

Erasmus+ Projects with Partner Countries

Project duration: 01.08.2019 - 31.07.2022 // 01.08.2020 – 31.07.2023

Guidelines for Student Mobility for Studies/ Traineeship

Funding conditions

- Duration of stay:
 - Minimum 2 months (trainees) and 3 months (students)
 - Maximum 3 months (incoming trainees) and 12 months (students, outgoing trainees)
- Trainees at TU Bergakademie may or may not be enrolled as students (non-enrolled trainees who can give proof of their enrolment certificate of their home university eat at the canteen at the students' rate)
- Funding:
 - Flat rate for student mobility in Germany: 850 Euro/month; plus fixed rate for travel expenses
 - Flat rate for student mobility outside Germany: 700 Euro/month; plus fixed rate for travel expenses

Payment of funding

- Incomers receive first rate of funding in cash at the start of their mobility upon signing the Grant Agreement
- Outgoers receive first rate of funding (80%) after return of the Grant Agreement to IUZ and second rate after submission of the Letter of Confirmation and the EU Online Survey

Application criteria and application process

If mobilities for studies or traineeship are eligible for funding in a project, at first, applicants are asked to contact the project coordinator. He/she will inform them of the further process.

Applicants are also asked to take notice of calls in this project at the university.

Applications will be reviewed by a selection committee according to standard criteria.

These criteria include:

- General criteria
 - Grade point average
 - Language skills
 - Suitability and meaningfulness of the planned stay abroad
- Subject-specific criteria: applicants are asked to contact the project coordinator at the corresponding faculty

Application for studies

Once applicants were selected in a project, they apply for enrolment with the host university which goes together with the application for funding.

- [Link to TU Bergakademie website with application details](#)
- Documents/ Incomers:
 - Fully completed [application form for exchange students](#) (the form includes a confirmation from the sending university proving that the applicant is officially sent by his/her home university)
 - Proof of language skills
 - Learning Agreement for Studies/ Traineeship (template provided by TU Bergakademie)
 - Enrolment certificate from home university

- Proof of university degrees
- Photo in portrait format
- Documents/ Outgoers:
 - Learning Agreement for Studies/ Traineeship (template provided by TU Bergakademie)
 - Enrolment certificate from home university
- Send documents by email to Mrs. Anja Weigl: anja.weigl@iuz.tu-freiberg.de
- Application deadlines:
 - For incomers to Germany
 - With visa: 30.4. (winter semester) // 31.10. (summer semester)
 - Without visa: 31.5. (winter semester) // 30.11. (summer semester)
 - For outgoers from Germany: Please consider the deadlines of the host university

Application for traineeship

Once applicants were selected in a project, they apply for Erasmus funding.

- Documents:
 - Learning Agreement for Traineeship (template provided by TU Bergakademie)
 - Enrolment certificate from home university
- Send documents by email to Mrs. Anja Weigl: anja.weigl@iuz.tu-freiberg.de
- No application deadline, but submit application in good time before mobility, please

Further documents to be submitted

- Before the mobility
 - Grant Agreement (provided by TU Bergakademie)
- At the end of the mobility
 - Letter of Confirmation by host university (template provided by TU Bergakademie)
 - EU Online Survey (automated email invitation by EU)
 - Transcript of records or traineeship certificate by host university (template provided by TU Bergakademie)
 - Proof of recognition by home university

Visa, accommodation and insurance

- For incomers: please see the TU Bergakademie's online portal for international students/trainees to find information on preparing a stay in Germany, including assistance on finding accommodation: <https://tu-freiberg.de/en/international/students>
- Participants are kindly asked to provide for this on their own and in cooperation with the host university, resp.
- Visa
 - Letters of invitation for visa application can be issued by the host university
- Accommodation
 - [Link to find assistance at TU Bergakademie to find accommodation](#)
 - [Link to apply for accommodation at Freiberg student union](#)
- Insurance:
 - When travelling abroad it is very important that participants have sufficient insurance coverage (health, accident and liability). For this, participants may check DAAD insurance ([Link to DAAD insurance opportunities](#))
 - Students: minimum health insurance
 - Trainees: health, accident and liability insurance
- For outgoers: Please register here so in case of emergency you can be contacted by a German diplomatic representation: <https://krisenvorsorgeliste.diplo.de/signin>

Erasmus Student Charter

- For rights and obligations of Erasmus students, please see: <https://erasmus-plus.ec.europa.eu/erasmus-student-charter>

Contact

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tu-freiberg.de/en/international/erasmus-worldwide

For any questions or assistance, please do not hesitate to contact us.