

## Leaflet on participation in Erasmus+ programme at Chemnitz University of Technology

(Information correct as of 20.10.2015)

### ► Important steps/points to note when preparing for your Erasmus+ study trip:

- **Submit application** for an exchange place **via your faculty coordinator** (for places see lists on International Office and faculty home pages). Dec–Feb/March **for the coming academic year (forthcoming winter and subsequent summer semester)**
- Once place is confirmed, **submit separate application to receiving institution** (within deadlines), organise hall of residence, etc.
- **Submit application for Erasmus+ programme and support grant** online via International Office homepage (submit online incl. supporting documents and personal statement, print off, get signed by subject coordinator and hand in to International Office **by 31 March**)
- Complete **Learning Agreement** (intended course of study, min. 20 ECTS credits) in consultation with subject coordinator and examinations board (confirm recognition of study credits), collect signatures (from TU Chemnitz AND host institution) and hand in to International Office at least four weeks **before start of visit** (scan/copy will suffice)
- Sign **grant agreement** (Erasmus+ contract) in International Office at least four weeks prior to departure
- Apply for **overseas BAföG** (Federal Training Assistance), including for leave of absence ([www.bafög.de](http://www.bafög.de))
- Take out private overseas health insurance if appropriate
- **Follow-up** and, where appropriate, enquire about **leave of absence** at Student Service Point
- Apply for reimbursement of **Semesterticket** from Student Council
- Apply to student union for reimbursement of/exemption from **semester fee** (for leave of absence)

### ► Please submit/organise at the latest two weeks after your return:

- Letter of confirmation (confirmation of length of visit at host institution)
- Fill out online questionnaire
- Submit report of your experience (Word document to International Office)
- Take second online language test (if appropriate)
- Transcript of records (Part III of Learning Agreement = proof of grades from host institution/recognition at TU Chemnitz) – may be submitted at a later date)

### Erasmus+ study grant:

The study grant is paid in two instalments:

- Instalment 1: single payment (min. 70%) after submission of documentation, completion of language test (if appropriate) and signature of grant agreement
- Final instalment after return

The final instalment can only be paid once all follow-up documentation has been completed and submitted to the International Office by the due date (up to two weeks after return, but at the latest by 31 July for SS).

Have a successful and unforgettable study trip abroad!

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