



## 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 DEPARTURE

- I respected the application deadline for Erasmus study periods abroad (**15 March for winter semester and the following summer semester / 15 October for remaining placements in summer semester**).
- I prepared my application, saved the required documents in PDF format on my PC, updated my CV (my previous study periods abroad are listed = country/host university with exact date of my stay and the respective study cycle). I gathered information about the host university (e.g. division of the academic year, curricula and courses, etc.). I created a **provisional course list** for my studies abroad according to my **preference** and saved it as a PDF.
- I applied for an Erasmus study period abroad via **Mobility Services**; to do so, I logged into my personal TISS account and uploaded the application documents.
- I have been **nominated** for an Erasmus study period abroad by an **Erasmus coordinator** at TU Wien.
- I logged into TISS Mobility Service and entered the **exact dates of my study period abroad** (semester dates of the host university including orientation days), and **ticked 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 found the **application forms of the host university** on its home page and completed them or submitted them online. If the host university informs me about the application process, I will respect the instructions in the email. If I receive no information from the host university, I will complete the registration forms independently (see 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 downloaded it from the website of the IO, filled it out (1st page and Section A.) and put down my intended study programme at the host university (Tab. A). I discussed 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 will complete them successfully. I sign the Learning Agreement too. (Remark: A copy signed by the host university should later be 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).

<http://www.ai.tuwien.ac.at/international/index.php/outgoing/bewerbungsformulare/erasmus-studium.html>

- ❑ I sent the respective registration forms to the **host university on time** (for application forms and application deadline, see the host university's website). **IMPORTANT! MUST BE ABSOLUTELY RESPECTED!**
- ❑ I've got information about **accommodation** at the host university, and have already made an advance reservation as appropriate.
- ❑ I have signed the Learning Agreement already signed by the Dean of Academic Affairs. I will 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 my contact person at the IO –Traude Krausler), if it was not part of the application process at the host university.
- ❑ I forwarded the Learning Agreement – signed by the Dean of Studies 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 have renewed 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**), with whom I am in contact in case of any questions.
- ❑ If I am a **study grant recipient**, I applied 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 have received a **nomination email** from the OeAD (via the Erasmus database) containing a password (June/July or November/December).
- ❑ Immediately afterwards, I logged into my file and reviewed/completed 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. This licence number can be used to access 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 printed **two double-sided copies** of the contract/agreement, signed them, and sent/submitted them directly to OeAD (please consider the online signature option/citizen's card needed!).
- ❑ I received a signed copy back from OeAD (it may arrive very late – even after my departure).
- ❑ I have received 80% of my Erasmus grant.
- ❑ I will take my **E-card** with me. It can be used to access healthcare within the EU. (For **non-EU countries**, please contact your own health insurance provider).

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- I will also consider arranging **additional/travel insurance** for the duration of my stay abroad, as it's rare that all costs are paid by social security; this would also provide coverage in the event of travel issues or being the victim of theft.

**→→→→→ DURING THE STAY**

- I have enrolled/registered at the host university.
- I have 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 too.
- I will 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 will also inform the Dean of Academic Affairs about the modifications via email.
- I enjoy my life abroad.
- I have enjoyed 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 scan 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 will 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 under Downloads on the OeAD website.

**→→→→→ AFTER RETURNING**

- I have submitted the necessary 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 have received the last instalment of my Erasmus grant.
- I put down my study programme as well as the courses to be recognised in the '**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 a signature.
- I have submitted a copy of the '**Learning Agreement - Recognition Certificate**' to the Admission Office. This way, the studies I completed abroad can be recorded and appear on my transcript of records. This serves as important evidence for the tax office, health insurance company, etc. The

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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 have submitted a **copy of the final recognition of my credits** to Ms Krausler at the IO.
- ❑ After my study abroad, I will pay my ÖH contribution on time, and – if required – my tuition fees for the next semester.
- ❑ I would like to extend my experiences from my study abroad and am looking for personal contact with exchange students at TU Wien. I have contacted 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.: 01/58801, ext. 41063 or 41060

Fax: 01/58801- 41096

e-mail: [studabt@zv.tuwien.ac.at](mailto:studabt@zv.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**

Ebendorfer Str. 7, 1010 Vienna

Tel.: 01/53408, ext.485 or 487

Fax: 01/53408 – 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.: 01/601 73-0

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

**Opening hours:**

**Mon, Tue, Thu, Fri 9.00 – 12.00**