

Explanation of the Erasmus+ application

General Information

- You can apply for a total of four study places. One of them will certainly be yours!
- Only complete applications can be considered in the selection process.
- Please apply **online** via our online application portal [MoveOn](#)
- Please bear in mind that we receive many applications every year and that the selection and processing can therefore take some time. You will receive an acceptance or rejection letter from BTU Cottbus-Senftenberg as soon as possible.
- If you have any questions, please contact us at erasmus@b-tu.de

Your application for the ERASMUS+ exchange programme in 6 steps:

1. Application cover sheet

- On the cover sheet, you can indicate up to four partner universities at which you would like to study, including from the STUDEXA programme
- List the universities you would like to study at in order of priority, starting with your first choice.
- Before compiling your application documents, please inform yourself thoroughly about your preferred universities on their websites. Important factors include the number of semesters (as this may differ from BTU!), the study programme, the language of instruction and the required language skills.

2. Online application form

- Once you have selected your preferred universities in step 1, please create **a separate online application form for each host university in the online application portal MoveOn.**
- Please then upload the required application documents to the application portal
- After submitting the complete online application, a PDF file of the application form will be generated. Please print out the application form, **sign it** and send it to erasmus@b-tu.de

3. Learning Agreement

- The **Learning Agreement** is the central component of your application.).
- On this form you indicate which **modules** you would like to take at the respective **host university** and also which modules you would like to have **recognised** at BTU Cottbus-Senftenberg.
- Information about the modules offered can be found on the websites of your host university (usually the Erasmus+ / Incoming Exchange pages of the International Relations Office there). In many cases, additional modules are offered in English for ERASMUS+ or exchange students.
- The **Learning Agreement** must be signed:
 1. by you,
 2. By the BTU departmental coordinator for your host university
 3. By the head of the examination board of your study programme
- In Table A of the Learning Agreement (first page), please enter the modules that you would like to take at the host university
- Enter the BTU modules that are to be replaced by a module from the semester abroad at BTU Cottbus-Senftenberg in Table B (= recognition).
- If no modules are to be recognised, e.g. in the case of a compulsory semester abroad, please put the following sentence in Table B: "No modules are to be replaced."
- The minimum number of credit points you must earn at the host university **is 18 ECTS** (Table A). The number of credit points to be recognised later at BTU Cottbus-Senftenberg is up to you (Table B).

- Please note: Once you have been **accepted** for a semester abroad, send the Learning Agreement to your host university to obtain the necessary signatures. This is only to be done after you have been accepted.
- Please keep in mind that this process can take a long time from researching modules to obtaining signatures at BTU Cottbus-Senftenberg. Start early to take care of the Learning Agreement and plan for possible delays.
- The Learning Agreement can easily be **changed within the first 4 weeks after your arrival** at the host university, as there may be changes to the course schedule. To do so, please complete the section '**Changes to the Learning Agreement**' on page 3 of the Learning Agreement and have it signed again by all parties on page 4. The changed agreement is then binding for the rest of the semester abroad.

4. Declaration of honour for additional funding in the ERASMUS+ programme

- In order to give more students equal access to the ERASMUS+ programme, participants with fewer opportunities can apply for an additional financial top-up of EUR 250 /month and additional travel cost support for "green travel".
- Further information can be found in the separate information sheet for additional funding.
- Please fill in and sign the declaration of honour even if you do not wish to apply for additional funding.

5. Letter of motivation

- The Letter of Motivation is written in **English**.
- It is a presentation of yourself and should be at least half a page long. You should explain your reasons for studying abroad, your choice of the destination country and the host university, your academic and personal expectations, etc.
- This part of the application documents must be completed for each of the host universities you have chosen.

6. CV, transcript of records, certificate of enrolment, language certificates

- Your current **transcript of records**. You can download this from the online portal. It does not have to be signed by the Admissions & Registrar's Office (Studierendenservice).
- If you are in your first semester of your Master's, then please include the results of your Bachelor's degree and the courses you are currently taking.
- Your **Curriculum Vitae / Résumé**. Please submit your CV in English. The attached form can be used as a template.
- Your **Language Certificate** for the language in which you will attend courses at the host university.
- Most ERASMUS+ partner universities would like their students to arrive with at least **level B1 of the language** according to the Common European Framework of Reference for Languages (CEFR).
- Please inform yourself on your host university's website **whether a language certificate is a mandatory requirement** or whether it is a recommendation.
- Accordingly, you should submit a language certificate with your application to BTU. If you do not yet have any certificates, please submit them together with your application documents to the host university at the latest. The BTU Language Centre regularly offers examinations to obtain language certificates: <https://www.b-tu.de/en/sprachen/exams/daad-language-certificates>