

## Information Sheet ERASMUS+ application procedure

### Your application for an exchange programme in 6 steps

#### 1. Application-Cover Sheet

On the [cover sheet](#) you can give up to **four partner universities** that you would like to study at, inclusively from the STUDEXA-Programme. List the universities you want in the order of your priority by beginning the list with your first choice.

Inform yourself thoroughly before filling out the application forms about your favourite partner universities through their websites. Important to keep in mind is the timeframe of the semester (it can be different from BTU!), the major/focus, the language it is taught in, and language level required.

The cover sheet must only be printed once and is placed on top of your application forms. Your application forms should only be held together by a paperclip and not with a folder, envelope or the like.

The application for a semester abroad is time and work intensive, so please start early so that you have enough time to complete the whole process

#### 2. Online Application

After you have chosen the universities where you would want to study at, you have to complete an online application for each individual university. Access to them can be found under: [Online application document](#).

It is important that you thoroughly fill out the application forms and then **print** and **sign** them.

The online application is the first part of the single “application packet” that is sorted by the host university.

#### 3. Learning Agreement – Before the Mobility

The [Learning Agreement – Before the Mobility](#) is the central component of your application. On the form, you choose which modules you would like to attend at the host university and then what those modules are equivalent to at BTU Cottbus-Senftenberg. Information on which modules are offered can be found on the website of the host university. Often there are modules offered in English for ERASMUS+ and exchange students.

The Learning Agreement – Before the Mobility must be signed by you, your advisor at BTU Cottbus-Senftenberg, and the examination board of your department.

Enter the modules that you want to attend at the host university in **Table A** of the Learning Agreement – Before the Mobility. In **Table B** you enter those modules that you would like to have recognized at BTU. In case no modules should be recognized, as it is a mandatory semester abroad, you fill in Table B the sentence: “No modules should be replaced.”

The minimum amount of the ECTS-Credit Points in **Table A** should be 18.

The number of modules that should be recognized at BTU (Table B) has not been determined. Because of this, ERASMUS+ students can take classes at the host university that will not be transferred later to BTU credits. (The Learning Agreement is divided: Table A shows the modules taken at the host university and Table B shows the modules that will be transferred and recognized by your home university.)

Note: After the acceptance of a semester abroad by the International Relations Office at BTU Cottbus-Senftenberg you will send the Learning Agreement – Before the Mobility to your host university to obtain the signatures needed. This is not yet required.

Keep in mind that this process from the beginning of researching modules to the obtainment of the signatures at BTU Cottbus-Senftenberg can take up a lot of time. Begin early in order to take care of the Learning Agreement – Before the Mobility and plan for possible delays.

The Learning Agreement – Before the Mobility can be changed easily within the first 4 weeks after you arrive at your host university, since there could be changes to the course schedule. The changed contract is then binding for the rest of the semester abroad. All further information can be read later.

#### 4. Application – Letter of Motivation

The Letter of Motivation is written in English.

It is a representation of you and should be at least half a page in length. You should give the reasons for studying abroad, your choice of the target country and the host university, your academic and personal expectations, etc. You must convince BTU and the host university with this text.

In addition, you must complete this part of the application packet for each of the host universities you choose.

#### 5. Application – Resume & Certificates

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

-Your current **Transcript of Records**. It must **not** be signed by Student Services.

If you are in your first semester of your masters, then include your results from your bachelor and the courses you are currently taking.

-Your [Resume](#)

Please have your resume in English and use the attached form as a model.

-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 European Frame of Reference (→ <http://www.europaeischer-referenzrahmen.de/>) of the teaching language.

Inform yourself from your host university's website if there is a prerequisite or if there is a recommendation. Turn in the language certificate from a public or private institution to BTU within the time that you have to complete the application to the host university.

Explanation to the obligatory ERASMUS+ language test and courses (OLS):

ERASMUS+ supports students to develop their language competence:

With help from the language tests (before and after the semester abroad) and the Online Language courses, they allow you to measure and support your language development in eighteen working languages. These languages are Bulgarian, Czech, Croatian, Danish, Dutch, German, English, Finnish, French, Greek, Hungarian, Italian, Spanish, Polish, Portuguese, Romanian, Slovenian and Swedish.

The Language Tests support the success of your semester abroad and document the development of your language skills – They are not requirements for financial support and are not selective.

The system functions completely electronically: Students get an email after the acceptance of a spot to study abroad from BTU Cottbus-Senftenberg that helps you register and complete the language tests and courses.

## 6. Application – Checklist

The [Checklist](#) gives you the possibility to check your application forms. Please check that all forms are completely filled out, signed, and in the correct format and order.

**The International Relations Office only accepts the application forms that meet these criteria.**

The signed checklist comes at the end of your application forms and everything is attached together with a paperclip. Please refrain from using application folders, envelopes or the like.

### Application Deadline

Apply for the summer semester 2020 anytime.

Turn in your application forms either directly to Ms. Robel, Central Campus, Main Building, room 4.08 or submit them to the mailbox of the International Relations Office (# 4) in the same building.

The International Relations Office is open on Tuesdays and Thursdays, 10 to 12 a.m. and 2 to 4 p.m.

Should you need to send your application forms by post, you can use the following address:

Brandenburgische Technische Universität (BTU) Cottbus-Senftenberg  
International Relations Office ERASMUS+  
Karin Robel  
Postfach 101344  
03013 Cottbus

Please factor in there are many applicants every year and with this, the choice and process take quite some time. You will receive an acceptance or rejection as soon as possible.

### **Announcement of the Remaining Spots**

If you weren't accepted in the first round of applications or you were late to apply to the ERASMUS+ Programme, then you have the chance to apply for a spot for an exchange programme. The application forms can be obtained from the following specified forms. The remaining spots from the first round of the application period for the 2018/19 academic year can be found on the following website

<https://www.b-tu.de/en/international/going-abroad/students-going-abroad/erasmus>