

# Information sheet Erasmus+ studies at partner universities of the South Westphalia University of Applied Sciences 2024/2025

## General information on the programme, details on the application procedure and other important information

### Erasmus+ for studies

Erasmus+ is the EU's programme for education, training, youth and sport. 26.2 billion Euro are available to support over four million young people and 125,000 institutions and organisations. Your semester abroad (SMS - student mobility studies) at one of our Erasmus+ partner universities is funded under Key Action 131 - Mobility of individuals.

### The Erasmus+ grant

Students can receive an Erasmus+ grant for up to 12 months per study cycle (Bachelor, Master, PhD) in free combination of Erasmus+ study abroad and Erasmus+ internship abroad. The Erasmus+ grant is a partial scholarship. The amount depends on the country group of the destination country. Students also have the opportunity to apply for an additional grant.

### The 33 programme countries in Erasmus+:

#### Member States of the European Union (EU):

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden

#### Programme countries outside the EU:

Iceland, Liechtenstein, North Macedonia, Norway, Serbia, Turkey

### Amount of the funding rate

The amount of the monthly funding rates for three country groups is determined at national level by the NA DAAD (National Agency of the German Academic Exchange Service) and the BMBF (Federal Ministry of Education and Research). This basic funding can be supplemented by special grants. The funding is calculated for each student on a daily basis according to the period of stay at the partner university. The duration of your stay may be divided into funded and non-funded days (zero-grant days) so that you do not receive funding for the entire period. Please note the detailed information in your individual Grant Agreement.

## Funding rates per country group

**Group 1 (600 Euro per month):** Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxemburg, Netherlands, Norway, Sweden.

**Group 2 (540 Euro per month):** Czech Republic, Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.

**Group 3 (540 Euro per month):** Bulgaria, Croatia, Hungary, Lithuania, Poland, Republic of Northern Macedonia, Romania, Serbia, Turkey.

## What other advantages do I have as an Erasmus+ scholarship holder?

- You are exempt from tuition fees at the partner university.
- The South Westphalia University of Applied Sciences, the partner university and the European Student Network (ESN) will support you before, during and after your mobility.
- Your academic achievements abroad will be academically recognised with the help of the Learning Agreement.
- Your rights are defined in the Erasmus+ Student Charter.

## Application procedure

### General information

- The online application procedure for an exchange place at a partner university of the South Westphalia University of Applied Sciences for the academic year 2024/2025 takes place in two rounds. These are as follows:
  - Application round 1 – for the entire academic year 2024/2025, the winter semester 2024/2025 only or the summer semester 2025 only: an application is possible from 15/12/2023 to 31/01/2024.
  - Application round 2 – for places still open for the summer semester 2025: an application is possible from 01/06/2024 to 30/06/2024.
- If you successfully apply for an exchange place at a partner university in one of the 33 programme countries, you will receive funding under the Erasmus+ programme without having to apply for another scholarship. Students with fewer opportunities, e.g. students with a child/children, students with disabilities or chronic illnesses, students with a non academic family background and, to a certain extent, working students can apply for additional funding. There is also funding for sustainable travel. Details on additional funding can be found on our associated information sheet "Information on Erasmus+ additional funding".

## Before the application

- All applicants must have read the FH SWF privacy policy regarding the use of Mobility Online and consent to the storage and processing of their data. The privacy policy is available for download on our [website](#).
- Find out more about the Erasmus+ student exchange programme in general, the partner universities and the application procedure at information events and on the International Office website. Take the opportunity to contact the Outgoing Team at the International Office (contact details below) if you have individual questions that cannot be answered at the information events.
- When finding out about the partner universities, take note of the semester dates and the modules in English offered there. If you are unsure about the possible recognition of modules, speak to those responsible in your faculty.
- If studying abroad is compulsory in your degree programme, check the participation requirements set out in the relevant examination regulations, which must be met before starting a period of study abroad. If you are not sure whether you fulfil the requirements before starting your studies abroad, please contact the Student Service Center. If you can foresee that you will not be able to fulfil the requirements shortly before the start of your study visit, please inform the International Office.

## Participation requirements and funding conditions

- Only those who are enrolled as students (main students) at the South Westphalia University of Applied Sciences and who will be enrolled during their stay abroad can apply and participate in the programme.
- An application is possible after completion of the first Bachelor's semester at the earliest. In exceptional cases, applications from students who have not yet completed their first semester are also accepted for selected partner universities. In most of the cases, Bachelor's students go abroad from the 5th semester onwards. Master's students can apply from the first semester or even at the end of their Bachelor's degree programme. If you are enrolled in a degree programme with a compulsory study period abroad, additional participation requirements may be prescribed by the relevant examination regulations.
- You must have sufficient knowledge (usually language level B2) of the language of instruction and examination at the partner university at the beginning of the study period abroad.
- The minimum length of stay is two months or 60 days.
- With the planned stay abroad, you will not exceed the 12 months eligible for Erasmus+ funding in your study phase.
- Participation and financial support depend on the timely submission of application documents and follow-up documents.
- As a student, you are also obliged to complete certain **academic achievements** at the partner university. You must provide evidence of **at least 24 ECTS points per semester on your Learning Agreement, of which at least 15 ECTS points must be achieved (ECTS points awarded by the partner university)**. The transcript of records from the partner university serves as proof of the latter. If students do not obtain the 15 ECTS points by failing an examination, they must provide proof of participation in the course and the examination.

## Application and documents to be submitted

The application procedure for an exchange place at a partner university of the South Westphalia University of Applied Sciences as part of the Erasmus+ programme is carried out via the mobility software Mobility Online. Once you have successfully registered, you enter your personal details and your preferred universities in Mobility Online. You can apply for up to three universities and prioritise your preferred universities accordingly in the application form. If you are enrolled in a degree programme with compulsory exchange semester(s), **you must indicate a first, second and third choice.**

Applicants must make a **binding decision in favour of a (starting) semester** when applying. In Mobility Online you have the following **options**:

- Winter semester 2024/2025
- Winter semester 2024/2025 + summer semester 2025 (entire academic year abroad)
- Summer semester 2025
- Winter semester 2024/2025 OR summer semester 2025 (the semester does not matter to you)

Please also attach the following documents to your online application as an upload:

### Application documents to be submitted:

- Curriculum vitae in tabular form
- Current transcript of grades
- Proof of language proficiency in the language of instruction at the host university (DAAD language certificate)
- Letter of motivation (text of approx. 700 to 800 words)

In your letter of motivation, tell the selection committee why you have chosen the partner university/universities.

If you are applying for the winter and summer semesters at two different universities, submit one application per semester in Mobility Online. It is sufficient to create one complete application set (CV, transcript of records, letter of motivation, language certificate) and upload the documents with both applications.

**Important:** After the application deadline, the International Office will no longer accept any application documents!

## Further procedure

After the deadline, your application documents will be reviewed and checked by a selection committee. If your documents are complete and submitted on time, you will receive an invitation to a personal interview lasting approximately 10 to 15 minutes in which you will present your plans and motivation. The selection process begins after the interviews.

**The following criteria play a role in the selection process:** your personal and professional motivation, your language skills, academic qualifications and achievements as well as extracurricular activities. Due to the limited number of places, special consideration is given to those with a compulsory exchange semester or year during their studies.

## Selection Result

**Confirmation:** Once the personal interviews have been conducted and your application has been reviewed, the International Office will inform you by email about the allocation of places. For organisational reasons, acceptances for exchange places are sent with a time delay.

Once you have been accepted for an exchange place, you have the option of accepting or rejecting the place within a short period of a few days. You will receive a maximum of one acceptance for your highest priority (ideally for your 1st priority). Please note: If you reject the acceptance, you will be blocked for further application rounds in this academic year.

**Cancellation:** If the selection committee has not selected you for an exchange or the places for your preferred university/universities or if the places have already been allocated to other students, you will also be informed by the International Office and can reapply in the following application round.

## Steps after the confirmation

### Nomination and registration

If you accept the study place, you will be nominated at the partner university. You will then generally have to complete the application forms (application, accommodation forms etc.) and submit further documents yourself. You will receive the necessary information from us or the partner university in good time.

**Please make sure that you have regular e-mail access during the application round.**

### Your obligations before, during and after mobility

As an Erasmus+ student, you are obliged to complete and submit certain documents to the International Office before, during and after your mobility:

#### Before mobility

- Learning Agreement
- Grant Agreement

#### During mobility

- Changes to the Learning Agreements
- Confirmation of Arrival

### After mobility

- Confirmation of Stay
- Transcript of Records
- EU Survey
- Student Certificate (certificate of enrollment) of the Fachhochschule Südwestfalen

Most of the documents must be submitted digitally via Mobility Online; **the original grant agreement is required**. The International Office will inform you of the required documents and deadlines by email or via Mobility Online.

In the section 'Participation requirements and funding conditions', reference has already been made to the **academic achievements** to be completed abroad. The departments may require more ECTS points, e.g. for compulsory stays abroad. Students are therefore also obliged to inform themselves about the requirements in the relevant examination regulations and to fulfil them.

If you do not fulfil the required coursework and do not submit the required documents or do not submit them on time, this may have the following consequences:

- Delayed or no payment of the grant
- Depending on the timing, a reclaim of the funding instalment already paid out
- Failure to complete your stay abroad and exclusion from the programme for the remainder of your study phase

### Your grant

- The total funding rate will be paid to you in two partial grants.
- The first rate, amounting to 80% of the total amount, will be paid to you in the period from shortly before to shortly after the start of your stay abroad. The prerequisite for the payment of this rate is the existence of your Learning Agreement and the Grant Agreement.
- The second rate of 20% of the total amount will be transferred to you after your stay abroad and submission of the documents listed above.
- If there are any changes to the duration of your stay, the second rate will be adjusted and you will receive a final invoice.

### What happens if I withdraw from my exchange place?

It may happen that your plans change and that you wish to withdraw from the programme after accepting the exchange place. Please note the following:

- If you withdraw from the programme after accepting the exchange place without good cause and without appropriate proof, you will be excluded from participating in the Erasmus+ programme for the remainder of your study phase.
- Important reasons for withdrawal are, for example, illness or an accident, after which you can still apply for the following academic year 2025/2026.

- If you are considering withdrawing, please contact the International Office team as soon as possible. The International Office can then evaluate your case, you can discuss the situation together and, if necessary, find a solution to avoid cancelling your exchange place.

## Questions

If you have any further questions on the subject of "Exchange semester at a partner university as part of the Erasmus+ programme", please contact your outgoing team at the International Office: [mobility@fh-swf.de](mailto:mobility@fh-swf.de).