

ERASMUS+ application procedure

Apply now to study at one of our partner universities in the academic year 2024/25 (winter semester and/or summer semester)!

Please upload the complete documents **online** into the application portal. Only complete applications can be considered in the selection process.

Please note that many applications are received each year and the selection and processing may take a certain amount of time. You will receive an acceptance or rejection notice from BTU Cottbus – Senftenberg for your study place abroad as soon as possible.

If you have any questions, please do not hesitate to contact us: luise.mueller@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

Once you have selected your preferred universities in step 1, please create a separate online application form for each host university. You can access the online application portal [here](#) (*technical requirements). 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 luise.mueller@b-tu.de.

3. 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 monthly financial top-up of 250 EUR as well as an additional top-up 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.

4. 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 host university and what these modules are equivalent to at BTU Cottbus-Senftenberg. Information on which modules are offered can be found on the website of the host university. In many cases, there are modules offered in English for ERASMUS+ and exchange students.

The Learning Agreement must be signed

1. by you
2. by your advisor at BTU Cottbus-Senftenberg
3. by the examination board of your department.

In **Table A** of the Learning Agreement (first page), please enter the modules that you would like to take at the host university. In **Table B**, enter the modules that you would like to have recognised at BTU. 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 amount of ECTS-Credit Points in **Table A** should be 18.

The number of modules that should be recognised at BTU (Table B) has not been specified. For this reason, ERASMUS+ students can take courses at the host university that will not be transferred to BTU credits later. (The Learning Agreement is split: Table A lists the modules taken at the host university, Table B lists the modules that will be transferred to and recognised by the home university).

Please note: Once you have been accepted for a semester abroad by the International Office of BTU Cottbus-Senftenberg, 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. All further information can be found in the information sheet "recognition" on the [ERASMUS+ Outgoing Exchange website](#).

5. Application – 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. You must convince BTU and the host university with this text.

This part of the application documents must be completed for each of the host universities you have chosen.

6. Application – Resume & Certificates

This last part of your “application packet” consists of:

- Your current **Transcript of Records**. 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 have your resume in English. The attached form can be used as a template.
- Your **Language Certificate** for the language you will attend at the host university.

Most ERASMUS+ partner universities would like their students to arrive with at least **level B1** of the Common European Framework of Reference for Languages (CEFR) (→ <http://www.europaeischer-referenzrahmen.de/>) of the teaching language.

Please inform yourself on your host university's website whether this is a mandatory requirement or whether it is a recommendation. Accordingly, you should submit a language certificate from a public or private language institute 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.

We look forward to accompanying you on your way to making your semester abroad an unforgettable experience!

**Technical Requirements*

*The online application has been optimized to work with **Firefox 5** or higher, Microsoft Internet Explorer version 8 or higher (although Internet Explorer is not recommended). We cannot guarantee that it will function correctly with other browsers. You will need Adobe Acrobat Reader to print the application form. **Adobe Acrobat Reader** should be installed before beginning the application process and can be downloaded [here](#). For the application process, your browser must enable cookies and JavaScript. For security reasons, your log-in session will automatically be timed-out if you have not entered data during this time. All changes made to your application will be lost if not saved beforehand.*