



## Exchange Programs 2019/20 - Practical Information

### I. Insurance during the Stay Abroad

Insurance is **not** provided by Trier University. Please inform your health insurance provider about your stay abroad to clarify which benefits are covered in case of illness in your host country. You can also find information for statutory insured persons on the public health services covered by the social security agreements in the individual European countries under [www.eu-patienten.de](http://www.eu-patienten.de). In addition, we recommend that you check whether you have insurance covering liability and accidents in the host country. If your existing insurance coverage is insufficient (for example, if the repatriation to the home country is not covered), you can take out a combined health, liability and accident insurance with the DAAD. More information on the DAAD insurance is available at:

<http://www.daad.de/ausland/service/downloads/de/4431-versicherungen/>

Alternatively, you can take out additional insurance with an insurance company to cover your study abroad. If you do take out additional insurance, please ensure that you clarify with the insurance company that your stay abroad is for the purpose of study and that it will last several months, in order to make sure the policy covers the full duration of your stay.

### II. Leave of Absence from Trier University

Please note that as a participant in an exchange program at Trier University, you must remain enrolled throughout your stay abroad (this means that the semester fees must continue to be paid in full).

Upon confirmation of re-registration for the semester, you can apply for a leave of absence, which has the advantage that your semester number does not increase during the leave period. Please note that if you plan to take an exam during the semester, you cannot be on leave of absence from Trier University.

For more information, please contact your advisor in the Registrar's Office (Studierendensekretariat).

You must apply at the Registrar's Office (Studierendensekretariat) for the leave of absence, prior to the start of **each semester that you plan to take a leave of absence**. For details on the procedure, please see <http://www.uni-trier.de/index.php?id=743>.

At the end of each semester, we will submit a list of all the exchange participants of the following semester to the Registrar's Office, so that you do not need to submit separate proof of your study abroad to your leave application.

If the study and examination achievements during the stay abroad are recognized within the scope of a full semester placement at Trier University, the leave will remain, but the number of

semesters will be increased accordingly. It remains that in the case of a *BAföG-Auslandsförderung* the stay is not counted towards the maximum funding period, as long as the stay abroad is not required in the study regulations of your academic programme.

### III. BAföG

For stays abroad, a *BAföG-Auslandsförderung* can be applied for, which as a rule is not counted towards the maximum funding period. (For more information please see: <http://www.bafög.de/de/auslandsfoerderung-384.php>).

Please note: the stay abroad must start within the maximum funding period, before the end of the funding period according to § 15 Abs. 3 BAföG.

Regarding the transition from *BAföG-Auslandsförderung* to domestic funding after your return, please note the following:

The *BAföG-Auslandsförderung* is only paid for the actual duration of your study abroad. For example, if your study abroad is completed at the end of May, you will no longer receive foreign funding from June on.

If you are on leave for the relevant semester, you can receive the domestic BAföG funding two months before the start of the following semester at the earliest. Using the example above, domestic BaföG would only be possible from August 1<sup>st</sup>.

If you do not apply for a leave of absence for the semester during which your stay abroad ends, you may return to domestic funding immediately after your stay abroad.

In this case, however, the maximum funding period is extended by the actual duration of the stay abroad, while a leave of absence would extend the eligibility period for six months per semester that the leave of absence was applied to. Using the example of a stay abroad from October – May, if no leave of absence is granted in the summer semester, the maximum funding period is extended by 8 months. If a leave of absence is granted, then the funding period is extended by 12 months.

If you have any questions, please contact the staff of the *BAföG* Office.

### IV. Visa and Regulations for Residence Abroad

Students who are not EU nationals and students going to a country outside the EU, should inquire early at the Embassy or Consulate of the host country for visa and residence requirements. (Links to the corresponding Internet pages can be found at:

[http://www.auswaertiges-amt.de/DE/Laenderinformationen/VertretungenFremderStaatenA-Z- Laenderauswahlseite\\_node.html](http://www.auswaertiges-amt.de/DE/Laenderinformationen/VertretungenFremderStaatenA-Z-Laenderauswahlseite_node.html)

Since sufficient health insurance coverage often has to be proven as well, you should clarify with your host university and your health insurance company before leaving, what documents/proof are required.

In addition, students who are not EU nationals should inform the local *Amt für Ausländerangelegenheiten* (office responsible for non EU citizens residency) about the planned study abroad well in advance, otherwise there is a risk that the residence permit for Germany will become invalid if residing outside of Germany for more than six months. Please have the stay abroad included in your residence permit to ensure that you can return to Germany.

## V. Registration in Germany

Please confirm with the *Bürgeramt / Einwohnermeldeamt* responsible for your primary residence, to what extent you need to change or re-register your residency as a result of your stay abroad (City of Trier: <https://www.trier.de/rathaus-buerger-in/> => Registration obligation).

In the event that you fail to register, a fine will be charged!

## VI. Country Guides (Additional Information on Countries)

We recommend the following internet pages:

<https://www.daad.de/laenderinformationen/de/> <http://www.studieren-weltweit.de>  
[https://eu.daad.de/neu/info\\_studierende/praktische\\_tipps/de/37056-praktische-informationen-zum-erasmus-auslandsaufenthalt/](https://eu.daad.de/neu/info_studierende/praktische_tipps/de/37056-praktische-informationen-zum-erasmus-auslandsaufenthalt/)

(participant blogs, country information and more for ERASMUS + participants)

## VII. German Diplomatic Missions / Security

Contact information for the German embassies and consulates in the event of an emergency abroad can be found using the following link:

[http://www.auswaertiges-amt.de/DE/Laenderinformationen/03-WebseitenAV/Uebersicht\\_node.html](http://www.auswaertiges-amt.de/DE/Laenderinformationen/03-WebseitenAV/Uebersicht_node.html)

You may also consider registering online with the German Foreign Office for the 'Krisenvorsorgeliste' (Crisis Prevention List), which will provide official security information. Please note, however, that this service is only available for German citizens. If you hold citizenship of another country, please contact the consulate of this country upon arrival at **your host university to arrange for support in case of a crisis.**

**Please** note the advice on safety precautions from the DAAD: [https://www.daad.de/download/DAAD\\_Hinweise\\_Sicherheitsvorsorge\\_Projekte.pdf](https://www.daad.de/download/DAAD_Hinweise_Sicherheitsvorsorge_Projekte.pdf) and check <https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/10.2.8Reisewarnungen> to make sure before leaving that there is no travel warning regarding your destination.

## VIII. Housing Search

Please use the information offered by your host university when looking for housing. For housing contacts found on the internet, please use extreme caution regarding advance payments!

For more information on France see: <https://www.campusfrance.org/fr/logement-etudiant-en-France>

## IX. Housing Benefit and Housing Tax in France

In France, students can apply for a housing allowance. Please note that a tax on housing (taxe d'habitation) may be charged. For further details on the housing tax:

<http://www.etudiant.gouv.fr/cid132978/taxe-d-habitation-qui-est-concerne.html>.

Please inquire about the taxe d'habitation with your landlord to find out if you need to take care of it, and plan this payment if necessary (the bill often comes after the ERASMUS stay). For further information about France: <https://www.cec-zev.eu/en/themen/ratgeber-studieren-in-frankreich>

## X. Address

Please ensure that we have your current contact details at all times so that we can contact you promptly if necessary.

## XI. Information about Trier University

The exchange programs are based on the fact that students from partner universities also come to Trier University. We therefore kindly ask you to tell your fellow students at the host university about the possibility and benefits of studying in Trier. Further information for exchange participants in Trier can be found at <http://www.exchangestudents.uni-trier.de>. If you need print materials (for example, if you are asked to attend an informational event or a study abroad fair at your host university), please contact the mentoring officers at the International Office, Carsten Kluger and Janina Kröner (E-Mail: [exchangestud@uni-trier.de](mailto:exchangestud@uni-trier.de)).

## XII. Miscellaneous

The ERASMUS + APP (<https://esn.org/erasmus-app>) provides program checklists, access to Online Linguistic Support (OLS) and many handy tips.

The European Consumer Centre of Germany, provides brochures and information on relocation to other EU countries, i.e. whether to terminate or maintain contracts, in case of an auto accident etc. For further information and practical tips : <http://www.eu-verbraucher.de/de/publikationen/broschueren/>

### **If it does not go so well ...**

If you find that your start in your host country is more difficult than anticipated or if find yourself in a “slump”, you may be experiencing “culture shock”. This is not an uncommon phenomenon that while unpleasant, is usually temporary. For more information including tips on how to handle it : <http://drexel.edu/studyabroad/accepted-students/while-abroad/Culture-Shock/> => PDF: How to cope with culture shock

Within this context, if problems should arise that make you think of an early return, please contact both your contact person at the host university and us at the International Office -Trier University, in advance (Anne Freihoff, E-Mail: [freihoff@uni-trier.de](mailto:freihoff@uni-trier.de), Stefanie Morgen, E-Mail: [morgenst@uni-trier.de](mailto:morgenst@uni-trier.de), Jan-Patrick Proost, E-Mail: [proost@uni-trier.de](mailto:proost@uni-trier.de)).

**We hope you have a fantastic experience and wish you much success during your study abroad!**