Information for Nominees 2021/22
Faculty of Civil Engineering
Topics

- International Exchange Office Faculty of Civil Engineering
- To-Dos regarding your semester abroad
- Recognition of Academic Achievements Completed Abroad
- Becoming a RWTH Ambassador

- Information about the Erasmus+ Programme
International Exchange Office Faculty of Civil Engineering

Contact Details
Room 106.1, Mies-van-der-Rohe-Str. 1
Web: www.fb3.rwth-aachen.de/internationales
Mail: international@fb3.rwth-aachen.de
Telefon: 0241-8027787

Consultation Hours
Wednesdays and Thursdays 10-12 a.m.
only via Zoom (Please check the Faculty´s Services Times)

Nathaly Bejarano Serrano
International Coordinator

Alison Frenschkowski (t.)
Nora Hofmann (b.)
Student Assistants
To Do – Before the mobility

• Apply at the university Abroad
  – Wait for Information of Host University
  – Check Profile of Host University (Partner Universities)
• Apply for BAföG
• Arrange insurances
  – Tip: Group Insurances DAAD
• Visa for the country of destination
  – Observe current restrictions! (Covid19)
• Deregister at the Registration Office
• Apply for Leave of Absence at RWTH
• Important: Always stay enrolled at RWTH!
• Improve language skills
• Document the academic recognitions
Additional Information

For Nominees in Non-Erasmus+ Partner Universities

- Register your stay abroad (also for nominees at Swiss Universities)
- Group Advising Sessions

Exchanges in Times of Pandemic: What if…

- …the travel restrictions persist?
- …I cancel the mobility?
- …the Host University cancels the mobilities?
Recognition of Academic Achievements Completed Abroad

Important Websites

• Steps, Documents and Contact persons
• Recalculation of Grades Earned for Studies and Exams Abroad

Important Documents

• Recognition request (E-Mail for course content assessment)
• Control Sheet Course Recognition (Laufzettel)
• Online Learning Agreement (Only for Erasmus+ Nominees)
• Application for recognition of examination results from a temporary stays abroad

For Nominees at Non-European Universities:
Conversion of Credit Points to ECTS is done by the Examination Board
Laufzettel: Anerkennung von Studienleistungen

Dieses Formular dient der Vorbereitung der Anerkennung von im Ausland erbrachten Studienleistungen.

1. Persönliche Angaben

<table>
<thead>
<tr>
<th>Name</th>
<th>Vorname</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Matrikelnummer</th>
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<tr>
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<table>
<thead>
<tr>
<th>Studiengang</th>
<th>Gasthochschule</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Universidade do Porto</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Dauer des Auslandaufenthaltes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Semester</td>
</tr>
</tbody>
</table>

2. Studienvorhaben im Ausland und durchgeführte Studienleistungen an der Heimatohochschule

In der nachfolgenden Tabelle werden die ausgewählten Studienleistungen aus dem Studienplan gegenübergestellt, für die diese anerkannt werden sollen.

<table>
<thead>
<tr>
<th>Studienleistung/en an der Gasthochschule</th>
<th>Kürzel (falls vorhanden)</th>
<th>ECTS CP</th>
<th>Studienleistung der Studienplan</th>
<th>ECTS CP</th>
<th>Die Anerkennung wird befürwortet. Datum, Unterschrift und Stempel Lehrstuhl*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Treatment Technologies and Systems</td>
<td>EA0077</td>
<td>6</td>
<td>Abwasserbehandlung</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Solid Waste Treatment Technologies and Systems</td>
<td>EAC057</td>
<td>6</td>
<td>Aufbereitung fester Abfallstoffe</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Beispiel-Laufzettel
Module „Meaningful supplement subjects from studies abroad“

- Available for:
  - B.Sc. BauIng (Elective Course)
  - M.Sc. BauIng (Shell 3)
  - M.Sc. UIW (Elective Course)
  - M.Sc. MoVe (Shell 3)
  - M.Sc. SuMWE (from WS 2020-21)

- Recognition of up to 10 ECTS CP
- One or more courses

- Requirements:
  - Reference to your own course of studies and the chosen specialisation
  - Supplementing the content of one's own curriculum
  - Accredited university and adequate study programme
  - Level is appropriate
# Recognition – Contact Person

<table>
<thead>
<tr>
<th>Type of Recognition</th>
<th>Who is responsible for verifying the recognition?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition for a module from your curriculum (1 to 1 recognition)</td>
<td>Responsibility lies with the institute that offers the course that is to be replaced. A list of contact persons can be found on our website. <a href="#">Recognition of Examination Performances</a></td>
</tr>
<tr>
<td>Recognition for free elective courses, language courses or for the module &quot;meaningful supplement&quot;.</td>
<td>The responsible person is the academic coordinator. The request as to whether recognition is possible is made through the Office for International Affairs.</td>
</tr>
<tr>
<td>Recognition as a free complement in WiWi-Block from the M.Sc. Business Admin. - Civil Eng.</td>
<td>The WiWi Institutes/academic coordinators are responsible. Inquiries can be made via <a href="#">Faculty 8</a> with the “form for reviewing the content comparability for business and economic modules”.</td>
</tr>
</tbody>
</table>
Recognition of modules from abroad

Steps for Recognition

1. **Inform yourself and compare**
2. **Enquire and get the modules checked**
3. **Document**
4. **Attend courses & Pass exams**
5. **Apply for recognition**
6. **Recognition, Conversion of notes and CPs**
Ambassadors of the RWTH abroad

As an ambassador of the RWTH abroad ...

• help international students to spend time abroad at the RWTH Aachen University
• For example, participate in information events for students at your host university
• Actively participate in university life
• Help us to continue growing our student exchange

If required, we support you with information material, e.g.

• Presentations about the RWTH and the faculty
• Flyers and brochures for future exchange students
• Information about the English courses offered by our faculty
• Become an RWTH ambassador abroad
Erasmus+ – Who is Responsible

International Office of the Faculty of Civil Engineering – Nathaly Bejarano

- Assistance with application to the host university
- Assistance in completing the Online Learning Agreement
- Signature Online Learning Agreement (OLA)
- Assistance in recognition process

International Office RWTH Aachen – Adriane Sehlinger

- Erasmus+ Scholarship (Grant Agreement)
- Requirements and Responsibilities (financial database, OLA, Confirmation of Arrival,…)

Host University

- Questions about the requirements and the application process
- Identification of contact persons in the Faculties/Departments/Schools
- Course Selection & Language Courses
- Habitation
Erasmus+ – Scholarship

• Award for Erasmus study place = Award for Erasmus scholarship
  - **Exception:** Students with DAAD or EU funding

• Additional Funding: Foundations, education fund (Germany scholarship), education loan, BAFöG abroad possible in addition to Erasmus

• Financing only of the period of study - confirmed by the partner university via “Confirmation of Stay Abroad”

• Scholarship amount depends on country group

• Higher rate of support for students with special needs (disabled, single parents with children)
Erasmus + – Scholarship

Details of the payout in times of Pandemic

• Regular Exchange:
  In host-country; Presential, Blended, Online attendance 100% Funded

• Blended Mobility:
  Online attendance of courses from Germany; Examinations in host-country Funding only for time of stay abroad

• Online Mobility:
  No travel, no Expenses! No funding
Allocation of countries to country groups

Estimated funding rate for 1 semester (4 months)

LG1: ci. 1800 € (ci. 450 €/month)
LG2: ci. 1560 € (ci. 390 €/month)
LG3: ci. 1320 € (ci. 330 €/month)
**Erasmus+ – Before the Mobility**

- **Please apply at the partner university**
  - **Attention**: Observe the deadlines of the partners!
  - Ellaboration of Online Learning Agreement (OLA)

- **End April 2021/ May 2021**
  Email from Erasmus Outgoing Student Support (EOSS) with:
  - Request for registration in the financial database
  - Checklist of Erasmus+ Deliverables

  ! Generously lay out the planned period of stay in OLA and Financial Database

  ! Please submit the **fully signed** OLA on time to the IO
  (at the latest two weeks before mobility)

- **2nd quarter 2021 / 3rd quarter 2021**
  Email with Information and invitation to take the Online Language Test to prepare for your stay abroad
  (working language)

- **Estimated deadlines for the Grant Agreement (Original)**
  - in July 2021 for WiSe 21/22;
  - in November 2021 for SoSe 22

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**Important!**

Check your RWTH mailbox regularly. You will receive important e-mails about your Erasmus+ scholarship about the sender is Adriane Sehlinger or erasmus.outgoing@zhu.rwth-aachen.de.
Before the Mobility – Registration in the financial database

Example (monthly funding modality):

Online registration information (Grant Agreement):
10.09.21 - 31.01.2022 (= 4 months funding period)

Residence confirmation:
01.09.21 - 31.01.2022 (= 5 months duration of stay, but 4 months funding period, as stated in the Grant Agreement)

Request semester data from the International Office of the partner university or use the academic calendar from the previous year as a reference.

Generously assign the planned period of stay (expect repayments)
Erasmus+ – After the Mobility: Deliverables (for EOSS)

- Confirmation of stay abroad (issued by the host university)
- Certificate of enrolment
- Online language test
- EU Survey Online Questionnaire
- Free Experience Report
- Transcript of Records of the host university
- Certificate of module recognition (not to be compared with the Laufzettel!!)

IO verifies these data. If necessary, reclaim of overpaid Erasmus scholarship
Erasmus+ – After the Mobility

- Partial reimbursement of Erasmus grant in the event of shorter periods of stay
- Complete reimbursement of the Erasmus scholarship if the Deliverables are not fulfilled by the deadline
- Partial reimbursement of the Erasmus scholarship if at least 15 ECTS/semester have not been achieved
- 0 ECTS points = 0 € scholarship

Last Quarter 2022: Scholarship Certificate
Erasmus+ – Extension

- Only at the same partner university

- Extended period needs to follow the current stay. Example: planned stay is the winter semester 21/22, extension will be the summer semester 22

- The total length of stay of 12 months may not be exceeded.

- Only with the consent of the Erasmus Coordinator at RWTH and the host university

- Extension of Erasmus scholarship is not guaranteed

- New “Online Learning Agreement for Changes” needed (should be handed out to Mrs Sehlinger at least 1 month before the end of current exchange)
Online Learning Agreement (OLA) – New!

Online Learning Agreement (OLA) Before the Mobility

• Agreement between students, partner and home university

• Regulates course selection and recognition

• Prerequisite for the ERASMUS scholarship
  – Choose ci. 30 ECTS per semester at host university
  – At least 15 ECTS per semester must be passed at the host university

• Passed and recognized achievements are determined after the mobility by the transcript of records of the host university and the recognition certificate of the home university.

• If less than 15 agreed ECTS are achieved, the scholarship must be paid back proportionately. Special exemptions are only possible in justified exceptional cases.
Online Learning Agreement (OLA)

OLA-Support website for Students

• From WiSe 2021/2022 use of OLA only!
• Preparation of the OLA is time-consuming and required signatures can take time
• Start arrangement with good time in advance (2-3 months before Mobility)
• Deadline to send OLA to Erasmus Outgoing Student Support:
  ▪ 2 weeks before start of Mobility

Step-by-step completion guide for the OLA

• Changes in the original OLA are possible
• Deadline for changes: 7\textsuperscript{th} week after start of Mobility

Step-by-step completion guide for OLA for Changes

! You are responsible for completing and obtaining the signatures in time and for sending it to EOSS
# Online Learning Agreement Before the Mobility: Contact Information

## Higher Education Learning Agreement for Studies

**Academic Year** 2021/2022

<table>
<thead>
<tr>
<th>Last name(s)</th>
<th>First name(s)</th>
<th>Date of birth</th>
<th>Nationality</th>
<th>Gender</th>
<th>Study cycle</th>
<th>Field of education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mustermann</td>
<td>Max</td>
<td>1998-09-2</td>
<td>Germany</td>
<td>Male</td>
<td>Bachelor or equivalent first cycle (EQF level 6)</td>
<td>Building and civil engineering (0732)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sending Institution</th>
<th>Name</th>
<th>Faculty /Department</th>
<th>Erasmuscode (if applicable)</th>
<th>Address</th>
<th>Country</th>
<th>Contact person name; email; phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>RHEINISCH-WESTFAELISCHE TECHNISCHE HOCHSCHULE AACHEN</td>
<td>Faculty 3, Building and civil engineering /</td>
<td>D AACHEN01</td>
<td>Aachen</td>
<td>Germany</td>
<td>Nathaly Bejarano / <a href="mailto:international@fb3.rwth-aachen.de">international@fb3.rwth-aachen.de</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Receiving Institution</th>
<th>Name</th>
<th>Faculty /Department</th>
<th>Erasmuscode (if applicable)</th>
<th>Address</th>
<th>Country</th>
<th>Contact person name; email; phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norwegian University of Life sciences</td>
<td>Faculty of civil engineering /</td>
<td>N AS03</td>
<td>Aas</td>
<td>Norway</td>
<td>Tonje Nore / <a href="mailto:tonje.nore@nmbu.no">tonje.nore@nmbu.no</a> /</td>
<td></td>
</tr>
</tbody>
</table>
**Online Learning Agreement Before the Mobility: Table A**

<table>
<thead>
<tr>
<th>Component Code</th>
<th>Component Title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Semester [e.g. autumn / spring; term]</th>
<th>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS311</td>
<td>Environmental Management and Sustainability Reporting</td>
<td>Second semester (Summer/Spring)</td>
<td>5</td>
</tr>
<tr>
<td>THT311</td>
<td>Water Resources Management and treatment Technologies</td>
<td>Second semester (Summer/Spring)</td>
<td>10</td>
</tr>
<tr>
<td>THT271</td>
<td>Treatment of Water and Sewage: Basic Course</td>
<td>Second semester (Summer/Spring)</td>
<td>10</td>
</tr>
</tbody>
</table>

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [https://](https://)
Online Learning Agreement Before the Mobility: Table B

The level of language competence in that the student already has or agrees to acquire by the start of the study period is: English C1

**Recognition at the Sending Institution**

<table>
<thead>
<tr>
<th>Table B Before the mobility</th>
<th>Component code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Semester [e.g. autumn / spring; term]</th>
<th>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td>Anerkennungen werden geprüft</td>
<td>Second semester (Summer/Spring)</td>
<td>X</td>
</tr>
</tbody>
</table>

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: https://

Provisions applying if the student does not complete successfully some educational components: https://
# Online Learning Agreement Before the Mobility: Signatures

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Name</th>
<th>Email / Phone</th>
<th>Position</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Max Mustermann</td>
<td><a href="mailto:max.mustermann@rwth-aachen.de">max.mustermann@rwth-aachen.de</a></td>
<td>Student</td>
<td></td>
<td>Max M.</td>
</tr>
<tr>
<td>Responsible person at the Sending Institution</td>
<td>Nathaly Bejarano Serrano</td>
<td><a href="mailto:international@fb3.rwth-aachen.de">international@fb3.rwth-aachen.de</a></td>
<td>Responsible person at the Sending Institution</td>
<td></td>
<td>NBS</td>
</tr>
<tr>
<td>Responsible person at the Receiving Institution</td>
<td>Incoming</td>
<td><a href="mailto:international@nmbu.no">international@nmbu.no</a></td>
<td>Responsible person at the Receiving Institution</td>
<td></td>
<td></td>
</tr>
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</table>
Online Learning Agreement for Changes

### Exceptional changes to Table A
(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

<table>
<thead>
<tr>
<th>Table A2 During the mobility</th>
<th>Component code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Semester</th>
<th>Added or Deleted component</th>
<th>Reason for change</th>
<th>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Erasmus+ – Overview Responsibilities

Responsibilities

Before the Mobility
• Grant Agreement (send personally to the International Office)
• Online Language Test (OLS)
• Online Learning Agreement

During the Mobility
• Confirmation of Arrival + Proof of travel (if applicable)
• Online Learning Agreement for Changes (in case of changes/extension)

After the Mobility
• Confirmation of Study Abroad
• EU-Online-survey
• Experience Report
• Final Online Language Test (OLS)
• Transcript of records of host university
• Certificate of recognition of courses
Erasmus – Additional Websites

- Website IO (www.rwth-aachen.de/erasmus)
- Experience reports (www.rwth-aachen.de/erfahrungsberichte)

CONTACT
Adriane Sehlinger
Erasmus+ Studienaufenthalt
+49 241 80 90685
Send Email
Have fun with the further planning!