



## Leaflet "Study Abroad" for students of the Civil Engineering teaching unit

Updated: November 2021

### Introductory remarks

The Faculty of Civil Engineering and Geodetic Science (FBG) welcomes and supports students to spend part of their studies (usually one semester) at a foreign university. Especially within the framework of the ERASMUS programme – in which the faculty has concluded appropriate agreements with numerous universities in (European) countries – a stay abroad is easily possible and financially supported by an ERASMUS grant (mobility allowance, depending on the country category between 150 and 252 € per month). The contact person of the Civil Engineering Department for the ERASMUS programme is

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The achievements made at the foreign university can be recognized as study or examination achievements of the own study programme. Recognition as a substitute for a compulsory or elective module requires that the scope and content of the module taken is largely congruent with the module for which recognition is to be granted. A module which does not meet this condition can – if it represents an appropriate addition to the degree programme – be recognised either as an elective module of a specific area of competence or as a Studium Generale module. It is strongly recommended to plan the stay abroad carefully and to clarify the possible recognition of the planned modules in advance.

The Examination Board of the respective (own) degree programme is responsible for this. Please refer to the information sheet "Recognition" for details on recognition.

### Application procedure for an ERASMUS semester abroad

The study places at the partner universities are limited, so that you have to apply for a place at a specific university. It is therefore possible that you may not be able to get a place at the university of your choice. However, it is usually possible to get a place at the university of second or third priority.

#### 1. Contact and advice

The first step in applying for a semester abroad should be an interview with the ERASMUS Coordinator of the Civil Engineering teaching unit (see above). This contact person will give an overview of the partner universities where study places are offered and will give general tips.

#### 2. Application to the ERASMUS Coordinator

Based on the discussion with the ERASMUS Coordinator, you apply for a place at the preferred university. Applications for the following winter semester or the

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following summer semester must be submitted by mid-January of each year (e.g. if you want to study abroad in WS 20/21 or SS 21, you must apply by mid-January 2020).

An informal letter of application should be sent to the ERASMUS Coordinator and should contain the following:

- Brief letter of motivation for the stay abroad;
- Current transcripts;
- -University of choice and at least two alternative destinations
- -proof of language skills in the intended language of instruction.

The selection and notification of the allocation of study places will be made by 5th of February. If there are too few places available at individual universities, we try to find suitable places at other universities in consultation with the applicants.

### 3. Application to the International Office

The selected students must apply online at the International Office by February, 15th. A corresponding online form can be found on the Faculty's website. The International Office informs the partner universities about the candidacy of the selected students (nomination). The partner universities then inform the students about the further application procedure and the application deadlines. In exceptional cases, students should ask the partner university for this information themselves or research the partner university's website.

### 4. Application to the partner university

After nomination, the host university usually provides information on application procedures and deadlines as well as lecture offers, language courses or accommodation. For the application you usually need a student application form and a Learning Agreement (see below). Some partner universities also require, among other things, a Transcript of Records (transcript of all courses successfully completed by then at Leibniz University Hannover), a letter of motivation and, if applicable, proof of knowledge of the language of instruction.