

ERASMUS+

Exchange studies at the FB IV (BWL/VWL/Sociology)

Notes on applying for the ERASMUS exchange programme 2021/22

A. General information about ERASMUS

By participating in an ERASMUS exchange, students not only gain the valuable experience of living abroad for a while, but also benefit from the following advantages:

- A seamless transfer of credits earned abroad, given the completion of a specified workload of courses previously approved by the ERASMUS representative of the FB IV, Carolina Sinning.
- Funding for a stay abroad (the amount depends on the funds allocated and varies from year to year).
- Waiving of any tuition fees that may be due at the host university.

Applications within the FB IV can be submitted for six language areas, comprising a total of 20 countries and 50 European universities. For the year 2021/22, around 100 study slots can be arranged in Trier via ERASMUS (for a selection of the individual universities, see the current list of partner universities).

B. The application procedure

Application requirements

All FB IV students can apply for the programs for both main and secondary subjects.

A further requirement for an application is that the applicants have completed the fundamentals of the Bachelor's programme (1st / 2nd semester) by the beginning of the year abroad (winter semester 2021/22).

Application documents

All application documents for studying abroad in the academic year 2021/22 must be submitted as a single copy (exception: *two* print-outs of the online form) in the ERASMUS/FFA mailbox in front of room C 345 by the following deadline:

Application deadline: Friday, January 08, 2021

Please file your application with a filing stripe in the following order:

1. **Cover letter/motivation:** Please explain the reasons for your application in a short letter (1 page). You can also describe your choice of university. Here you may and should be creative!



2. **Online application form:** Please use the online form provided by the International Office (<https://www.uni-trier.de/index.php?id=61282>), of which we additionally require *two* printouts with your signature.
Note regarding the item "Desired study abroad": Please fill in the program (= Erasmus), the subject you are applying for (i.e. FB IV), and the host university you would prefer as your first choice (for further university wishes please use the program list).
The fields for the 2nd and 3rd preference only need to be filled out if you wish to apply for more than one subject, i.e. you then enter the other subjects here in the order of your preference, together with the first university preference. In case of applications for several subjects, it is necessary to submit a separate application for each subject. Please mark the subject for which the documents apply on all print-outs of the online form.
Note regarding the item "Bank details": The bank details are required for the payment of the ERASMUS subsidy, which is usually paid in two payments - the first one (= approx. 75% of the total amount) at the beginning and the second one at the end of the programme year. The specified account should therefore be at least valid until September 2021 (please send any changes to international@uni-trier.de).
3. **Programme list:** To be found on the ERASMUS website. Multiple answers are possible. Please fill in the programme list according to your preferences (1., 2., 3., ...).
4. **CV:** Please provide a tabular resume written on your PC. This also includes a change of university or subject, interruption of studies, etc. Special study interests, areas of focus, whether you have already applied for an ERASMUS programme, etc. are also of interest in this context.
5. **Language certificates:** Only if you have received the certificate from the examiner following an individual language test (the results of the group tests are forwarded directly to the International Office).
6. **Certificate of previous examination results:** Available in PORTA. Diploma students must contact the University Examination Office. The original HPA certificate must be enclosed. Certificates for courses not included in PORTA or the HPA can be enclosed as copies. Master students must enclose a copy of their BA certificate instead of the PORTA certificate.
7. **Enrolment certificate:** Available in [PORTA](#).

Please arrange your documents in the order given. Do not use folders, foils, etc., as this will help to avoid lengthy sorting of documents. Please insert the documents checked for completeness into the ERASMUS/FFA mailbox in front of room C 345.

Selection criteria for the allocation of study places abroad

The selection of candidates takes place in February. Applicants will be assessed according to the following criteria:

- The academic performance at the end of the 2nd semester is weighted at approx. 50%.
- The language test accounts for approx. 30% of the assessment. Group tests are offered for the English, French and Spanish language areas, individual tests may be arranged for the Italian and Portuguese language areas.
Dates for the group tests will be announced as soon as possible on our website, usually starting in December.
- The presentation and expressiveness of the application contributes with a weight of 20% to the assessment of the candidate.

If you have any questions or problems with your application, please do not hesitate to contact the ERASMUS-Hiwis in C 346 or write an Email. Detailed information can also be found on the [ERASMUS-Homepage](#).