



## CHECKLIST FOR ERASMUS STUDENTS

This checklist is intended to help you before and after your Erasmus study period. Please note that the individual points below are not always listed in a chronological order! **In case of any questions, please contact the IO or the Erasmus coordinators at TU Wien.**

**Please respect the ERASMUS GUIDELINES!**

### ➔➔➔➔➔BEFORE THE DEPARTURE

- I respected the application deadline for Erasmus study periods abroad (**15 March for winter semester and the following summer semester / 15 October for the remaining summer semester places**).
- I prepare my application, save the required documents in PDF format on my PC, update my CV (my previous study periods abroad should be listed = countries/host universities with the exact dates of my stays and the respective study cycles). I get information about the host university (e.g. division of the academic year, curricula and courses, etc.). I create a **provisional course list** for my studies abroad according to my **preference** and save it as a PDF.
- I apply for an Erasmus study period abroad via **Mobility Services**; to do so, I log into my personal TISS account and upload the application documents.
- I have been **nominated** for an Erasmus study period abroad by an **Erasmus coordinator** at TU Wien.
- I log into TISS Mobility Service and enter the **exact dates of my study period abroad** (semester dates at the host university including orientation days), and also **tick the box confirming that I am a study grant recipient** (if applicable).
- My Erasmus coordinator forwarded my nomination to the **host university** via TISS Mobility Services.
- I find the **registration forms of the host university** on its home page and fill them out or I use the online registration form, if available. If the host university informs me about the registration process, I will respect the instructions provided in the email. If I receive no information from the host university, I will complete the registration forms independently (see the website).
- The Learning Agreement is a fixed component of every Erasmus study period abroad and I need to have it reviewed and signed by the Dean of Academic Affairs as soon as possible.**

The '**LEARNING AGREEMENT**' is usually part of the registration process for the host university; therefore, I download it from the website of the IO, fill it out (1st page and Section A.) and put down my intended study programme at the host university (Tab. A). I discuss with the Dean of Academic Affairs if the intended courses can be recognised at TU Wien. The Dean of Academic Affairs signs the Learning Agreement under Point III. (Section A), thus confirming that these courses will be recognised provided that I complete them successfully. I sign the Learning Agreement too. (Remark: A copy signed by the host university should be later sent either to me or to my contact person at the IO – Traude Krausler.)

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If I want to conduct research for my Master's thesis at the host university, my supervisor must approve this in advance by signing the Learning Agreement (Section A., Point III).

<https://www.tuwien.at/studium/international/studieren-im-ausland/bewerbungsformulare/erasmus-studium/>

- I send the respective registration forms to the **host university on time** (see the host university's website for registration forms and registration deadline). **IMPORTANT! THIS MUST BE ABSOLUTELY RESPECTED!**
- I've got information about **accommodation** at the host university, and made a reservation, if applicable.
- I sign the Learning Agreement signed by the Dean of Academic Affairs. I scan it and send the PDF to the host university by email (with the request to sign it and to return it to me or to my contact person at the IO –Traude Krausler), if it was not part of the registration process at the host university.
- I pass the Learning Agreement – signed by the Dean of Academic Affairs and myself – to the IO on time for the purpose of transferring my ECTS to the OeAD. (For **WS** by **15 May** and for **SS** by **15 November**).
- The **Admission Office** has been automatically informed about my mobility status by the IO via Mobility Services.
- I renew my **enrolment** at TUW by paying my **ÖH contribution** (as I do not wish to be exmatriculated!).
- I have a fixed contact person at the host university (**academic Erasmus coordinator, International Office**), who I am in contact with in case of any questions.
- If I am a **study grant recipient**, I apply to the Austrian Study Grant Authority for a **grant for study abroad**. If the assessment of the Austrian Study Grant Authority determines that the grant for study abroad is lower than the Erasmus grant, I will be paid the difference by the OeAD.
- I received a **nomination email** from the OeAD (via the Erasmus database) containing a password (June/July or November/December).
- Immediately afterwards, I log into my file and review/complete my data in order to register with the OeAD.
- I received an email via OLS, asking me to take an **online test** to assess my **language skills**. **This test is compulsory** (except for native speakers).
- I took the online language test and was informed of my language level.
- I received an email notification with a licence number. With this licence number, I log into the Language Tool of the European Commission and register for my **online language course** (if applicable).
- I received an email from OeAD (at earliest **20 days** before departure), informing me that my **Erasmus contract** has been uploaded to my file.
- I print **two double-sided copies** of the contract/agreement, sign them, and send them to OeAD (please consider the possibility of an online signature / citizen's card needed!).
- I received a signed copy of the contract/agreement back from OeAD (it may arrive very late – even after my departure).
- I received 80% of my Erasmus grant.
- I take my **E-card** with me. It can be used to access healthcare within the EU. (For **non-EU countries**, please get information from your health insurance provider!).
- I also consider arranging **additional/travel insurance** for the duration of my stay abroad, as it's rare that all costs are covered by the social security; in addition, this can also provide coverage in case of possible travel problems or theft.

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**→→→→→ DURING THE STAY**

- I enrolled/registered at the host university.
- I recorded any changes of my courses in the **Learning Agreement** (Section B., Tab. B), got them confirmed by the host university (e.g. international office, Erasmus coordinator) (Section B./III) and signed it as well.
- I send the modified Learning Agreement (PDF) to my contact person at the IO (Traude Krausler) no later than 4–6 weeks after my arrival. I also inform the Dean of Academic Affairs about the modifications by email.
- I enjoy my life abroad.
- I enjoy the winter semester at my host university so much that I would like to stay longer. I ask my host university and my coordinator in Vienna in time, whether it is possible to extend my stay. If both say YES, I will print the OeAD Extension Request, which is available in the OeAD database, and fill it out. I will then have it signed by a representative of the host university, and send a scanned copy to Ms Krausler. I will do so at least five weeks in advance before my contract with the OeAD expires.
- Before returning home, I request a **Confirmation of Stay** from the coordinator or the international office of the host university; the relevant form is available in my personal Erasmus database account as an attachment to the contract, or in the download section on the OeAD website.

**→→→→→ AFTER THE RETURN**

- I submitted the requested documentation to the respective authorities (**OeAD/Austrian Study Grant Authority**):
  1. **Confirmation of Stay** (original copy)
  2. **Online Student Report** (a request to complete it will be emailed to you)
  3. **Online Language Test Evaluation**
- I received the balance instalment of my Erasmus grant.
- I indicate my completed study programme as well as the courses to be recognised in the form "**Learning Agreement - Recognition Certificate**" (Section C., Tab. C) and submit it (including the corresponding certificates and exam certifications) to the **Dean of Academic Affairs** for recognition. I will do this within 2 months after my return. If I worked on my Master's thesis at the host university, my TU supervisor has confirm this with his/her signature.
- I submit a copy of the "**Learning Agreement - Recognition Certificate**" to the Admission Office. Thus, my studies completed abroad can be recorded and appear on my transcript of records. This is an important evidence for the tax office, health insurance company, etc. The Admission Office cannot record the free elective courses, soft skills, etc. in the transcript of records, as there are no corresponding course numbers for these modules at TUW. The respective ECTS will be included by the dean's office at completion of my studies.
- I submit a **copy of the final Recognition Certificate** to the IO, Ms Krausler.

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- ❑ After my study period abroad, I pay my ÖH contribution on time, and – if required – also my tuition fees for the next semester.
- ❑ I would like to deepen my experience from the study period abroad and am looking for personal contact with exchange students at TU Wien. I contact the **Erasmus Student Network** at TUW. ESN Team: <http://www.buddynetwork.at> .
- ❑ I want to develop and apply my language skills: Learning languages in **tandem** [www.tuwien.ac.at/international/](http://www.tuwien.ac.at/international/) > **Outgoing** > **Sprachen** > **Tandem**.

**→→→→→Important Addresses**

**International Office**

Gusshausstrasse 28, 1040 Vienna



+43 1 58801 41562, 41554



+43 1 58801 9 41562



[krausler@ai.tuwien.ac.at](mailto:krausler@ai.tuwien.ac.at)

**HOME PAGE:** <http://www.tuwien.ac.at/international>

**Opening hours:**

**Mon, Thu: 9.30 – 11.30, 13.30 – 16.30**

**Wed: 9.30 – 11.30**

**Admission Office**

Karlsplatz 13, 1040 Vienna

Tel.: +43 1 58801 41188

E-mail: [studienabteilung@tuwien.ac.at](mailto:studienabteilung@tuwien.ac.at)

**Opening hours:**

**Mon, Tue, Thu, Fri: 10.00 - 12.00**

**Wed 14.00 - 16.00**

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**OeAD-ERASMUS-Office Vienna**

Ebendorferstraße 7, 1010 Vienna

Tel.: +43 1 53408, ext.485 or 487

Fax: +43 1 53408 – 498

Email: [marion.schleifer@oead.at](mailto:marion.schleifer@oead.at)

**Opening hours:**

**Mon, Wed, Fri: 09:00 - 12:00;**

**Tue, Thu: 10:00 - 12:00 and 14:00 – 16:00**

**Austrian Study Grant Authority**

Gudrunstraße 179A, 1100 Vienna

Tel.: +43 1 601 73-0

<http://www.stipendium.at/stipendienstellen/wien>

**Opening hours:**

**Mon, Tue, Thu, Fri 9.00 – 12.00**