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APPLICATION GUIDE FOR OUTGOING STUDENTS

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CONGRATULATIONS!

You have decided to go on exchange! Studying abroad is about learning new things and languages, working with people from all around the world, travelling, getting to know the local culture and students all around the world. The exchange period is often the most giving and exciting time of your study years. Studying at a foreign exchange university might differ radically from studying at your home university. Go abroad without prejudices, be flexible and open to new challenges and learning from new cultures. First and foremost, enjoy your time abroad!

This guide is meant for UBT Bachelor and Master students going on exchange. The guide contains practical advice for a successful exchange. It is worth keeping and reading throughout. In case some information is left unclear you can contact the International Relations Office at internationaloffice@ubt-uni.net. We wish you a pleasant and enriching exchange!

Best wishes,
International Relations Office

"IT PUSHES YOU OUT OF YOUR
COMFORTABLE EVERYDAY ROUTINE AND
BRINGS YOU MEMORIES AND FRIENDSHIPS
FOR LIFE."

"I WILL TREASURE MY ERASMUS
EXPERIENCE AND THE MEMORIES THAT
I MADE FOREVER!"

"IT REQUIRES SOME EFFORT TO GET THE
PAPERWORK DONE FOR ERASMUS BUT
TOTALLY WORTH IT."

WHY GO ON MOBILITY?

- It'll look good on your CV
- Brush up on your language skills
- Meet a diverse range of people
- Make lifelong friends
- Discover new and exciting foods
- Study and learn differently
- Gain independence
- Learn self-reliance
- Familiarize with different cultures
- Learn more about yourself
- Become an adult
- Gain life experience
- Be spontaneous and adventurous
- Appreciate the smaller things more
- Gain a global mind-set
- It's an unforgettable experience
- Appreciate your home and family more
- Use your spare time to explore
- Increase international job prospects

... the list is endless.

WHAT IS ERASMUS+

Erasmus+ is the EU's programme to support education, training, youth and sport in Europe. This program offers opportunities for people of all ages, helping them develop and share knowledge and experience at institutions and organisations in different countries.

ERASMUS+ TYPES OF MOBILITY

Student mobility can be in any subject area/academic discipline. To ensure high-quality mobility activities with maximum impact on the students, the mobility activity has to be compatible with the student's degree-related learning and personal development needs. Students may carry out either one or a combination of the activities described below:

Erasmus+ Study Mobility

A study period abroad at a partner higher education institution (HEI). The study period abroad must be part of the student's study programme to complete a degree at a short cycle, first cycle (Bachelor or equivalent), second cycle (Master or equivalent) and third or doctoral cycle. Students who are accepted for this type of mobility are eligible to get 800-900 € / per month for 1 semester + 275/360 € for travel expenses. The mobility period for studies is 1 semester.

Erasmus+ Traineeship

Erasmus+ supports traineeships (work placements, internships, etc.) abroad for students enrolled in higher education institutions in Programme countries. These opportunities are also open to recent graduates. Traineeship enables students to develop specific skills including language skills, and to improve their understanding of the economic and social conditions of the country in which they are acquiring work experience. Students who are accepted for this type of mobility are eligible to get 800-900 €/ per month + 275/360 € for travel expenses. The mobility period for traineeship is 2-4 months.

For detailed information about application procedures, please read this brochure!

WHO CAN APPLY?

All students who are registered as full-time students at UBT can apply for exchange programs within Erasmus +.

Opportunities for study exchange are open for each study cycle:

- First study cycle (Bachelor or equivalent)
- Second study cycle (Master or equivalent)

APPLICATION CRITERIA

- Have finished the first year of studies at UBT
- Have participated in activities organized by UBT
- Have an average grade of at least 8.5
- Have English Language Knowledge

APPLICATION DEADLINE

Application for scholarships is done twice a year:

- First call in February (application for the upcoming autumn or spring semester).
- Second call in October (application for the upcoming autumn semester only).

Semester 1/autumn semester:
September/October – January/February

Semester 2/spring semester:
February/March – June/July



APPLY ONLINE

To apply for an Erasmus scholarship you should apply online (check the website). You will need to prepare the following documents in advance:

- **Scanned Passport/ID** - issued by a government, certifying the holder's identity and citizenship.
- **Transcript of Records** - UBT should be able to provide you with a copy of your Academic Transcript, detailing the courses, credits and grades you've achieved to date.
- **Learning Agreement** - complete your home institution's Learning Agreement document, detailing your provisional course choices in Section 1. This has to be submitted to the host institution.
- **Language Certificate** - must attest to your English language level and be signed and stamped.
- **Motivation Letter** - detailing your qualifications and reasons for applying for the exchange.

Successful applicants will be invited for an interview. Only participants who have submitted a successful application and have successfully managed to pass the interview will be eligible to receive a scholarship.

Once you have applied for the scholarship and you have been selected for Erasmus + Scholarship for exchange abroad, you must complete some other documents required by the host university. Universities may have different requirements (of which you are notified by e-mail) but there are some documents that are standard and all universities require them. Below you will find the description for each document and the steps you need to follow to complete these documents.

HOW TO ...


APPLY AT THE HOST UNIVERSITY?

Application Form

Each university has an application form which must be completed by the student. The application form can be a document in Word or the application can be done through any online platform. If the application is required to be made on the platform, then you must follow the instructions provided by the host university. Conversely, if the application is done by filling out any form in Word then you just have to fill in all the data carefully.

The information that might be required is:

- First Name
- Surname
- Gender
- Nationality
- Date and Place of Birth
- Home Address
- Home University – (UBT)
- Faculty/Department
- HE Study of Years Completed
- Receiving Institution / Host Institution
- Language Competences
- Mother Tongue



KHK
KATHOLIEKE
HOGESCHOOL
KEMPEN

SOCRATES/ERASMUS
STUDENT APPLICATION FORM

(Photograph
preferably scanned)

ACADEMIC YEAR:200.../200.....
 DEPARTMENT:.....
 FIELD OF STUDY:
 CLASS/GROUP:

This application should be completed in BLACK in order to be easily copied and/or faxed
 SENDING INSTITUTION

Name and full address:.....
 Departmental coordinator - name, telephone and fax numbers, e-mail:.....

STUDENT'S PERSONAL DATA
(to be completed by the student applying)

Family name:.....
 Date of birth:
 Sex: Nationality:
 Place of birth:.....
 Current address:
 Street:.....
 Postal Code:
 City:
 Current address is valid until:.....
 Telephone 1:
 Telephone 2:
 KHK E-mail:
 Personal E-mail:

First name (s):
 Permanent address (if different):

 Tel:
 Bank Account no.:
 For foreign students: IBAN and BIC code required
☐ I receive a student grant from the Flemish Community

INSTITUTION WHICH WILL RECEIVE THIS APPLICATION FORM

Institution	Country	Period of study	Duration of stay (months)	No. of expected ECTS credits	For internal use only: acceptance by partner institution
		from to			

Learning Agreement (LA)

The Learning Agreement is another document by which all three parties (you, UBT and the host University) agree on your study plan for the exchange period. A Learning Agreement must be completed in Word, printed, signed and then sent scanned to the host university.

Personal Information Section



Learning Agreement Student Mobility for Studies

Higher Education:
Learning Agreement form
Student's name
Academic Year 20.../20...

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Complete the Sending Institution part with your personal information such as:

- Last Name and First Name (e.g. Krasniqi Berat)
- Date of birth (e.g. 25.02.2000)
- Nationality (e.g. Kosovar)
- Sex (e.g. Male or Female)
- Study Cycle (e.g. Bachelor = 1st cycle, Master = 2nd cycle, PhD = 3rd cycle)#
- Field of education (e.g. Computer Science and Engineering)
- Sending Institution (UBT - University for Business and Technology)
- Department (e.g. Computer Science and Engineering)
- Address of UBT (Lagjia Kalabria p.n 10000)
- Country (Kosovo)

Complete the section of Receiving Institution with the same information as in the Sending Institution, only in this case you have to fill in the data of the host university where you will go for exchange.

Before Mobility Section

Table A

In this part you have to write the subjects you will choose in the host institution (where you will go for exchange). Usually after you are notified that you have been admitted to the host university, the university sends you a link or document with all the courses offered there. You must choose courses that you want to pursue and that are similar to the courses offered at UBT during the semester when you will not be here. (* Do not choose courses that are similar to the courses you have already completed and for which you have been graded at UBT). Make sure to complete all the information required correctly i.e. planned period of mobility, title of the courses, semester when those courses are offered at the host institution, and the number of ECTS (credits) that you will get after completing each course. In total you should get 30 ECTS by the courses that you have chosen.

Before the mobility				
Study Programme at the Receiving Institution				
Planned period of the mobility: from [month/year] to [month/year]				
Table A Before the mobility	Component⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent)⁸ to be awarded by the Receiving Institution upon successful completion
				Total: ...
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]				
The level of language competence⁹ in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input checked="" type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>				

Also, make sure to include information about your English language competence. For example:

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

A1 A2 **✓ B1** B2 C1 C2

Table B

The Learning Agreement must include all the educational components to be carried out by the student at the receiving institution (in table A) and it must contain as well the group of educational components that will be replaced in his/her degree by the sending institution (in table B) upon successful completion of the study programme abroad. Additional rows can be added as needed to tables A and B.

Recognition at the Sending Institution				
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
				Total: ...
Provisions applying if the student does not complete successfully some educational components: <i>[web link to the relevant information]</i>				

The aim is rather that a group of learning outcomes achieved abroad replaces a group of learning outcomes at the sending institution, without having a one to one correspondence between particular modules or courses.

It is recommended that for mobility periods shorter than a full academic year, the educational components selected should equate to a roughly proportionate number of credits. In case the student follows additional educational components beyond those required for his/her degree programme, these additional credits must also be listed in the study programme outlined in table A.

If you need further assistance with this part, please contact the coordinator of your Faculty.

Commitment

All parties must sign the document; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.

Commitment					
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.					
Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ¹⁰ at the Sending Institution					
Responsible person at the Receiving Institution ¹¹					

During Mobility and After Mobility Section

The section to be completed during the mobility (page 4) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original mobility programme. This section and the section before mobility (pages 1 to 4) should always be kept together in all communications.

After the mobility, the receiving institution should send a Transcript of Records to the student and the sending institution (page 5). Finally the sending institution (UBT) should issue a Transcript of Records (page 5) to the student or record the results in a database accessible to the student.

Grant Agreement (GA)

The Grant Agreement is another document that you will receive by e-mail from the host university. The document must be completed with your personal and bank account details. Once you have read and completed the document, you must sign it, scan it, and send it to the host university. Following is an example of how the Grant Agreement looks like.

 Erasmus+

GOETHE
UNIVERSITÄT
FRANKFURT AM MAIN

Grant Agreement 2018/2019
Agreement for Erasmus+ Higher Education: Studies¹

Johann Wolfgang Goethe University, Frankfurt - D FRANKFU01
Address: International Office, Theodor-W.-Adorno-Platz 6, 60323 Frankfurt/Main

Called hereafter "the institution", represented for the purposes of signature of this agreement by Ms. Brucker, Uta (ERASMUS Institutional Coordinator), und

Herr American, Johnny

Date of birth: 01.01.1992
Nationality: United Kingdom of Great Britain and Northern Ireland
Address: Adornoplatz 6, 60323 Frankfurt
Phone: 123245546245
Gender: Male
Study cycle: Second cycle / Postgraduate / Master
Subject area: International Economics and Economic Policy
Number of completed higher education study years: 4,00

E-mail: johnnyXYZ@aamerican.de
Academic year: 2018/2019
Code: 0410

Host institution: CHARLES UNIVERSITY (UNIVERZITA KARLOVA) ERASMUS Code: CZ PRAHA07

Student with:
☐ a financial support from Erasmus+ EU funds
☐ a zero-grant²
☒ a financial support from Erasmus+ EU funds combined with zero-grant³

The financial support includes:
☐ financial support to student with disadvantaged background
☐ special needs support

Bank account where the financial support should be paid:
Bank account holder (if different than student): Johnny English
Bank name: Important Bank
Clearing/BIC/SWIFT number: CMCIBEDXXX Account no./IBAN:
123456789012/DE67300209001902720799

The ERASMUS funding depends on which country group the host country belongs to:

Country groups 2018/19 by definition of EU Commission	SMS (1 month=30 days)
Group 1 Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom	EUR 14,00 per day (EUR 420 per month)
Group 2 Austria, Belgium, Cyprus, France, (Germany), Greece, Italy, Malta, Netherlands, Portugal, Spain	EUR 12,00 per day (EUR 360 per month)
Group 3 Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia (FYROM), Poland, Romania, Slovakia, Slovenia, Turkey	EUR 10,00 per day (EUR 300 per month)

3.2 The amount for the mobility period shall be determined by multiplying the number of months of the mobility specified in article 2.3 with the rate applicable per month for the receiving country concerned.

5 The time period stated here is the time period calculated by the planned start and planned end date from the participant's original application, if not updated by the international office in the meantime.

SPECIAL CONDITIONS

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT
1.1 shall provide support to the participant for undertaking a mobility activity for studies under the Erasmus+ Programme.
1.2 The participant accepts the support specified in article 3 and undertakes to carry out the mobility activity for studies as described in Annex I (Learning Agreement).
1.3 Amendments to the agreement, including to the start and end dates, shall be requested and agreed by both parties through a formal notification by letter or by electronic message.

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY
2.1 The agreement shall enter into force on the date when the last of the two parties signs.
2.2 The mobility period shall start on **01.10.2018** and ends on **15.02.2019⁴**. The start date of the mobility period shall be the first day that the participant needs to be present at the receiving organisation. (For participants attending a language course provided by another organisation than the receiving institution/organisation as a relevant part of the mobility period abroad: The start date of the mobility period shall be the first day of language course attendance outside the receiving organisation.) The end date of the period abroad shall be the last day the participant needs to be present at the receiving organisation.
2.3 The participant shall receive a financial support from Erasmus+ EU funds for a maximum of 4,33 months or 130 days when studying a semester/trimester and for a maximum of 8,66 months or 260 days when studying 2 semesters/3 trimesters. The planned period of studies is **135 days**.
2.4 The total duration of the mobility period (including participation in the former ERASMUS Life Long Learning Programme) shall not exceed 12 months per study cycle, including any zero grant period.
2.5 Demands to the institution to extend the period of stay should be introduced at least one month before the end of the originally planned mobility period.
2.6 The Transcript of Records or Confirmation of Period of study shall provide the officially confirmed start and end dates of duration of the mobility period.⁵

ARTICLE 3 – FINANCIAL SUPPORT
3.1 The financial support for the mobility period is EUR **1,300.00**. For country group 1 this means ca. EUR 14,00 per funded day, in country group 2 ca. EUR 12,00 per day and in country group 3 ca. EUR 10,00€ per day. By ERASMUS regulations, any additional days on top of the 130/260 days mentioned under 2.3 cannot be funded, but are zero grant days. Funding will be re-calculated after the actual mobility start- and end dates have been confirmed after the end of the mobility. Please refer to 4.2 for further information.

SIGNATURES

Participant
American,Johnny

Signature _____ Place, Date _____

Institution
Johann Wolfgang Goethe University
Brucker, Uta
ERASMUS Institutional Coordinator
International Office

HOW TO ...

APPLY FOR VISA?

Once you have submitted the required documents, the host university will send you an Acceptance Letter/Invitation Letter which stands as proof of your admission to the university. Immediately after receiving this letter, you should start the visa application procedures (unless you will be part of an exchange at a university in Turkey where you do not need a visa). It is very important that you complete the documents required by the university (Application Form, Learning Agreement and Grant Agreement) on time as otherwise you will not be able to get an Acceptance Letter and this will prevent you from applying for a visa.

Most EU countries have their embassies in Kosovo and a visa appointment can be made done online. Find more information about embassies here:

(http://www.mfa-ks.net/en/sherbimet_konsullore/500/vizat-pr-shtetasite-kosovs/500)

The appointment for a visa must be made at least 3 months before the trip planning. Therefore, the moment you receive the Acceptance Letter please go to the Embassy website of the country where you are going and ask for the possibility of making an appointment online. If you do not find information, then visit the embassy physically and get the information you need.

Always make sure you are applying for a Student Visa (National Visa) if the university does not instruct you to do otherwise. Keep in mind the time you set the appointment as this is the time when you have to show up at the Embassy to submit the documents. If you do not meet the deadline or you are late then the Embassy has the right to cancel the visa application



Once you have received your visa, look immediately for opportunities to purchase your travel ticket (if you haven't done so yet). You can get the ticket through a travel agency or you can even book it online. Before deciding on the final solution, we suggest you look at the different options. Some of the websites where you can look for tickets are:

<https://www.skyscanner.net/>
https://www.easyjet.com/en?link_megadrop
<https://wizzair.com/en-gb#/>

However, these are just suggestions and the choice is up to you.

DOCUMENTS FOR A VISA

Once you have set the appointment, start immediately preparing the necessary documents which you must submit in hard copy on the same day as your visa appointment. Different embassies may have different requirements but there are some standard documents that are always required.

These documents are:

- National Visa application form (usually downloaded from the embassy website)
- Photos in the format required by the embassy
- Original passport and copy of passport (Check until the passport is valid)
- Health insurance for as long as you stay abroad (4-5 months) (provided by insurance agencies or companies)
- Birth certificate or extract
- Acceptance Letter /Invitation Letter (provided by the host university)
- Proof that you are a student at UBT (provided by the student service)

ACCOMODATION

Each host university has to inform students (via e-mail) about the accommodation and dormitories. In case an e-mail with this information does not reach you after you have received the Acceptance Letter, then contact the coordinators at UBT or send an email directly to the host university.



UBT AND KOSOVO PROMOTION

The promotion of UBT and Kosovo is an important issue because through the promotion the students show what this institution and country offers, thus encouraging the young students but also the current ones to take advantage of the opportunities that are offered to you, especially when it comes to studies abroad.

Things you can do:

- List, on all social networks (Facebook, Instagram, LinkedIn), that you study at UBT
- Post on social networks interesting activities in which you participate and / or send photos and video to UBT IRO coordinator.
- Write an article (at least 250 words) about the experience at the host University
- Promote on social networks activities organized by UBT
- attend promotional activities and promote Erasmus scholarships to other students

ERASMUS+ TRAINEESHIP

If you are in receipt of Erasmus+ funding for a traineeship opportunity from a hosting institution - congratulations! To find out whether a relevant traineeship project or supervising academic is available at a host institution, you will need to make contact with the appropriate department at the host institution.

Your period of traineeship abroad must be relevant for your degree-related learning and personal development needs, and be part of the study programme that you are following.

Internships can be taken from a period of 2 to 12 months per study cycle and within a maximum of one year after the student's graduation.

The host institution and UBT must have an inter-institutional agreement between them for you to do a traineeship abroad within the framework of Erasmus+.

To take part in an Erasmus+ Mobility for Traineeship you need to:

- Be enrolled in first, second, third cycle degree programme.
- Find an internship opportunity abroad
- Apply for an internship at UBT
- Fill out the Application Form for Erasmus+ Traineeship which will be sent to your email upon nomination by UBT.
- Prepare the necessary application documents: scanned passport, transcript of records, learning agreement for Traineeship, language certificate, cover letter, and a CV.
- Send the Application Form and other required application documents to the host institution.



CONTACT

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Technology (UBT)

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There is a world out there full of possibilities.
Your dream is our mission.

Success is a decision. Decide now!

