

Going abroad....

What do I need to know?

# Different ways to go - an overview

One important thing: you have to read and understand your PO!

=> you have to fulfill some requirements laid down there

The study program is organized in „modules“

=> Lectures and courses in the modules are mandatory

=> One exception: Electives (with some constraints)

=> free choice of Section-1 and Non-Section-1 courses

=> If you want to replace one course in a module:

=> Get the permission of the organizing lecturer

=> present the lecturer a course description

=> get a written consent (email)

# Different paths to follow

What do you want:

A) Doing a regular semester term at a foreign university => SMS

=> might be in combination with practical/internship

B) Doing an internship at a foreign university => SMP

=> as Replacement of an Advanced Course (Master)

=> as Thesis

=> as Free Internship

# A) Doing a regular semester term at a foreign university

## **Application:**

- Check for deadlines (in February) on the International office (IO) webpage
- Inform yourself about the Erasmus Partner Universities (PU) & Programs  
=> Europe / wider Europe / global
- Rank fitting PUs according to your interests
- Inform yourself about the general process via the IO or Bio webpage  
=> Study => International => Outgoing => From Application to Approval
- Apply for Erasmus Place using the form available on the internet:  
=> Study => International => Outgoing => Application
- Send the application form to me by email ([bio.international@uni-konstanz.de](mailto:bio.international@uni-konstanz.de))

## I (Erasmus Exchange Coordinator = EEC) will:

- Judge and rank all applications accordingly
- Contact you in case there are open questions or suggestions
- Send to Section-1 Coordinator the final application

## A) Doing a regular semester term at a foreign university

The Section-1 Coordinator will send to the IO all granted applications

The „Exchange Platform“ of UKon is „MobOn“

=> Take part in the Introduction Session of the IO about MobOn usage

Follow the instructions in MobOn

You contact the PU in order to express your wishes about courses

=> Think of deadlines and restrictions imposed by the PU!

The PU will contact you for approval/changes to make

You will file the „Learning Agreement before mobility“ (≈ 30 ECTS)

=> You, EEC-UKon and EEC-PU approve this by signature

You will receive your financial support via IO UKon:

=> 50% right away, 50% when you come back

# A) Doing a regular semester term at a foreign university

## **The LA:**

### Replacing UKon courses (Curricular):

Check, which courses at the PU fits UKon courses best

=> use the respective course descriptions

If it is a very similar or bigger course at the PU

=> contact the lecturer and ask if he/she support replacement

Get consent by email

### Other courses:

You can take any course you want (within regulations of PU and UKon)

=> (Scientific) Electives:

=> min/max number of Section-1

=> min/max number of non-Section-1

=> min/max number of key qualifications (Bachelor)

=> Extracurricular: get into the ToR, but not into the final grade

## A) Doing a regular semester term at a foreign university

You go off to the PU to study, meet new people & have fun

If courses are not taking place or you find better ones

=> You have to file a new LA, called „LA during mobility“

=> again, every party has to sign it for approval

When you finished your time at the PU, you should/will

=> have secured at least 18 ECTS

=> receive a Transcript of Records (ToR)

=> go home...

=> do the different steps requested in MobOn

=> receive the last 50% of financial support

# A) Doing a regular semester term at a foreign university

## Approval

To get your credits approved for your study account

=> Use the form available on the respective webpage

=> Follow the instructions on page 1

=> Fill out the form (your courses & respective replacements)

=> Sent the filled and signed form together with your ToR and grades from PU  
to the UKon EEC, include any course descriptions where possible

EEC will recalc grades using the official „Notentabelle“

EEC will adjust credits to ECTS where needed („non-Erasmus“ partners)

EEC will send you back the paperwork

You will get the signatures from UKon lecturers for Curricular courses

You will send the forms (Approval & ToR with recalc grades & ECTS)

to the Examination Office of the Biology Dept. (Prüfungssekretariat)

They will credit your study account



# B) Doing an internship at a foreign university

## Europe & Wider-Europe vs. Global

Different Programs: Erasmus-related vs. bi-lateral vs. inter-institutional

(BW & Ontario) (UKon-NAU)

Application Process: all the same

You have to look for a supervisor at the PU that agrees to host you

You inform the EEC at UKon about your plans

=> Thesis / A.C. / Electives / Free (Thesis / A.C.: supervisor at UKon!)

You open an account at KOOR (Hochschule Karlsruhe)

You follow the instructions at KOOR

=> 2 forms: one for the IO (Bewerbung, Ladegast) => No.1

one for EEC (LA) => No.2

## B) Doing an internship at a foreign university

### Form No. 2:

You and your supervisor at the PU have to fill out the form (blue & red parts)

You send it to the EEC, which fills out the yellow part

The EEC sends it back and you can upload everything at KOOR

Remember:

=> best upload one month before internship starts

=> insurance (check the DAAD website)!

KOOR will support your internship dependent on the program!

## B) Doing an internship at a foreign university

### Done with the internship

With supervisor at UKon:

Hand in a written thesis / protocol to your UKon supervisor

=> evaluation and grade determination

Without a supervisor at UKon:

You will receive from the supervisor at PU a written consent about the internship

=> duration, amount of workload (time)

You will receive a „internship has been done“ form from KOOR

You have to send both to the EEC

The EEC fills out the „internship has been done“ and sends it back to you

You upload the filled and signed form at the KOOR website