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
Phone: 0241-8027787

New Consultation Hours
Tuesdays 14-16 p.m./ at Office and via Zoom
Thursdays 10-12 a.m./ only via Zoom
(Please check the Faculty's Services Times)
To Do – Before the mobility

• Apply at the university Abroad

  – Wait for Information of Host University
    Observe the applications deadlines!

  – Check Profile of Host University ([Partner Universities](#)) to prepare application documents.
    Some certificates may be issued by us (language certificates)
To Do – Before the mobility

…and also

- Apply for BAföG
- Arrange insurances
  - Tip: [Group Insurances DAAD](#)
- Visa for the country of destination
- Apply for Leave of Absence at RWTH
- **Important**: Always stay enrolled at RWTH!
- Improve language skills
- Document the academic recognitions
- Deregister from Aachen Registration Office
  - [Website of the City of Aachen](#)
Additional Information

Get connected with past and future Outgoings:

- With students from our faculty: email to international@fb3.rwth-aachen.de
- With all past Outgoings of RWTH Aachen: email to go-abroad@rwth-aachen.de

For Nominees in Non-Erasmus+ Partner Universities

- Group Advising Sessions

Further Financing Opportunities

Scholarships and Funding Programs

- PROMOS Scholarship
- UROP Abroad Research Scholarships
Recognition of modules from abroad

Steps for Recognition

- Inform yourself and compare
- Enquire and get the modules checked
- Document
- Attend courses & Pass exams
- Apply for recognition
- Recognition, Conversion of grades and CPs
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/Formblatt für Anerkennungen)
- Application for recognition of examination results from a temporary stays abroad
- Online Learning Agreement (Only for Erasmus+ Nominees)

For Nominees at Non-European Universities:
Conversion of Credit Points to ECTS is done by the Examination Board
Laufzettel Anerkennung von Prüfungsleistungen
Control Sheet Course Recognition

<table>
<thead>
<tr>
<th>Vorname Name</th>
<th>Matrikelnummer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name der externen Hochschule
Name of the external University:

Aristotle University of Thessaloniki

<table>
<thead>
<tr>
<th>Verwendet die externe Hochschule ECTS-Credits?</th>
<th>Ja</th>
<th>Nein</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Externe Leistungen</th>
<th>Interne Leistungen</th>
<th>Es konnten keine wesentlichen Unterschiede festgestellt werden. Die Anerkennung wird befürwortet. * (Datum, Unterschrift und Stempel)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kursname/ Course Name</td>
<td>Kursname/ Course Name</td>
<td>Credit Points</td>
</tr>
<tr>
<td>Engineering Geology</td>
<td>/1700</td>
<td>6</td>
</tr>
<tr>
<td>Deep Excavations and Earth Retaining Structures</td>
<td>TG0300</td>
<td>5</td>
</tr>
</tbody>
</table>

*Gemäß §13 Absatz 1 der Übergreifenden Prüfungsordnung (ÜPO) ist eine Prüfungsleistung anzuerkennen, „sofern hinsichtlich der erworbenen Kompetenzen kein wesentlicher Unterschied zu den Leistungen besteht, die ersetzt werden.“ Es ist nicht möglich Zusatzleistungen an der RWTH als Bedingung für eine Anerkennung zu definieren.

*According to §13 (1) of the general examination regulations (ÜPO) academic achievements are recognized by the responsible Examination Board *provided there is no significant difference (with regard to the tested competences) to the equivalent examinations for which they are substitutes.* It is not possible to define additional academic achievements at RWTH Aachen University as a stipulation for recognizing external academic achievements.
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

- 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>The institute at RWTH that offers the equivalent course. List of contact persons under <a href="#">Recognition of Examination Performances</a></td>
</tr>
<tr>
<td>Free elective courses, language courses or for the module &quot;meaningful supplement&quot;. (Wahlmodul, Sprachkurse, Sinnv. Fachl. Erg.)</td>
<td>The academic coordinator. Request to the Faculty´s International Office (<a href="mailto:international@fb3.rwth-Aachen.de">international@fb3.rwth-Aachen.de</a>)</td>
</tr>
<tr>
<td>Free complement in WiWi-Block (for M.Sc. Business Admin. - Civil Eng.)</td>
<td>The WiWi Institutes/academic coordinators. Inquiries to Faculty 8 submitting “<a href="#">form for reviewing the content comparability for business and economic modules</a>”</td>
</tr>
<tr>
<td>Free Elective Modules (freies Wahlfach)</td>
<td>no verification required</td>
</tr>
</tbody>
</table>
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
Any Questions so far?
## 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
- Assistance in recognition process

### Erasmus Outgoing Student Support (EOSS) from the International Office RWTH Aachen – Amelie Meiners

- Payout of Erasmus+ Scholarship
- Erasmus+ Deliverables (Grant Agreement, 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

- Possible Additional Funding: Foundations, education fund (Germany scholarship), education loan, BAföG abroad

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

- Scholarship amount depends on country group

- Green Travel Support of 50 euros to promote sustainable travel to the host country
Erasmus+ – Scholarship

Erasmus + Special Funding

Subsidies for Special Needs: + 250€/Month

• Students with disabilities (degree of disability must be 20 or more)
• Students with chronic medical conditions
• Students who go abroad with children
• Students from a non-academic background
• Working students (net income 450-850€ for at least 6 consecutive months)

Subsidies are granted once at a time - > not combinable!
Erasmus+ – Scholarship

Erasmus + Special Funding

How to apply:

• Submit a self-declaration of Special Needs

• Template of self-declaration will be provided by Erasmus Outgoing Support before the start of the mobility, with the Grant Agreement (WS in July/SS in Dec.)

• Further evidence of Special Needs may be necessary (check FAQ’s)

• Signed template and Evidences must be submitted within the deadline!

• Stating a Special Need in the Application for an Exchange is not sufficient!

Contact: Amelie Meiners (Amelie.Meiners@zhv.rwth-aachen.de)
Allocation of countries to country groups

**Estimated funding rate for 1 semester (4 months)**

**LG1:** ci. 2400 € (ci. 600€/month)

**LG2:** ci. 2160 € (ci. 540 €/month)

**LG3:** ci. 1960 € (ci. 490 €/month)
Erasmus+ – Before the Mobility

• Please apply at the partner university
  **Attention:** Observe the deadlines of the partners!

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

! Generously lay out the planned period of stay in OLA and in Online Portal
  (Changes in Online Portal possible around May/June)

• **April/ May 2023**
  Email from Erasmus Outgoing Student Support (EOSS) with:
  – Relevant information for Erasmus Exchange, Contracts, Tips
  – Checklist of Erasmus+ Deliverables

• Estimated dates of receipt of the Grant Agreement
  – In July for mobilities in WiSe 2023/2024;
  – In December for mobilities in SoSe 2024

**Important!**
Check your RWTH mailbox regularly. You will receive important e-mails from Amelie Meiners
(erasmus.outgoing@zhv.rwth-aachen.de.)
Before the Mobility – Registration in the Online Portal

Example (monthly funding modality):

Online registration information (Grant Agreement):
10.09.22 - 31.01.2023 (= 4 months funding period)

Residence confirmation:
01.09.22 - 31.01.2023 (= 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+ – Extension

- Only at the same partner university

- Extended period needs to follow the current stay. Example: planned stay is the winter semester 23/24, extension will be the summer semester 2024

- 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 EOSS at least 1 month before the end of current exchange)
Erasmus+ – After the Mobility: Deliverables (for EOSS)

- Confirmation of stay abroad (issued by the host university)
- Online language test
- EU Survey Online Questionnaire
- Free Experience Report
- Transcript of Records of the host university (SuMWE special case)
- Certificate of module recognition (not to be confused 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 2024: Scholarship Certificate
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 and immediately reported exceptional cases.
Online Learning Agreement (OLA)

OLA-Support website for Students

• From WiSe 2021/2022 use of OLA only! Some exceptions may apply.
• 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: 7th 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

## Student

<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</td>
<td>Building and civil engineering (0732)</td>
</tr>
</tbody>
</table>

## Sending Institution

<table>
<thead>
<tr>
<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>RHEINISCHE 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>
</tr>
</tbody>
</table>

## Receiving Institution

<table>
<thead>
<tr>
<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>NAS03</td>
<td>Aas</td>
<td>Norway</td>
<td>Tonje Nore / <a href="mailto:tonje.nore@nmbu.no">tonje.nore@nmbu.no</a> /</td>
</tr>
<tr>
<td>Table A Before the mobility</td>
<td>Component code (if any)</td>
<td>Component title at the Receiving Institution (as indicated in the course catalogue)</td>
<td>Semester [e.g. autumn / spring; term]</td>
<td>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>BUS311</td>
<td>Environmental Management and Sustainability Reporting</td>
<td>Second semester (Summer/Spring)</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THT311</td>
<td>Water Resources Management and treatment Technologies</td>
<td>Second semester (Summer/Spring)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THT271</td>
<td>Treatment of Water and Sewage: Basic Course</td>
<td>Second semester (Summer/Spring)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<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>
<th>Automatic Recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table B</td>
<td>Ich verfüge bereits über die für mein Studium erforderliche Anzahl an Credits und benötige nicht alle der im Ausland erzielten Credits oder ich verzichte auf die Anerkennung der erworbenen ECTS.</td>
<td>First semester (Winter/Autumn)</td>
<td>0</td>
<td>Yes</td>
</tr>
<tr>
<td>THT311</td>
<td>Fachfremde Kurse (z.B. Sprachkurse) gehören nicht zum Studienplan und können daher nicht anerkannt werden.</td>
<td>First semester (Winter/Autumn)</td>
<td>0</td>
<td>Yes</td>
</tr>
<tr>
<td>THT271</td>
<td></td>
<td></td>
<td></td>
<td></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>
</tbody>
</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>
</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
• 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)
Have fun with the further planning!