



Leidenschaft
fürs Leben.

Well and safely abroad! Preparing for a semester abroad

International Office, SRH Berlin University of Applied Sciences
Anne Strauß, 08.05.2024

UUUAAAAA!!!

I am accepted!

What do I have to do now?

Agenda

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Be abroad

Interculturality

A semester abroad means

- leaving a familiar environment for a limited time
- living in culturally new surroundings
- need of making new contacts actively
- studying and living in a foreign language
- new teaching methods or forms in a different study system with unknown students

>> challenges, personality development

Interculturality: The action, process or phenomenon by which people from a given culture integrate and interact with people from other cultures, customs and traditions. It is essential that both the coming and the hosting people enrich one another and get involved in the process.

Source: The EMAS and Its Role in the ESL Instruction to Immigrants in England - Handbook of Research on Bilingual and Intercultural Education; María Teresa Borelli (Colegio Maria Teresa, Spain), Juana María Anguita Acero (Universidad Rey Juan Carlos, Spain) and Francisco Javier Sánchez-Verdejo Pérez (Universidad de Castilla-La Mancha, Spain), 2020

After acceptance at the partner university

Acceptance Letter



- Please send the confirmation of your acceptance (pdf-file, Email, etc.) to: internationaloffice.hsbe@srh.de
- after the acceptance, in most cases, the Learning Agreement needs to be arranged (sometimes the courses already had to be chosen when applying to the partner university).
- after finishing the Learning Agreement the process for applying for scholarships can begin

Notification of stay abroad to:

1. **Head of study programme** and, if applicable, **module coordinator**, if modules are still pending although the semester abroad has already started - **discuss individual solutions!**
2. **Course coordination** - short email, that you will not be taking any courses at SRH Berlin in winter semester 2024/25 (in this case you will not be registered for courses), you can attach the acceptance letter

Learning Agreement

course selection



- the Learning Agreement needs to be arranged between the study programme director, the partner university and the student, so ECTS (credit points) from the semester abroad can be recognized for your study programme
- it's a mandatory requirement of the Erasmus+ funding
- template will be provided by International Office

Course selection

- follow the information/instructions of the International Office of the partner university, use their template if necessary
- include your own goals
- consult with your programme director and get the course choice confirmed and signed

Learning Agreement

Course selection



Video-Tutorial

Courses at partner university (Table A)

- Link at website of partner university
- course information sent by email via the International Office of the partner university (e.g. link to fact sheet or pdf files)
- online portal

Courses to be recognised at SRH (Table B)

- Fill in the courses from your curriculum to be replaced by courses at the partner university
- if a practical semester or semester abroad is scheduled in your study programme, please fill in the particular name like "International Experience Track or Study Abroad Semester etc." and the number of ECTS for recognition by SRH

Get the signatures of your programme director and the responsible person of the partner university and sign it yourself with all 3 signatures send it to: internationaloffice.hsbe@srh.de

Online Learning Agreement (OLA)

Course choice



Only necessary if required from the partner university!

- the Erasmus+ programme requires that Learning Agreements be concluded digitally in the context of digitalization
- Online Learning Agreement platform <https://learning-agreement.eu/>
- Google email address required - set up new google address if necessary
- IO will offer appointments to create OLAs together, as the platform is not very clear
- confirmation of course selection by the programme director is still required (paper learning agreement or confirmation email to IO)

Scholarships

Erasmus+



after submitting the Acceptance Letter and the signed Learning Agreement, process begins (exceptions are possible regarding the Learning Agreement, later submission)

Declaration of eligibility and previous participation

- maximum funding possible over 12 months per study cycle
- consent to online language test/course

Declaration of insurance coverage

OLS Language Assessment (Online Language Support)

Link will be sent to students via the IO

Grant Agreement

- contract between the university and the student on the duration and amount of the grant, rights and obligations
- Payment of the first 70% approx. 4 weeks before the start of the semester abroad

Erasmus+

during the semester abroad



- if there are **changes needed** in the course selection **in the first weeks after starting** your study abroad semester, please send the information and
- the amended **Learning Agreement "Changes to the Learning Agreement"** signed to : internationaloffice.hsbe@srh.de
- **if you don't pass one or several courses** at the partner university, it has no consequences on the financial support, but on the recognition of the courses at the SRH, **consult the head of your study programme**
- please inform the International Office of any change regarding your study abroad (e.g. drop-out, extension etc.)

Erasmus+

after your semester abroad



After your return please submit the following documents:

- Confirmation letter (confirmation of stay)
- EU-Survey
- Experience report (template will be provided, but you are also free for creativity)
- transcript of records (if you receive it directly from the partner university)

After submitting the remaining 30% of the scholarship will be paid out.

Grants Erasmus+ Semester abroad – programme countries



Project year 2023

Gruppe	Zielland	
Group 1 Programme Countries with high living costs	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden Partnerländer aus Region 14 (Färöer-Inseln, Schweiz, Großbritannien)	600€/month
Group 2 Programme Countries with medium living costs	Austria, Belgium, Cyprus, France, Greece, Italy, Malta, Netherlands, Portugal, Spain Partnerländer aus Region 5 (Andorra, Monaco, San Marina, Vatikan Staat)	540€/month
Group 3 Programme Countries with lower living costs	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, North Macedonia, Turkey	490€/month

Project year 2024

Gruppe	Zielland	
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Monthly rate for **partner countries** like USA, South Korea, Peru is **700€**.

Grants Erasmus+

Fewer opportunities



Top Up of +250€/ month for students who belong to one of these groups:

- Degree of disability of at least 20%
- Chronical disease
- Travellers with children
- First-time academics (students from a non-academic home)
- Working students (working for 6 month before application, earned between 450-850€)

For the proof of one of these aggravated conditions, supporting documents or a declaration on honour are required.

Grants Erasmus+

Green travel – sustainable travel

Financial incentive for environmentally friendly travel

Up to 6 additional funded days

via individual support if you go by

train, bus, car-sharing, bicycle....



Scholarships

PROMOS outside Europe & at Non-partner universities



PROMOS
Deutscher Akademischer Austauschdienst
German Academic Exchange Service



Application documents

- Application form
- Motivational Letter
- CV
- Letter of Recommendation of one of your lecturers or professors
- Current transcript of records (CampusNet or Examination Office)
- Current certificate of enrolment (CampusNet or Student Service)
- Proof of language skills
- Acceptance Letter of host university
- Learning Agreement

Scholarships

PROMOS



Next application deadline: 15.06.2024

- after checking your application documents and the budget, the grant is approved or rejected
- the amount and length of the funding depends on the destination country and the budget which is still available
- monthly rates between 350€ till 550€, depending on destination country

Scholarship agreement (before the stay abroad)

- contract between student and SRH on the amount and duration of the financial support, rights and obligations (signed in original)

Scholarship certificate (after return)

- after the successful stay abroad and submission of the **Confirmation Letter and an experience report**, students receive a certificate stating that they have been funded through PROMOS

AuslandsBAföG & other scholarships

https://www.bafög.de/SiteGlobals/Forms/bafoeg/weltkarte/weltkarte_formular.html

- Applicable for compulsory studies abroad for at least one trimester or one semester (mainly for students with German citizenship)
- Check if you are eligible by contacting the responsible Studierendenwerk
- Application must be submitted as early as possible (recommended not later than 3 months before commencement of stay abroad)
- 50% must be repaid after completion of studies
- monthly lump sums, subsidies for travel expenses, subsidies for health insurance, reimbursement of tuition fees up to €5600

Scholarships from DAAD

<https://www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/>

Visa & Entry requirements

Inform yourself!

If you do not have a German citizenship or you are spending a semester abroad outside the EU, you may need a visa:

- Check your status for your destination country!
- Apply for it early, as it can take a very long time!
- Contact the embassy/consulate of your home country for detailed information!
- Check the homepage of the German Federal Foreign Office or your destination country to see what the current entry requirements are for your destination country!

<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/reise-und-sicherheitshinweise>



Visa & Entry Requirements

Inform yourself



Register on the [Crisis Care List](#) (Krisenvorsorgeliste) and keep your registration up to date.

Is your [identity card/passport](#) still valid?

Proof the validity and scope of benefits of your [travel health insurance](#) cover and extend it if necessary.

[Representations of other countries](#)

Helpful information on the host country can be found at the DAAD Country Information:

<https://www.daad.de/de/laenderinformationen/>

Insurance coverage

Health insurance

Health insurance (mandatory)

Basic insurance cover in Europe

- European Health Insurance Card

Health insurance abroad inside and outside the EU

- no deductible
- medically necessary return transport
- pandemic-related diseases

Provider

Group insurance of the DAAD / HanseMerkur / cooperation partner of your own insurance provider in Germany, sometimes the partner universities require a special health insurance provider

Insurance coverage

Accident & liability insurance

- for study abroad at a partner university, you are free to decide whether to take out accident and liability insurance or not
- it is recommended in some cases, especially for students on creative courses who will be working with technology, instruments or other materials from the partner university

Accident insurance covers accidents at the partner university or at possible employers (e.g. practical phase during a course)

Liability insurance covers self-inflicted damages to things belonging to other people (e.g. water on a fellow student's laptop)

Ask your parents or German insurance provider about possible extensions to existing insurance policies for your stay abroad!

Cancellation of the semester ticket



Cancellation during the semester abroad is possible, if at least 3 months of the respective validity period are spent outside the transport association

- If you don't stay minimum 3 months of the winter semester 2024 (start 1. 10.2024) at the partner university, a cancellation is not possible!

Cancellation process:

- request the cancellation of the ticket up to 4 weeks before the start of the semester (15 August 2024 at the latest).
- send email incl. proof of absence to studentservice.hsbe@srh.de
(Proof of absence= e.g. acceptance letter from the partner university or the email confirming that you have been accepted at the partner university)

Remember that the winter semester at SRH Berlin always runs until the end of March. If you return earlier from your semester abroad, you may still need your semester ticket. After a cancellation, however, there is no possibility of getting it again. The decision is up to you.

Travel planning

Accommodation & Co.

- in most cases, the partner universities provide information on how to find accommodation (residences on campus, accommodation agencies, accommodation portals, etc.).
- Research on the open market is often difficult, use **city portals or facebook groups** etc.
- use online portals: <https://erasmusplay.com/de/> / <https://erasmusu.com/de/> / www.studieren-weltweit.de / <https://studybees.de/magazin/wie-finde-ich-eine-wohnung-im-ausland/> etc.
- contact former outgoing students of SRH Berlin
<https://www.srh-berlin.de/en/university/services/international-office/testimonials/>
- research hotels or hostels for the first few days and book them if necessary (refundable)
- rent out your own accommodation to incoming SRH students (Whats App group)

The Student Council has created a WhatsApp Group
for Apartment Swaps.



<https://chat.whatsapp.com/Ce7nJza7HeB03XW5CbPKxy>

Travel planning

Plane, train, bus or bicycle

Arrival and departure

Sustainable travel is important for the environment, so check connections without planes (you see more of the countries) – higher funding of Erasmus+

Book only **refundable connections**, always something can come up (illness, changed entry regulations, etc.).

Do not book a return ticket yet (if not necessary), you may want to stay longer or travel a little bit through the country afterwards

Book **as early as possible**, the cheaper it will be.

Offer for travels by train: [Interrail Pass for Erasmus+](#)

After arrival

Get in contact

The **Erasmus Student Network (ESN)** is an international student organisation. They look after exchange students and help with local integration. Find the ESN of your destination country: <https://www.esn.org/sections>

Above all, the ESN organises many get-to-know-you meetings or cultural events, such as game nights, museum visits, course trips, language tandems, etc. You can usually find the local ESN on Instagram!

Find out if your host university offers a **BUDDY programme**. This is a mentoring programme in which exchange students are supported by a local student: <https://buddysystem.eu/en/>

- Facebook or WhatsApp groups
- Student residence

Possible Consultation

Psychological consultation hour

Neuza Reichel, M.Sc.

Consultation hour for study advisory

Katja Schulze - Qualitätsmanagement

SRH Berlin University of Applied Sciences

CONSULTATION HOURS FOR STUDENTS

Psychological Student Counselling

Offer

- up to 3 psychological counseling sessions with a duration of 50 minutes each
- the consulting sessions take place online via MS teams

Potential Topics

- Stress, feeling overwhelmed
- Difficulties in orientation, motivation and decision-making
- Anxiety and worrying (e.g. regarding exams and other academic tasks)
- Personal concerns (e.g. regarding relationships, family)
- Procrastination (problems caused by putting off important tasks)

Limitations of the service

- Student counselling is not an emergency service and does not replace psycho-therapeutic treatment

Contact

- Psychologist:** Neuza Reichel, M.Sc.
- E-Mail:** psychologische.studienberatung.hsbe@srh.de
- Consultation hour:** Appointments by arrangement

Consultation Hour Quality Management

Offer

- personal meetings of 30-60 minutes for your request
- the personal meeting take place online via MS teams

Potential Topics

- Suggestions for your studies and your courses
- Suggestions for the services at SRH Berlin
- Suggestions for the offers and events of the SRH Berlin
- Problems with planning and organization of your studies
- Other questions and feedback about your studies

Contact

- Quality Manager:** Katja Schulze
- E-Mail:** qualitymanagement.hsbe@srh.de
- Consultation hour:** Appointments by arrangement

You prefer to give your feedback anonymously?
No problem. Simply scan the QR code and fill in the free text field. Your feedback will be sent directly to the SRH Berlin quality management team.

Thank you for your attention!

Contact:

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