



Procedure of the application process

Information for students of the Faculty of Environment and Natural Resources

We are pleased with your interest in a stay abroad within the framework of the ERASMUS agreement of the Faculty of Environment and Natural Resources.

1. The preparation

Deciding on an exchange place is not easy. In addition to researching the country, the language and the culture, we strongly recommend that you study the **host university, the exact location of the partner faculty, the range of courses, and the required language level**. In addition, different **semester extensions and application deadlines** should be taken into account.

Experience reports from former ERASMUS students are available for your decision-making and preparation. These can be viewed at Mr. Eckelt's EU office in Sedanstrasse. Further experience reports (from winter semester 2017) for the exchange places in forestry and environmental sciences are available at Esther Muschelknautz office (Erasmus coordinator of the faculty) during office hours.

You can enter a 1st, 2nd and 3rd choice in the application form. We recommend you to do this, since we usually receive more applications for certain locations than there are places available. In these cases, one of the criteria for the necessary ranking is your motivation letter.

Please also refer to the website of the EU office for information on funding periods, mobility grants, language courses, etc.:

<http://www.studium.uni-freiburg.de/de/beratung/austausch/erasmus/erasmus-outgoings/allgemeine-informationen>

2. The application

Who can apply?

Every student, regardless of nationality, can apply for an Erasmus stay. Students who already received Erasmus funding during their bachelor's degree can do another Erasmus stay during their master's degree.

Application deadline

The application deadline for an Erasmus stay during the following winter semester and the following summer semester ends on January 15 each year. Please submit the complete application documents in due time.

You can submit your applications to the office of the respective subject coordinator during office hours. For forest and environmental sciences, please send all documents by email to erasmus@unr.uni-freiburg.de

There is only one deadline. However, after the deadline you have the option to apply for remaining places. Please contact us about this. We can then check whether the application at the partner faculty is still open.

Application documents

- Application form (for geography and geology, please download from the homepage)
- CV
- Motivation letter (1 A4 page) with reference to your first choice
- Performance overview
- Proof of language skills (for German students, a simple copy of the "Abitur" certificate is often sufficient to certify knowledge of English)



We ask all students to state their date of birth in their application. This information is required for nomination at some partner universities. We also ask you to provide a telephone number so that we can clarify any queries more quickly, if necessary.

Please fill out the application form electronically (not manually), and send it as a PDF. Please send all the other documents in a single, separate PDF document.

3. Application process

To get an ERASMUS place, you have to go through THREE different application processes:

- A. Application at our faculty, at the ERASMUS-office from your corresponding field of studies, by January 15 (see above)
- B. Application to the partner faculty
- C. Application/registration in the Mobility Online Portal of the University of Freiburg ("EU-Büro")

A. Application at our faculty

Selection

About 4 weeks after the application deadline, the ERASMUS-coordinator of your corresponding field of studies will inform you about the result of the selection process by email. You will find out whether you got your 1st, 2nd or 3rd choice. You will then be asked to confirm the acceptance of the place. Of course, you can also decline the place.

Nomination

After you have confirmed your place, we will nominate you

1. At the partner faculty/host university
2. At the Erasmus office of the University of Freiburg (Sedanstraße)

B. Application to the partner faculty

Your tasks

As soon as we have forwarded your data to the partner faculty, you will receive an initial provisional confirmation and information on the application process directly from there. Although we have granted you a place and the partner faculty has provisionally confirmed it, you still have to apply to the partner faculty yourself. Please consult the homepage of the host university and go through the information material received from the host university. Among other things, there are tips on finding accommodation, language courses, etc.

From now on, you have to take care of TWO application processes in parallel: the procedure at the University of Freiburg (EU-Büro), and the procedure at the partner faculty. Both run completely separately.

Please note the application deadline at the partner faculty. The deadlines are usually very strict! If you miss the deadline, you will have lost your place. Make sure to submit all of the required documents.

We ask you to plan each step ahead of time, since numerous signatures are required. Please also note our office hours and the semester break.

C. Application/registration in the Mobility Online Portal of the University of Freiburg (EU-Büro)

We will forward your data to the central Erasmus office of our university ("EU-Büro"). From there you will receive a link with the request to register in the "Mobility Online" system. **Registration must be done by April 30!**



Mobility Online is a platform for systematizing data from ERASMUS students in Freiburg. Log in to the portal and follow the so-called "pipeline" throughout your entire stay. If you have technical problems, you can contact the EU-Büro at any time (europa@zv.uni-freiburg.de).

Note: Some partner faculties also use Mobility Online to register their incoming students. However, Mobility Online Freiburg and the Mobility Online system of the host universities are not linked. A separate registration in both portals is therefore necessary.

Learning Agreement:

Before you start your stay at the partner faculty, you have to fill the **Learning Agreement before Mobility**. Please enter your preliminary selection of modules in the Learning Agreement before Mobility. As a rule, the courses for the exchange period are not yet published at this point in time. Therefore, you will probably have to orientate yourself on the course offer from the previous year.

You should enter courses summing 30 ECTS in your learning agreement. You have to enter roughly the same number of courses in the table "Courses at the home faculty". It is not important that the courses correspond exactly to the ones that you want to take at the partner faculty, and it is not important whether you would have actually taken these courses if you were not going abroad. However, it is still important that you fill out this table.

Changes to the Learning Agreement (Learning Agreement during Mobility) are **possible within the first five weeks** after the start of the semester at the host university. There is a specific, separate form for making changes, which is part of your Erasmus application (Changes during mobility).

For various reasons, it will not always be possible to actually take courses totaling 30 ECTS at the partner faculty. This is normal and is accepted by the EU-Büro. However, it is important that you achieve at least 15 ECTS during your Erasmus stay. Otherwise your Erasmus grant will be withdrawn (in this case, you would have to repay the first installment, and you would not receive the 2nd installment).

It is advisable to clarify the relevance of the courses for your studies and the possibilities for crediting in advance. Dirk Niethammer is responsible for the recognition of courses in forest and environmental sciences (dirk.niethammer@unr.uni-freiburg.de).

4. During the stay abroad

Within the first five weeks after the start of the semester at the host university, you can change the Learning Agreement in "Mobility Online Changes". Mobility Online helps you to keep track of the necessary documents during your stay. Here you create your Learning Agreement, generate forms and upload them again after being signed.

All acquired achievements must be summarized by the host university in a Transcript of Record. You should also request a proof of the duration of your stay and, if necessary, upload it to Mobility Online.

5. After the stay abroad

Please upload the following documents to Mobility Online:

1. Proof of residence (alternatively, Learning Agreement after Mobility)
2. Transcript of Records (alternatively, Learning Agreement after mobility)
3. OLS-Test,
4. EU-Survey,
5. Experience report

Please also send your experience report to erasmus@unr.uni-freiburg.de.

The Transcript of Records must be requested from the coordinator of the respective department at the host university. The coordinators of the partner faculty will then send the Transcript of Records to our office, and we will hand it over to you.



For the recognition of your courses, please contact Martin Kohler (office hours: Thu, 10 a.m. - 12 p.m. and 3 p.m. - 5 p.m., R401; email: info-unw-wum@unr.uni-freiburg.de). For the recognition, he will need your Transcript of Records and the descriptions of the modules that you want to be recognized.

6. Supplementary information

General information on formalities and framework conditions for an ERASMUS stay can be found on the website of the EU-Büro Freiburg (<http://www.studium.uni-freiburg.de/de/beratung/austausch/erasmus>).

<http://www.studium.uni-freiburg.de/de/beratung/austausch/erasmus/erasmus-outgoings/ablauf-des-erasmus-aufenthalts>