

The Erasmus Programme



...is a European student exchange programme funded by the European Union. It is an important part of the EU education initiative "Erasmus +" and was named after the well-known European humanist Erasmus von Rotterdam. The programme seeks to encourage the mobility of students and teachers all over Europe. Study and work placements abroad can be supported for a maximum of one year. Around 700,000 students take up this opportunity each year. Be a part of it!

Language requirement

Although a good level of English will enable you to get along on campus, a working knowledge of German is often needed to deal with daily affairs such as shopping.

Erasmus partner universities: organisation at Osnabrück University

It is not the entire university that enters into partnerships – it is the individual schools in Osnabrück and abroad that cooperate with each other. Thus, different schools at Osnabrück University may have different partners.

Partner universities of the School of Biology/Chemistry

The School of Biology/Chemistry's Erasmus partner network consists of six universities in five different countries, namely

- Poland** Adam Mickiewicz University in Poznan (2)
Contact: Dr. Teresa Lehmann – Erasmus Institutional Coordinator – lehmann@amu.edu.pl
- Sweden** Stockholm University (2)
Contact: Elisabet Weingartner – Erasmus Departmental Coordinator – weingartner@su.se
Please note: The second semester in Stockholm starts at the end of January, i.e. semesters may overlap.
- Spain** Universidad de Oviedo (2)
Contact: Maria Rosaura Rodicio – Erasmus Departmental Coordinator – mrosaura@uniovi.es
- Universidad de A. Coruna (2)
Contact: Dr. Arturo Santabella López – Erasmus Departmental Coordinator – movesci@udc.es
- Turkey** Marmara Universitesi in Istanbul (2, masters only)
Contact: Professor Dr. Meral Birbir – Erasmus Institutional Coordinator – mbirbir@marmara.edu.tr

Notes

Number in brackets: The number in brackets indicates how many semesters of study abroad can be attended by students from the School of Biology/Chemistry per academic year. For example, a "2" means that either two students can study at the university for one semester or that one student can go abroad for two consecutive semesters, i.e. for a whole academic year.

Extending an Erasmus stay: Erasmus study periods can sometimes be extended. Only winter semester students can apply for an extension.

Subjects covered below:

Are you interested in studying abroad?

Outgoing students

Incoming students

Scholarships for Work Experience

Erasmus FAQs – Applicants, outgoing and incoming students

Contacts

Erasmus Departmental Coordinator for Biology – Erasmus Fachkoordinatorin Biologie



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Telephone: +49 (0)541/969-2868

University Institutional Coordinator – Erasmus Hochschulkoordinatorin

Ms. Beate Teutloff – Bilateral Agreements

Ms. Verena Blum – Erasmus outgoing students

Ms. Karoline Bachteler – Erasmus incoming students



http://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland/kontakt.html

Are you interested in studying abroad?



What does the Erasmus Programme offer?

School of Biology/Chemistry:

- scholarships for one or two semesters
- a choice of six partner universities
- support for preparing your stay abroad
- credit for international study achievements

First steps

- Start thinking about your stay abroad around one year in advance
- Find out which of our partner universities you are most interested in and check whether they offer the courses and modules that suit your curriculum (don't forget your minor subject)
- Bear in mind the Erasmus application deadline and make sure you hand in your application in time

Grants

- Exemption from tuition fees at the host university
- A monthly allowance of around € 180-200
- (All further costs, such as transport, living costs, etc. must be covered by the scholarship holder)

How can I apply?

Application deadline for the 2014/15 academic year: 31 January 2014

Application documents:

- Please click here to find out which documents are required:
http://uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland/downloads.html
- We also expect:
 - Verification of your grades by the Examination Office (*Prüfungsamt*) or an "Opium" printout
(please ask the International Office (*Akademisches Auslandsamt*) how to work with "Opium")
 - CV
 - Letter of recommendation

Please hole punch your application documents and submit them in an envelope to Professor Dr. K. Busch.

- **We will ONLY accept complete applications that meet our formal requirements.**

Selection criteria

- **Letter of motivation:** we are interested in what you want to achieve academically during your time abroad; we recommend that you focus on the scientific and teaching modalities of the partner institution
- **CV:** commitment and experience will be viewed positively
- **Letter of recommendation:** a positive assessment by a lecturer could lend further weight to your application
- **Transcript of Records:** Although Erasmus is not an elite programme, excellent grades may nevertheless help swing the balance in your favour

We urgently recommend that you read the information about ERASMUS provided by the International Office:

http://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland/austauschprogramme.html

concerning how to organise your ERASMUS stay, options for preliminary EILC language courses, etc. before you apply.

Outgoing students



General note on forms

- Erasmus documents may have different titles, depending on the university. If you are unsure about anything, please contact your coordinator.

Before departing:

- **Leave of absence**
 - Ask the Examination Office whether you can apply for leave of absence
- **Applying directly to the partner university**

- Independent applications to the partner university (You need to read all Erasmus e-mails! Be sure not to miss your partner university's closing date for applications!)
- **Learning Agreement**
http://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland/downloads.html
 - Use the Learning Agreement to enter the courses you wish to take. This will make it easier for your courses to be credited after you return
 - Please contact the Examination Office and make sure that your advisor agrees with your choice of courses
 - If you need help finding courses, please contact your partner university
 - It is not unusual for Learning Agreements to be amended after arrival at the partner university. Please specify all changes on the second page of your Learning Agreement
 - It is essential that all of the parties sign each page
 - Please send the entire original Learning Agreement to the International Office of Osnabrück University as well as a copy to your departmental coordinator Professor Dr. Karin Busch (see above, contacts) within the first four weeks of arriving at the partner university
- **General information**
 - **Language classes:**
 - Language classes cannot be funded
 - **Exceptions:**
 - If you wish to attend an intensive language course **offered immediately before semester starts** it will be covered by the Erasmus scholarship
 - **Insurance:**
 - **Health insurance:** You can obtain a European Health Insurance Card (EHIC) from your health insurance company. Please contact your health insurance company for details
 - **Indemnity and casualty insurance:** Ask your host university whether you will be insured and what their policy is on insurance. Please contact your insurance company for details.
 - If you have any further questions about insurance, please contact the International Office of Osnabrück University
http://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland.html

During your stay at the host university

- **Certificate of attendance** (will be sent to you)
 - Approval issued by your host university, including your exact dates of arrival and departure; please have it signed by your Erasmus coordinator

After you return

- Evaluation** (a form will be sent to you)
- Transcript of Records**
 - will be sent to you by the host university several weeks after completing your study abroad

Incoming students



Welcome to Osnabrück and the School of Biology/Chemistry!

!!! All Erasmus students need to be nominated to Osnabrück University by their home university. All applications for an Erasmus grant are made via your home university!!!

Who is my contact person?

- The Erasmus Programme at Osnabrück University is organised decentrally, which means that both your Erasmus Departmental Coordinator (Erasmus contact at your school) AND the International Office (Erasmus contact at university level), will be in charge of your Erasmus stay
- The **Departmental Coordinator** is your main contact person and supervisor who can advise you on academic matters and who will help if you are in difficulty. Always contact your Departmental Coordinator first.

Contact for Erasmus students at the School of Biology/Chemistry: Professor Dr. Karin Busch (see above)

- The **International Office** takes care of all general organisational matters that concern all international students.

Contact for Erasmus students at the International Office:

http://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland.html

I have been nominated by my home university to attend Osnabrück University. Which steps do I need to take next?

- If you have been nominated as an Erasmus student to Osnabrück University, you will still need to officially register at Osnabrück University: <http://www.uni-osnabrueck.de/index.php?id=113>

- After that, please print the final datasheet and send it to your Departmental Coordinator (Biology: Professor Dr. Karin Busch)
- Once you have officially registered, all further information will be sent to you in due time.
- Information about housing, language classes and university enrolment (after arrival): http://www.uni-osnabrueck.de/studieninteressierte/studieninteressierte_aus_dem_ausland.html

Where can I find my courses? How can I register?

Choosing courses:

- You can find all courses here: http://www.uni-osnabrueck.de/studium/im_studium/veranstaltungssuche.html
- You can find all courses taught in English here: http://www.biologie.uni-osnabrueck.de/fileadmin/Medien/Erasmus/pdf/Courses_ERASMUS_School_of_Biology_30082013.pdf
- Bachelor students may only choose Bachelor classes
- Master students may only choose Master classes
- Although you may attend courses from all schools, please make sure you enrol for **at least one course at the School of Biology/Chemistry.**

Registering for courses:

- Course registration takes place via **Stud.IP**. You will learn about the application procedure during Welcome Week (<http://www.uni-osnabrueck.de/index.php?id=116>)
- Please attach the **Learning Agreement** to your application documents so that the school will know in advance which classes you wish to attend.

It is essential that you deal with these matters **as quickly as possible** and that you choose and your preferred courses and register accordingly!

Language classes

- You can apply to attend language classes at the Language Center. German courses are offered during semester: <http://www.uni-osnabrueck.de/index.php?id=433>

ECTS

- ECTS credit points are specified in the course list. Further information: <http://www.uni-osnabrueck.de/index.php?id=248>

Transcript of Records

- Your achievements at Osnabrück University will be documented on course certificates (*Scheine*). Your lecturer will make a record of your results. You must then submit all course certificates to the International Office of Osnabrück University by the end of the semester. You will also receive an e-mail including all notes and forms in due time.

Scholarships for Work Experience



What is the Erasmus Scholarship for Work Experience?

- Erasmus does not only support study abroad, but also work experience abroad.
- You can apply for a work placement in a company or institution of your interest anywhere in Europe irrespective of our partner universities. Work placements may not be carried out at EU organs, institutions that administer EU programmes or German embassies. The work placement must be related to your studies. Once you have found a placement, you can apply for an Erasmus grant. In addition to receiving financial support, your Erasmus Work Experience will be mentioned in your Diploma Supplement.

How will Erasmus support me financially during my work placement?

- You will receive a grant of around € 300 per month. Of course, you might also be paid an additional salary. If your monthly salary exceeds € 500, your Erasmus grant will be reduced.

How long should the work placement be?

- For an Erasmus grant you will need to stay abroad for a minimum of three months. The maximum period is twelve months.

How can I apply for an Erasmus grant?

- Please apply at least six weeks before the placement starts.

Application documents:

- Online application (signed paper version):
http://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland/auslandspraktika.html
- Certificate of university enrolment
- CV
- Letter of motivation (20 lines)
- Statement of health and casualty insurance confirming that you will be covered during your time abroad

- Copy of your intermediate examination/list of courses attended
- Training Agreement and Quality Commitment
 - o Completed and signed by the employer and the student
- Proof of language skills
- Recommended: Certificate of Attendance of a seminar on intercultural communication

Further information:

http://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland/auslandspraktika.html

FAQ

Applicants

Erasmus scholarship

What are my chances of being awarded an Erasmus scholarship?

In previous semesters, we were able to offer Erasmus scholarships to the vast majority of applicants. That said, every year the probability of receiving a grant depends on the number of applications submitted. It can generally be said that the chances of being accepted are higher than in most other scholarship programmes.

If we liked your application but are unable to offer you a place at one of your favourite universities, we will try to suggest an alternative.

Partner universities

How many partner universities can I apply for?

We recommend that you concentrate on two or three universities in your letter of motivation and state your reasons for choosing them.

Letter of motivation

What should my letter of motivation contain?

Please state your personal reasons for wanting to study abroad in your letter of motivation. Think about your past experience with foreign cultures and languages, your academic and non-academic qualifications and what makes you stand out from your fellow students.

Focus mainly on explaining the reasons for choosing your three preferred partner universities.

For example, you could include answers to the following questions: Why do you want to study at this specific university? What will you gain from your study abroad? Which classes does the partner institution offer that will advance you academically?

Be innovative and creative, and ensure your application is professionally striking.

Letter of recommendation

Who could write a letter of recommendation for me?

Any of your lecturers in your major or minor subjects who are authorised examiners.

I do not know any of my lecturers personally. Who should I ask?

Please feel free to visit any of your lecturers during their office hours. Tell them about your intention to go abroad and what you expect from your stay. Your lecturer will be happy to assess your plans and to write a letter of recommendation for you.

Please note that you are not meant to see the letter of recommendation. It will either be sent directly to us or it will be given to you in a sealed envelope!

Outgoing students

Registering at the partner university

Once I have received my Erasmus acceptance, will I be registered at the partner university automatically?

No. It is essential that you additionally register with the partner university!!! After selecting you for an Erasmus scholarship, we will notify our partner university about the start and duration of your stay.

Our partner will then contact you and send information about how to register at the university. Each university has different registration deadlines, which is why you must read the information very carefully. Be sure not to miss the deadline!

Do not worry, this will be discussed at the informative meeting that will be held after you have been accepted to the Erasmus Programme.

Housing

Where will I stay?

Most of our partner universities will guarantee you a room in one of their student housing complexes. You will receive more information once you have applied to the university. If you want to find out more about the housing situation in advance, please contact the respective International Office. You will find all relevant contacts in our list of partner universities. ([LINK zu der Partneruni-Seite](#))

Incoming students

Choosing courses

Where can I find the list of courses?

You can find all courses offered here: <http://www.uni-osnabrueck.de/118.html>

An overview of all **courses taught in English** at the School of Biology/Chemistry can be found here: [LINK zu Word-Dokument](#)

Can I attend any courses?

Bachelor students may attend Bachelor courses; Master students must choose Master courses. Although you can choose courses from all schools, please make sure that you enrol for at least one course at the School of Biology/Chemistry each semester (because the Erasmus contract was entered into with the School of Biology/Chemistry)

Enrolling for courses

How can I register for a course?

Course registration takes place via **Stud.IP**. You will learn about the application procedure during Welcome Week ([VERLINKEN als http://www.uni-osnabrueck.de/920.html](#))

Please attach the **Learning agreement** to your application documents so that the school will know in advance which classes you wish to attend.

ECTS credit points

How many ECTS credit points will I receive for a particular course/module?

Please consult the course list: <http://www.uni-osnabrueck.de/118.html>

Further information: <http://www.uni-osnabrueck.de/933.html>

Attending courses

What should I do if I miss the first session of a course?

Please attend the next session and explain to the lecturer why you missed the first one. Be sure not to miss any more sessions because you are not permitted to miss classes.

Contact and signatures

Who is my Erasmus contact person and where can I have my documents signed?

Your Erasmus contact at the School of Biology/Chemistry is Professor Dr. Karin Busch, see contacts above. Otherwise, please contact the International Office at Osnabrück University as they will be able in any case to provide you with relevant hints.

http://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland/austauschprogramme/erasmus.html

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