

Index of keywords

A: Academic Transcript

The Academic Transcript (or Transcript of Records) is a printout from CampusOnline, on which you can find all assessment components completed so far as well as the current average grade.

Annahmeerklärung (*Declaration of acceptance*)

Students complete this form after having been offered a place at a university abroad. This is a binding declaration of their participation. If you accept the place in the Global exchange programme, you will drop out of the ERASMUS+ application process.

Application forms

For the application procedures of ERASMUS+ and Global, there are various application forms in which you can first register and then upload your application documents. You will find these forms on our website.

Approval

A notice of approval or denial will be sent to your e-mail address. In case of approval, you will have the possibility to provide a binding commitment via the MoveON portal. You can only be nominated if you provide this binding commitment by the deadline.

Please note that you have not automatically been accepted by the host university as a result of the approval of the exchange place offered by the University of Bayreuth. This is a second process that has to be managed separately.

C: Credits

At the time of your application, you should have earned at least 20 credits in your degree programme at the University of Bayreuth (exception: Business Administration/ BWL: 45 credits). For master's students, the bachelor's certificate can be submitted as proof of credits earned.

On the **Learning Agreement** with the host university (if you need one), you must also enter at least 20 credits. The subject area coordinators are responsible for **crediting** the courses.

In Bayreuth, one credit (ECTS point) is awarded for a workload of 30 hours. With this information, it is possible to convert most foreign credits.

Crediting

The International Office is **not** responsible for the transfer of credits earned abroad. This is the responsibility of the relevant programme coordinator or chair.

D: DAAD

Is the standard abbreviation for the German Academic Exchange Service. It awards numerous scholarships and supports German universities in their numerous activities abroad.

Deadline

The application deadline for the first selection round is 1 December.

Documents

You must submit the following documents to the International Office together with your application:

CV with photo

Grade overview (usually a printout from CampusOnline)

Letter of motivation (see **Letter of motivation** above)

(The host university may request further documents once the nomination has been made)

E: Emergency

In the event of an emergency abroad, we will always try to offer advice and assistance. We have set up an emergency telephone number for this purpose. Mon.-Fri., 9-11 a.m., staff members can be reached at (+49)921-55-5874.

Erasmus+

Erasmus+ is a European Union programme to increase the mobility of European students. All EU countries in addition to Iceland, Liechtenstein, Norway, Macedonia, and Turkey participate and receive or send students to other European countries.

Evidence of additional achievements

Please send us only the required documents; proof of additional achievements is not relevant.

F: Free movers

If you do not get your desired university abroad place during the application process, or if you want to visit a foreign university that does not have a cooperation agreement with the University of Bayreuth, you can opt to go abroad as a free mover. In this case, you apply to the university of your choice on your own and have to pay any tuition fees yourself. The International Office supports and advises them with regard to financial aid available via scholarships as well as to contact with representatives of the university.

G: Gateway Office

The University of Bayreuth maintains a so-called Gateway Office in Shanghai, which coordinates cooperation in East Asia. The employees there speak Chinese and strengthen partnerships with Chinese universities.

Since 2018, the university has also maintained a Gateway Office in Melbourne, Australia.

Ggeneral/ subject-specific exchange agreements

Subject-specific contracts with foreign partner universities are concluded on the basis of cooperation in one department.

General agreements allow students to choose from a variety of course subjects.

H: Health insurance abroad

Many universities require future visiting students to provide proof of insurance. Depending on the country and university, a certain type of coverage may be mandatory. Please contact your insurance provider well in advance for more information. Some universities abroad also offer their own health insurance, which can be obtained for the duration of the stay. The DAAD also offers international health insurance. You bear the costs of the insurance yourself.

I: INO

INO is the abbreviation for the International Office.

Internship

You should organize the internship yourself, the International Office can then support you in the form of financial subsidies via Erasmus+ or PROMOS.

Interesting internships are regularly published on Facebook and on the magnet board next to Room 1.81.

L: Leave of absence from studies

You can apply for a leave of absence for the duration of your stay abroad. Please note that during this time no new assessment components can be completed at the University of Bayreuth! The credits earned abroad (up to 20 ECTS) can still be transferred. This requires an agreement with the relevant coordinator in the subject area. (See **Crediting**)

Learning agreement

On the learning agreement, you enter the courses you would like to attend at the host university. It is then signed by the international coordinator of your department and the responsible staff member in the International Office before it is forwarded to the host university. The learning agreement is an agreement between you, the University of Bayreuth and the host university. The courses can usually be changed on site, but signatures are then required once again.

Letter of Acceptance / Confirmation

This is a letter from the host university confirming that your application was successful and that you have a secure exchange place. It is important for your personal documents, and the International Office must also receive a copy (by email is sufficient). The letter is also important for your visa application.

Letter of motivation

In your letter of motivation, please address the following questions: Why do you want to work/ study at this particular place?

Why do you want to visit this particular country?

What would you like to learn, and how does this fit in with your goals and plans in life? How would you like to represent the University of Bayreuth during your time abroad?

Describe your motivation for your first choice; the motivation letter should show that you have researched the host university.

Your letter of motivation should be around one page in length (line spacing: 1.15; font size: 12)

M: Mobility tutors for the faculties

The mobility tutors of the various faculties are student assistants in the International Office who have already spent time abroad themselves. They are happy to advise you. They can be reached at: outgoing-tutor@uni-bayreuth.de

N: Nomination

The International Office will send the nomination to the host university by the deadline. You will then receive information from the host university or the International Office on the next steps in the application process.

The University of Bayreuth's nomination for study at the partner university only serves as a suggestion and requires the final approval of the partner university. Nominations made by the University of Bayreuth can be rejected by the partner institution at any time for various reasons.

P: Partner universities

The University of Bayreuth has cooperation agreements with hundreds of universities around the world. At some of these universities, exchange places are available for students of the University of Bayreuth.

Personal report (*Erfahrungsbericht*)

The personal report must be submitted to the International Office at the end of the stay abroad. It is designed to provide guidance for other students who wish to apply for a stay abroad. In the download area of our website you will find the templates for writing your report. The report should be written in such a way that it gives valuable advice to subsequent students of the University of Bayreuth during their stay abroad, both in the academic as well as in the private life. Please feel free to add many pictures of the city and the host university.

As an alternative to the written report, you are welcome to submit a two-minute video in which you describe your experiences and provide impressions of the campus of the host university.

You can find the currently available reports of students from previous years by clicking on a university in the overview of our partner universities and then selecting "Personal reports". We have created an e-learning course for reports on internships; it can be found under the tab "Internship abroad" on our [website](#).

Presidential Advisory Committee

The Presidential Advisory Board for International Affairs is composed of representatives of all faculties, the Head of the International Office, the Vice President for International Affairs and representatives of the student parliament. Additional university staff members are invited to some of the meetings.

The Presidential Advisory Committee meets on a regular basis to discuss and coordinate international affairs. This includes the selection of suitable students for a stay abroad outside Europe.

PROMOS

PROMOS is a scholarship programme that provides students with financial support for their stay abroad. You apply for it at the university at which you study. The DAAD provides the financial means for this.

At the University of Bayreuth, the following reasons to go abroad can be supported with the help of PROMOS:

- studying
- an internship
- a language course
- a specialized course (summer schools, winter schools, research stays, etc.)

(At the University of Bayreuth, excursions and competition trips are not supported by PROMOS)
For projects starting in the **first half of the year (January - June)**, please apply by **1 December** of the previous year.

For projects starting in the **second half of the year (July - December)**, please apply by **1 June** of the respective year.

Proof of grades

A current printout from CampusOnline serves as proof of grades.

If you have not yet achieved 20 credit points in your current course of study, the following regulation applies:

Master: The average grade of your bachelor's degree (if this is not yet available, the provisional final grade) will be a factor in the decision

Bachelor: You can apply with your current average grade, but will only be considered for the remaining places in the second round.

Proof of language proficiency

In order to study abroad successfully from an academic point of view, it is necessary to be able to follow the courses in the language of instruction. For this reason, we require proof of your language level for the main round of applications. You can see which language level is required in the overview on our website.

S: Scholarships

There are many ways to finance your stay abroad. Only PROMOS runs via the International Office of the University of Bayreuth. However, you will find some links on our website to help you find the right scholarship for you.

Summer Schools

Many universities offer so-called summer schools. These programmes can be attended during the semester break, for example, and can be used for specialized training or language courses. PROMOS funding is available for attending summer schools in non-European countries.

Scheduling an appointment

Appointments for consulting can be set up via [e-Learning](#) . The course can be found under "Universitären Einrichtungen und Organisationen" under the heading "Sprechstundenverwaltung INO".

T: TOEFL

The "Test of English as a Foreign Language" is required by some of our partner universities as proof of your ability to study in English. We require proof of registration for the TOEFL after your application for an exchange place with us is approved and before we inform the host university of your nomination. Evidence of taking the TOEFL is only required if you wish to attend a partner university in an English-speaking country. The TOEFL is held regularly, and all necessary information can be found at "TOEFL online".

Transcript of Records

The Transcript of Records is generally an overview of your academic achievements to date. To apply to a foreign university, you usually need to submit an up-to-date printout from CampusOnline.

You will receive your Transcript of Records with an overview of your achievements abroad either directly from the university or via the International Office. In the latter case, you will be notified by e-mail as soon as it arrives.

Translations

If you need a translation of your CampusOnline transcript for the host university because the automatic English printout of your grades is incomplete, please translate it yourself using the template on the International Office website. You can then contact our Translation Coordinator [Daniel Mook](#) to have the translation confirmed.

Two separate applications

First, you apply to the University of Bayreuth's International Office for an exchange place within the scope of the cooperation agreement. If this application is successful, you must also apply to the host university. Normally, your nomination will be sent to the host university, and they will then inform you of the further procedure.

Tuition/ semester fees

Many universities abroad charge tuition or semester fees. As a student at the University of Bayreuth, you are generally exempt from paying tuition fees if you are studying at a foreign partner institution within the scope of a cooperation agreement. It may occasionally happen that you have to pay part of the tuition fees yourself in spite of a cooperation agreement. As a free mover, you have to pay any fees yourself; if necessary, this can be covered by scholarships.

V: Vaccination card

In some regions of the world, special vaccinations are needed. Please visit a doctor well in advance to ask about any necessary vaccinations and follow the instructions on the [website of the Federal Foreign Office](#).

W: Winter Schools

Many universities offer so-called winter schools. These programmes can be attended during the semester break, for example, and can be used for specialized training or language courses. PROMOS funding is available for attending winter schools in non-European countries.