

Procedure for participation in the ERASMUS Plus Programme of the South Westphalia University of Applied Sciences – academic year 2019/2020

After admission, before departure

Registration with the partner university	<p>The registration procedures differ from university to university:</p> <ul style="list-style-type: none"> – Online portal of the partner university – In hard copy via the International Office – A combination of both <p>You can find information on the type of application / registration and the additional documents to be submitted in most cases on the web pages of the partner universities, otherwise you can contact the International Office in Iserlohn.</p>
Learning Agreement	<p>Please submit the Learning Agreement with the registration</p> <ul style="list-style-type: none"> – You need a list of modules you want to take at the partner university – The International Office in Iserlohn will send you the form by email – The agreement has to be submitted with the module descriptions to the chairman of the board of examiners – It has to be confirmed by his or her signature that the modules taken at the partner university will be recognised at the South Westphalia University of Applied Sciences after passing the examinations successfully – Send the signed document (depending on the requirements) either directly to the partner university or to the International Office of the South Westphalia University of Applied Sciences – After receiving the signature of the partner university, the agreement will be returned to you. <p>–</p> <p>Please make sure to keep the Learning Agreement, you will need it at a later point in time.</p>
Grant Agreement	<ul style="list-style-type: none"> – The Grant Agreement for the Erasmus funding is a contract between you and the South Westphalia University of Applied Sciences, at the same time it is the letter of award – It has to be signed by you and a representative of the University of Applied Sciences – You have to present the original document <p>Please read carefully which rights and obligations are connected to the grant.</p>
OLS Language Assessment	<ul style="list-style-type: none"> – You will receive an invitation to participate in a language assessment by email – The language tested in the assessment will be the instruction language of the partner university – You can access the assessment through a link – It should be taken as soon as possible – The participation is mandatory
EU Language Course	<p>Based on your language proficiency assessed in the test, with a result at the level B2 and lower, the EU automatically sends you access the OLS learning platform to follow an online language course</p> <p>You should attend the course <u>regularly</u> before and during your mobility period.</p>
Insurances	<p>Please ask your health and indemnity insurance about the coverage in other European countries.</p> <p>You are responsible for your insurance coverage.</p>

While studying at the partner university

Learning Agreement - Changes	<ul style="list-style-type: none">– You will need a documentation of changes, if the modules you have chosen for the Learning Agreement cannot be taken (e.g., in the case of overlappings in the schedule or a lack of participants)– List of other modules– The form, requested by the International Office in Iserlohn, will be sent to you after your arrival at the partner university– Your chairman of the board of examiners has to accept the changes (also possible by email) <p>Please make sure to keep the document and if necessary the email with the approval, you will need it at a later point in time!</p>
Confirmation of Stay	<ul style="list-style-type: none">– The Confirmation of Stay is a written confirmation of your mobility dates– It will be sent to you shortly before the end of your mobility via email– At the end of your stay you will have to submit the document for a signature at your partner university– You have to hand in the original copy to the International Office of the South Westphalia University of Applied Sciences

After finishing your study abroad at the partner university

EU Survey and Report	<ul style="list-style-type: none">– The link to the online form of the survey will be sent to you shortly after the end of your mobility by the EU via email– Please complete the survey accurately and return it promptly! <p>You can voluntarily draw up a written report on your stay abroad for the web pages of the South Westphalia University of Applied Sciences. This report can be helpful for future students with the planning of their stay abroad.</p>
OLS Language Assessment	<ul style="list-style-type: none">– Shortly before the end of your mobility, you will receive an email with a link for a second language assessment by the EU– It should be taken as soon as possible– The participation is mandatory
Transcript of Records	<ul style="list-style-type: none">– You have to submit the transcript of records, which lists all passed courses and examinations you have attended at the partner university to the International office in Iserlohn– Depending on the partner university, you can retrieve and print it online or you will receive it by ordinary mail– The partner university often sends the transcript of records directly to the International Office of the South Westphalia University of Applied Sciences. Then, we will forward you the original copy
Recognition of courses and examinations	<p>Hand in the application for recognition of the examinations from your study abroad to your chairman of the board of examiners with the following documents:</p> <ul style="list-style-type: none">– Application form (available at the Student Service Office)– Original copy of the transcript of records of the partner university– Learning agreement and if necessary a list with its changes (please do not forget the email approval!) <p>If required: Please request a granting of additional modules into the final examination certificate.</p> <p>You can see the recognised and requested examinations on your transcript of records.</p>

Contact information: International Office of the South Westphalia University of Applied Sciences

For students from the campuses in Hagen, Iserlohn, and Lüdenscheid	For students from the campuses in Soest and Meschede
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