

Important information about the application procedure for an exchange semester at a partner university of FH SWF Erasmus+ in the summer semester 2024

Basic Information

- The online application procedure for an exchange place at a partner university of Fachhochschule Südwestfalen in the summer semester 2024 opens on **August, 7th 2023** and ends on **August, 31st 2023**.
- All applicants must have read the FH SWF privacy policy regarding the use of Mobility Online and agree to the storage and processing of their data. The privacy policy is available in German language for download on our [website](#).
- Only students who are enrolled as full-time students at Fachhochschule Südwestfalen and will be so during their stay abroad can apply.
- An application is possible **at the earliest after completion of the first BA semester**. In exceptional cases, applications for selected partner universities will also be accepted from students who have not yet completed their first semester. **Master's students can apply as early as the first semester or even at the end of their Bachelor's programme**.
If you are enrolled in a degree programme with compulsory exchange semesters, find out in good time before you apply which minimum requirements you must fulfill before starting the exchange semester.
- Find out in advance about our partner universities and the application procedure at information events held by the International Office and on our [website](#). Take the opportunity to contact the Outgoing-Team in the International Office (contact details below) if you have any further questions about a possible student exchange.
- 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 the grant. Students with special needs, e.g. students with children, students with disabilities or chronic illness, students from non-academic backgrounds and, within certain limits, working students can apply for additional funding.
- You can submit **one application** in every application round.

Application and selection process

The application procedure for an exchange place at a partner university of Fachhochschule Südwestfalen within the Erasmus+ programme takes place via the mobility software Mobility Online. After successful registration, you enter personal data 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. In addition, you attach the following documents to your online application as an upload:

Documents to be uploaded

- Curriculum vitae in table form
- Current transcript of grades
- Proof of knowledge of the language of instruction at the host university (DAAD language certificate)
- Letter of motivation
- If applicable, honorary declaration for additional funding and corresponding evidence

Important: After the application deadline, the International Office will not accept any application documents!

After the application deadline, your application documents will be viewed and reviewed by a selection committee. The following criteria play a role in the selection:

Criteria for the selection procedure

1. Language skills
2. Motivation
3. Professional qualification and achievements (in case of compulsory semesters abroad, the minimum requirements for the exchange semesters must be fulfilled!)
4. Extracurricular achievements

Selection result

Acceptance: When the review of your application documents has been completed and you have been selected for a stay abroad, you will be informed by the International Office by e-mail. You will then have the opportunity to accept or decline the study place within a short period of a few days. You will receive a maximum 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.

Rejection: If the selection committee has not selected you for an exchange semester in an application round or if the places for your desired university(ies) have already been allocated, you will also be informed by the International Office and can apply again in the following application round. If you are considered a suitable applicant but cannot be offered a place at your preferred university(ies), we will make every effort to offer you an alternative exchange place, provided that appropriate places are still available at partner universities.

Nomination and Registration

If you accept the study place, we will nominate you at the partner university. Afterwards, you will usually have **to fill in the application forms of the local university** (Application, Accommodation Forms, etc.) and submit further documents. You will receive the necessary information from us or from the partner university in good time.

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

Funding

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

The Erasmus+ Grant

Students can receive an Erasmus+ grant for up to 12 months per study cycle (Bachelor, Master, PhD) and 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 possibility to apply for an additional grant; you will find further information on this in the Info Sheet on Additional Funding on our [website](#).

33 states and countries associated to the Erasmus+ programme:

Member states of the European Union (EU):

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

Third countries associated to the programme

Republic of Northern Macedonia, Serbia, Iceland, Liechtenstein, Norway, Turkey

Funding rate

The amount of the monthly funding rates for the three country groups is determined by the NA DAAD and the BMBF at national level. If necessary, this funding is 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. If applicable, the duration of your stay will be divided into **funded** and **non-funded days (zero-grant days)**, so that you will not receive funding for the entire period. Please refer to the detailed information in your individual grant agreement.

Funding rates per country group

- **Group 1 (600 Euro per month):** Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden
- **Group 2 (540 Euro per month):** Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain
- **Group 3 (490 Euro per month):** Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Republic of Northern Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey

What other advantages do I have as an Erasmus+ student?

- You are exempt from tuition fees at the partner university.
- The Fachhochschule Südwestfalen, the partner university and the [European Student Network](#) will support you before, during and after your mobility.
- With the help of the Learning Agreement, your academic achievements abroad will be recognized academically.
- Your rights are defined in the [Erasmus+ Student Charter](#).

What are my obligations as an Erasmus+ student?

As an Erasmus+ student, you are required to prepare and submit certain documents and records before, during and after your mobility.

Before the mobility

- Learning Agreement
- Grant Agreement

During the mobility

- Changes to the Learning Agreement
- Confirmation of Participation

After the mobility

- Confirmation of Participation
- Transcript of Records
- Participant Report

Any questions?

Please feel free to visit one of our information events! You can find the current dates on our [Website](#).

Your outgoing team at the International Office will be happy to answer any further questions you may have on the subject of "Semester abroad at a partner university within the framework of the Erasmus+ programme": mobility@fh-swf.de