your personal data and follow the order of signatures 1. - 3.

Student's full name:	<input type="text"/>	Please provide a short reasoning for your extension:
Student's e-mail address:	<input type="text"/>	
Faculty at Bauhaus-Uni:	<input type="text"/>	
Name of the hosting university:	<input type="text"/>	
Country of the hosting university:	<input type="text"/>	
<b>ERASMUS study period granted according to the »Grant Agreement«:</b>		
from (dd.mm.yyyy)	<input type="text"/> to (dd.mm.yyyy) <input type="text"/>	
<b>Planned extension period (only academic period, i.e. excluding semester breaks)</b>		
from (dd.mm.yyyy)	<input type="text"/> to (dd.mm.yyyy) <input type="text"/>	

students: please get in touch with your hosting institution and ask them for a confirmation of your extension request

### 1. Confirmation of the hosting institution

ERASMUS Code:	<input type="text"/>	
We hereby confirm that Ms./Mr. <input type="text"/> may extend her/his stay at our institution for the above mentioned planned extension period.		
Name of signatory:	<input type="text"/>	Stamp of the hosting institution (optional): <input type="text"/>
E-Mail address of signatory:	<input type="text"/>	
Signature:	<input type="text"/>	
Place and date of signature:	<input type="text"/>	

students: please send this application signed by the partner university to your International Counsellor at faculty at Bauhaus-Universität

### 2. Confirmation of the student's faculty at Bauhaus-Universität Weimar

International Counsellor at faculty at Bauhaus-Universität Weimar (for academic review)		
Name:	<input type="text"/>	approved: <input type="checkbox"/> not approved: <input type="checkbox"/>
Date:	<input type="text"/>	
Signature:	<input type="text"/>	

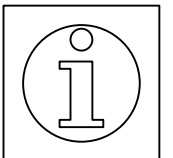
students: please send this application signed by the partner university and your faculty at Bauhaus-Universität to [outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de)

### 3. Confirmation of the student's International Office at Bauhaus-Universität Weimar

Coordination of student mobility at the International Office at Bauhaus-Universität Weimar (for contractual review)		
Name:	<input type="text"/>	approved: <input type="checkbox"/> not approved: <input type="checkbox"/>
Date:	<input type="text"/>	
Signature:	<input type="text"/>	
Coordination of finances at the International Office at Bauhaus-Universität Weimar (financial review for ERASMUS grant)		
Name:	<input type="text"/>	Grant extension approved: <input type="checkbox"/> Grant extension not approved: <input type="checkbox"/>
Date:	<input type="text"/>	
Signature:	<input type="text"/>	

An extension can only be approved if the contractually agreed number of exchange places at the partner university is not exceeded.

An extension from the summer semester to the winter semester (new academic year) is not possible.



# STUDENT EXPERIENCE

„A semester abroad makes you want more! **Take every Erasmus opportunity, both in the Bachelor's and the Master's!** [...] The biggest challenges were drying the laundry in winter and trying not to slip on the icy roads.“

*from an experience report at the VGTU (Vilnius, Lithuania)*

- KA 131 within EU
- KA 131 Double Degree
- KA 171 outside EU
- Bilateral outside EU

# AFTER MOBILITY

- ● ● 4.1 Confirmation of Departure
- ● ● ● 4.2 Transcript of Records OR Learning Agreement  
(Section: after mobility)
- ● ● 4.3 if applicable, current certificate of enrolment at the  
Bauhaus-Universität Weimar (covering the end date)
- ● ● ● 4.4 Personal experience report on studying abroad
- ● ● 4.5 EU Survey





# ERASMUS SCHOLARSHIP

## 4.1 CONFIRMATION OF DEPARTURE

### Who?

Exchange categories KA131, KA171 and double degree\*

### When?

Submission: max. 2 weeks after the end of the mobility

### How?

Preparation:  
please use template from the download centre of the International Office

Submission:  
by e-mail to [outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de) with the subject  
**[DOK] Confirmation of Departure**

### Why?

Prerequisite for receiving the 2nd instalment (=30%) of the ERASMUS scholarship

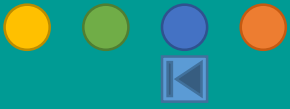
\* for Double Degree:

you have to obtain confirmation of the end of your ERASMUS stay from the partner university even if you are staying longer abroad.

The “Confirmation of Departure” must be signed by the partner university immediately before your departure (3-5 days).

Based on the dates in the “Confirmation of Departure” the ERASMUS grant amount will be adjusted to the exact day.





## 4.2 TRANSCRIPT OF RECORDS OR LEARNING AGREEMENT (AFTER MOBILITY)

Please enquire whether you need to request the preparation of the ToR from your partner university.

for ERASMUS students:  
Instead of the ToR, you can also submit the fully completed and signed Learning Agreement (after mobility).

### Who?

All exchange categories are required to submit the ToR

### When?

max. 30 after the end of your stay abroad

### How?

Preparation: by the partner university

Submission: by e-mail to [outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de) with the subject [DOK] Transcript of Records

### Why?

for ERASMUS students:

Prerequisite for receiving the 2nd instalment (= 30%) of the ERASMUS grant and recognition

for bilateral students:

for recognition

\* for double degree students:

you have to obtain an overview of the courses you have taken during your stay from the partner university



# ERASMUS SCHOLARSHIP

## 4.3 CERTIFICATE OF ENROLMENT

### Who?

Exchange categories KA131, KA171 and double degree

### When?

ongoing; this certificate of enrolment must cover the end date of your stay (can be downloaded via the BISON portal).

### How?

Submission: by e-mail to [outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de) with the subject [DOK] Certificate of Enrolment

### Why?

for all students:  
Prerequisite for the recognition of your achievements abroad

for ERASMUS students:  
Requirement for receiving the ERASMUS scholarship  
(2nd instalment = 30% of the scholarship)

You must be enrolled at Bauhaus-Universität Weimar for the entire duration of your stay abroad. Otherwise your courses abroad cannot be recognised in Weimar.



## 4.4 PERSONAL EXPERIENCE REPORT

### Who?

All exchange categories

### When?

Submission: max. 30 days after the end of the stay abroad

### How?

submission: via the “portal for your study abroad”

### Why?

for all:  
let future exchange students benefit from your experience!

for KA131, KA171 and EMK:  
Prerequisite for the payment of the 2nd instalment (30%)  
of the ERASMUS grant

Portal for your study  
abroad





# ERASMUS SCHOLARSHIP

## 4.5 EU SURVEY

### Who?

Exchange categories KA131, KA171 and double degree

### When?

Submission:  
within 30 days after receipt of the automatic e-mail about the EU

### How?

Submission:  
This is an online survey; you will automatically receive an email from the EU asking you to participate in the survey.

### Why?

Requirement for receiving the 2nd instalment of the ERASMUS grant  
(= 30%)

The EU Survey does not replace your personal experience report, as the EU does not send us your details.

There is no need to confirm participation in the EU Survey to the International Office. This is done automatically.

# STUDENT EXPERIENCE

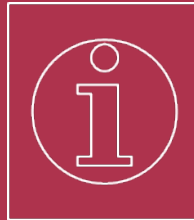
„The organisation can be a pain, **but it's worth it!** “

*From an experience report at the University of Ljubljana (Ljubljana, Slovenia)*

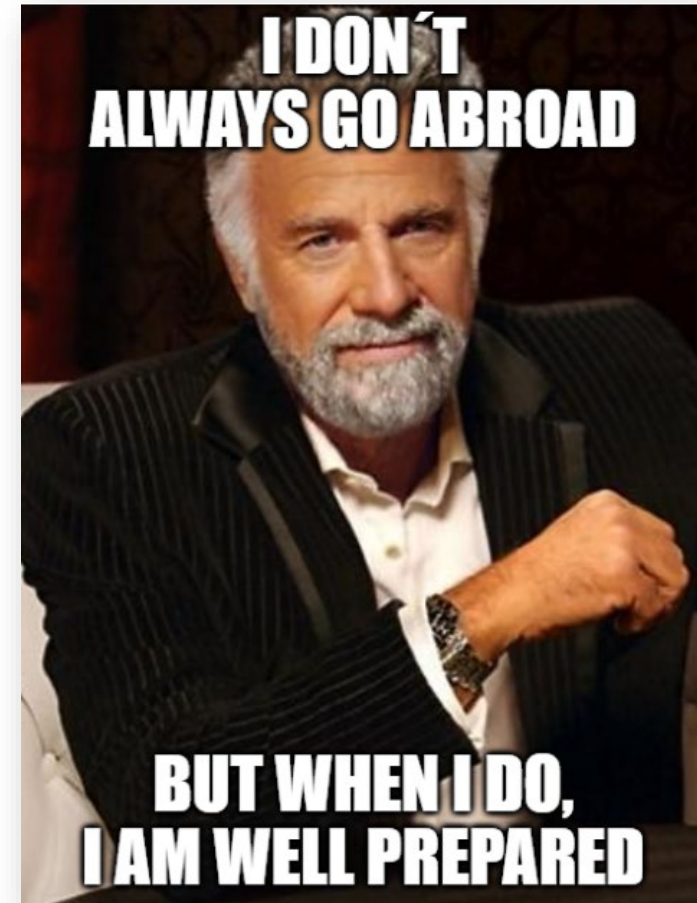
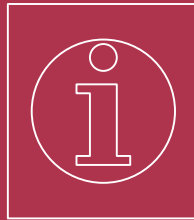
Checklists for  
Study Abroad



Individual  
Counselling



Website of the  
International Office



This group is for networking only –  
if you have organisational  
questions, please send them to:  
[outgoing@uni-weimar.de](mailto:outgoing@uni-weimar.de)

## What's App Group „Bauhaus Exchange Network“

<https://chat.whatsapp.com/C650s9BhtVS8Mt7CkGV2mY>



FOLLOW US ON INSTAGRAM  
AND SHARE YOUR ADVENTURES!

@win\_bauhaus\_uni

#bauhausabroad



# Come, see us!

Individual consultation  
Tuesday + Thursday 10 – 13  
and by prior appointment

Campus.Office  
1. floor  
room 112

outgoing@uni-weimar.de  
@win\_bauhaus\_uni

#bauhausabroad



Download Presentation:

