

STEP BY STEP

**To-Dos Before, During and After Your
Semester Abroad**

Content

TO-DOS BEFORE SEMESTER ABROAD	2
TO-DOS DURING SEMESTER ABROAD.....	5
TO-DOS AFTER SEMESTER ABROAD.....	6
APPENDIX – WORKFLOW ERASMUS+, CERTIFICATE OF ARRIVAL, TEMPLATE SEMESTER ABROAD REPORT.....	7

TO-DOS BEFORE SEMESTER ABROAD

Until application deadline

1. Select possible host university (a maximum of 3 possible host universities can be listed in application). The list of partner universities can be found here: <http://www.fh-vie.ac.at/International/Partnerhochschulen>. Reports of your fellow students on their host universities are to be found in the Mobility Online Portal: https://www.service4mobility.com/mobility/MobilitySearchServlet?identifier=fhBFI87462385&sprache=en&kz_bew_art=OUT&kz_bew_pers=S.
2. Check if classes offered by possible host universities are appropriate for your degree programme (check on homepage of possible host universities).
3. Apply on UAS BFI Vienna homepage (Mobility Online). Make sure that you remember your username and password, since you will need it again!!!
4. Check the application deadlines of your possible host universities.
5. Complete your personal details on Mobility Online.
6. Print out your application form (Mobility Online).
7. Print out your **Transcript of Records** at one of the UAS BFI Vienna computer terminals.
8. Write your letter of motivation (in German or English, one page referring to your first choice of host university). Free movers and students going to a partner university charging tuition fees do not have to write and hand in a letter of motivation.
9. Hand in your application form, letter of motivation, and transcript of records (deadline for semester abroad in FALL: 15 March; deadline for semester abroad in SPRING: 15 September).

After you have been selected for a specific partner university

10. Discuss and draw up your Learning Agreement with your degree programme director.

Drawing up Learning Agreement


- a. **First discuss classes that you want to take at your future host university with your degree programme director.**
- b. Go to Mobility Online
<https://www.service4mobility.com/mobility/LoginServlet?sprache=de>.
- c. **ENTERING courses that you want to take at your host university.**
Click on LEARNING AGREEMENT: enter courses at host university which you want to take, click on before **No courses found!**. Now enter details of course you want to take at your host university. Repeat this for every course you want to take at your host university. Click on **Enter further courses** and provide information on course as described above.
- d. **ENTERING UAS BFI Vienna courses that you want to be credited:**
Click on LEARNING AGREEMENT: enter UAS BFI Vienna courses which should be credited. Click on before **No courses found!**. Enter details of UAS BFI Vienna course you want to be credited.

Repeat this for every course you want to be credited. Click on **Enter further courses** and provide information on course as described above. If all your UAS BFI Vienna courses of the semester during which you studied abroad should be credited, you should enter courses worth 30 ECTS credits. However, UAS BFI Vienna courses that are not credited should not be entered (for instance bachelor seminars, projects, etc. graded by the UAS BFI Vienna)!

Please note that your Learning Agreement is only valid, with your and your degree programme director's signatures!!!!

11. Print out your Learning Agreement.
12. Hand in Learning Agreement to Outgoing Mobility Coordinator (deadline for semester abroad in FALL: 1 June; deadline for semester abroad in SPRING: 1 December).
13. If required, send all necessary application documents to your future host university.
14. For study grant recipients (Studienbeihilfeempfänger): Apply for mobility grant (Beihilfe für ein Auslandsstudium). Even as an Erasmus+ student you have to do that, because you get your Erasmus+ grant from the Studienbeihilfe. Information and application here:
<https://www.stipendium.at/studienfoerderung/beihilfe-ausland/auslandsbeihilfe/>; <https://www.stipendium.at/service/downloads/>.
15. For Erasmus+ students: After you have been nominated by the UAS BFI Vienna Outgoing Mobility Coordinator and after you have been contacted by email by the Erasmus+ National Agency register in the Erasmus+ Database (Students Online). Complete your personal details in the Erasmus+ database. The Erasmus+ National Agency will then send you an email asking you to print out 2 copies of the Erasmus+ contract (contract is to be found in the Erasmus+ database under **MEINE DOKUMENTE**). Sign both copies of the contract and send them to the Erasmus+ National Agency (**Erasmus+ Referat Wien, Ebendorferstraße 7, 1010 Wien**). Alternatively, you can also take the two signed copies there personally.

Changing your Learning Agreement before start of semester abroad


1. **Discuss changes with your degree programme director.**
2. **CHANGES HAVE TO BE ENTERED IN MOBILITY ONLINE:** Click on Learning Agreement: enter courses at host university which you want to take.
 - a. **DELETING A COURSE OF YOUR HOST UNIVERSITY, BECAUSE YOU DO NOT WANT TO TAKE IT:** Click on  in front of the host university course you want to delete.
 - b. **ADDING A HOST UNIVERSITY COURSE, BECAUSE IT SHOULD BE INCLUDED IN YOUR LEARNING AGREEMENT:** Click on **Enter further courses** and provide information on course (course unit title at the host university and ECTS Credits are obligatory).

The changed Learning Agreement has again to be signed by both you and your programme director. Then hand in a copy of your changed Learning Agreement to your Outgoing Mobility Coordinator.

TO-DOS DURING SEMESTER ABROAD

1. After arrival at your host university send **Certificate of Arrival** to UAS BFI Vienna Outgoing Mobility Coordinator (claus.inanger@fh-vie.ac.at).
2. If necessary, **amend your Learning Agreement** (all changes have to be approved by your programme degree director!!! Contact him/her by email.)

Changes of Learning Agreement during semester abroad

3. **First get approval for changes of your Learning Agreement from your programme director by email.**
4. Changes have to be entered into Mobility Online! Click on Learning Agreement: Enter / delete host university courses that you want to change / delete.
 - a. **DELETING A COURSE OF YOUR HOST UNIVERSITY, BECAUSE YOU DO NOT WANT TO TAKE IT:** Click on  in front of the host university course you want to delete.
 - b. **ADDING A HOST UNIVERSITY COURSE, BECAUSE IT SHOULD BE INCLUDED IN YOUR LEARNING AGREEMENT:** Click on **Enter further courses** and provide information on course.
5. Print out changed Learning Agreement.
6. Sign changed Learning Agreement and have it also signed by the person responsible at your host university (only necessary for Erasmus+ students!).
7. Send changed Learning Agreement to UAS BFI Outgoing Coordinator (if possible by email).
8. At the end of your semester abroad: Only if the UAS BFI Outgoing Mobility Coordinator has not yet received your final valid Learning Agreement: Send final Learning Agreement + Changes with all necessary signatures to the UAS BFI Vienna Outgoing Mobility Coordinator. Request your Transcript of Records (Zeugnis) from your host university. If it is not yet available, make sure that a copy of your Transcript of Records is also sent to the UAS BFI Vienna Outgoing Mobility Coordinator.
9. For Erasmus+ students before leaving their host university: Have your **Erasmus+ Confirmation of Attendance** signed by your host university (form to be found in Erasmus+ database). The Erasmus+ Confirmation of Attendance has to be completed **during the last week (or later)** of the Erasmus+ stay abroad and has to be submitted to the "Erasmus+ Referat" (local Austrian Erasmus+ office in Vienna) **in original version (either you take it there personally, or you send it by registered mail to Erasmus+ Referat Wien, Ebendorferstraße 7, 1010 Wien).**

TO-DOS AFTER SEMESTER ABROAD

1. Send email to UAS BFI Vienna Outgoing Mobility Coordinator (claus.inanger@fh-vie.ac.at) informing him of your return.
2. Send a copy of your **Transcript of Records** to UAS BFI Outgoing Coordinator (can be sent by email), if your host university has not yet sent it to UAS BFI Outgoing Coordinator.
3. Send your Semester Abroad Report to UAS BFI Outgoing Coordinator. Students who were at the same host university can write a report together. This report will be published on the UAS BFI Vienna website and in the UAS BFI Vienna Mobility Portal (Mobility Online). The report is a precondition for crediting the courses passed at your host university!!!
4. Enter courses you have passed at your host university and UAS BFI Vienna courses that you want to be credited into Mobility Online.

ENTERING COURSES YOU HAVE PASSED AT HOST UNIVERSITY:

Click on Application for Recognition (Antrag auf Anerkennung): Enter host university courses actually taken + passed. If courses passed at host university correspond to the courses in your Learning Agreement just click on Insert courses from Learning Agreement. Otherwise click on before **No courses found!**. Now enter information on course. Repeat this for every host university course passed. Click on Enter further courses... and provide information on course as described above.

ENTERING UAS COURSES THAT YOU WANT TO BE RECOGNIZED:

If UAS BFI Vienna courses you want to be recognized correspond to the UAS BFI Vienna courses listed in your Learning Agreement just click on Insert courses from Learning Agreement. Otherwise click on before **No courses found!.**, Now enter information on course. Repeat this for every home university course you want to be recognized. Click on Enter further courses... and provide information on course as described above.

5. Print out the Application for Recognition and submit it to the UAS BFI Outgoing Mobility Coordinator.
6. **ONLY FOR ERASMUS+ STUDENTS:** Within four weeks after your return submit **Erasmus+ Confirmation of Attendance** to “Erasmus+ Referat” (local Austrian Erasmus+ office in Vienna) **in original version (either you take it there personally, or you send it by registered mail to Erasmus+ Referat Wien, Ebendorferstraße 7, 1010 Wien)**. Alternatively, you can also take the **Erasmus+ Confirmation of Attendance** there personally.
7. **ONLY FOR ERASMUS+ STUDENTS:** Submit the **Erasmus+ report** within 4 weeks after your Erasmus+ stay has ended (you will receive link by email).

APPENDIX – WORKFLOW ERASMUS+, CERTIFICATE OF ARRIVAL, TEMPLATE SEMESTER ABROAD REPORT

Workflow Erasmus+

BEFORE STAY

1. UAS BFI Vienna **Outgoing Mobility Coordinator nominates Erasmus+ Students** in Erasmus+ database. Students receive email from Erasmus+ Agency with registration code.
2. After having received this email with **registration** code students register in Erasmus+ database (Students Online).
3. Erasmus+ Agency checks students' data and sends **students grant award mail** (Zuerkennungsmail).
4. Students can now access **Erasmus+ contract** (Vereinbarung which is available 20 days before Erasmus+ stay begins) and all other necessary Erasmus+ forms in Erasmus+ database.
16. Students print out two copies of **Erasmus+ contract** (to be found under **MEINE DOKUMENTE**), sign both and send contracts by registered mail (eingeschrieben!) to Erasmus+ Agency (**Erasmus+ Referat Wien, Ebendorferstraße 7, 1010 Wien**). Alternatively, you can also take the **two signed copies** there personally.
5. Students receive 80% of the total Erasmus+ grant. Students receive the remaining 20% of the Erasmus+ grant after their Erasmus+ semester, once they have written the Erasmus+ report and have handed in their Erasmus+ **Confirmation of Attendance** stating the duration of their stay.

AFTER STAY

6. Within four weeks after Erasmus+ stay has ended, students have to send **Erasmus+ Confirmation of Attendance** by **registered mail** (eingeschrieben!) to Erasmus+ Agency (**Erasmus+ Referat Wien, Ebendorferstraße 7, 1010 Wien**). Alternatively, you can also take the **Erasmus+ Confirmation of Attendance** there personally.
7. Students submit the **Erasmus+ report** within 4 weeks after their Erasmus+ stay has ended (students will receive link by email).
8. Students apply for **recognition of classes** taken at host university within 2 months.

Workflow Erasmus+ for Receivers of Austrian Study Grant (Studienbeihilfeempfänger)

BEFORE STAY

1. UAS BFI Vienna **Outgoing Mobility Coordinator nominates Erasmus+ Students** in Erasmus+ database. Students receive email from Erasmus+ Agency with registration code.
2. After having received this email with **registration** code students register in Erasmus+ database.
3. Erasmus+ Agency checks students' data and sends **students grant award mail** (Zuerkennungsmail).
4. **Studienbeihilfeempfänger (even as Erasmus+ students!) need to apply for a study abroad grant (Beihilfe für ein Auslandsstudium)!!!! Students apply for study abroad grant (Beihilfe für ein Auslandsstudium) ideally before study abroad stay begins. For further information go to <https://www.stipendium.at/studienfoerderung/beihilfe-ausland/auslandsbeihilfe/>. The form can be downloaded here: <https://www.stipendium.at/service/downloads/>.**
5. Students can now access **Erasmus+ contract** (Vereinbarung which is available 20 days before Erasmus+ stay begins) and all other necessary Erasmus+ forms in Erasmus+ database.
6. Students print out two copies of **Erasmus+ contract** (to be found under **MEINE DOKUMENTE**), sign both and send contracts by registered mail (eingeschrieben!) to Erasmus+ Agency (**Erasmus+ Referat Wien, Ebendorferstraße 7, 1010 Wien**). Alternatively, you can also take the **two signed copies** there personally.
7. Students sent **study grant award letter** (Bescheid über die Beihilfe für ein Auslandsstudium) by registered mail (eingeschrieben) to Erasmus+ Agency. This has to be done within two weeks after having received **study grant award letter** from the Austrian Study Grant Authority (**Erasmus+ Referat Wien, Ebendorferstraße 7, 1010 Wien**). Alternatively, you can also take the **study grant award letter** there personally.
8. **If students have handed in their study abroad grant application (Antrag auf Beihilfe für ein Auslandsstudium) before study abroad stay begins, they receive their study abroad grant together with their normal study grant in monthly instalments.**

AFTER STAY

9. Within four weeks after Erasmus+ stay has ended, students have to send **Erasmus+ Confirmation of Attendance** by registered mail (eingeschrieben!) to Erasmus+ Agency (Erasmus+ Referat Wien, Ebendorferstraße 7, 1010

Wien). Alternatively, you can also take the Erasmus+ Confirmation of Attendance there personally.

10. Students provide **proof of academic advancement (Studienerfolgsnachweis)** to the authority for study grants (Studienbeihilfebehörde) after completion of their study abroad. The form can be downloaded here:
<https://www.stipendium.at/service/downloads/?L=%25270>.
11. Students submit the Erasmus+ report within 4 weeks after their Erasmus+ stay has ended (students will receive link by email).
12. Students apply for recognition of classes taken at host university within 2 months.

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Certificate of Arrival

It is hereby certified that
Mr / Ms

is enrolled as an ERASMUS+ / DOUBLE DEGREE / EXCHANGE student at our
university

(name of university)

and will attend lessons

from _____ / _____ / 20 _____ (day / month / year)

to _____ / _____ / 20 _____ (day / month / year).

Date / Stamp / Signature

Name of the signatory: _____

Function: _____

Please fax or email the completed Certificate of Arrival to:

Claus Inanger (Mr)
Outgoing Mobility Coordinator
claus.inanger@fh-vie.ac.at
fax: +43 1 720 12 86 – 19

Template Semester Abroad Report

Semester Abroad Report min. 6000 signs

1. Personal Information

First + Last Name Student:

Degree Programme:

Bachelor/Master:

Host Country:

Host Institution:

Semester (e.g. Summer Semester 2016):

Contact Email:

2. Motivation and preparation

3. General information

accommodation (costs, quality,...)

tuition fees

public transportation

social integration / contacts

support by host university

living costs

leisure time activities, activities, travelling in the host country, etc...

life in host city / country

4. Courses taking at host university

Where they demanding? What was their content? Where they interesting? What workload did they require? How were you assessed?

5. Tips for future outgoing students

6. Estimated costs

	Euros
journey to host university and back home	
health insurance (if extra insurance was required)	
accommodation / month	
public transportation	
study material costs	
tuition fees	
food / month	
leisure expenses	
miscellaneous	
total expenses / month	

7. Some pictures