

# Erasmus+ Projects with Partner Countries

Project duration: 01.08.2019 - 31.07.2022 // 01.08.2020 – 31.07.2023

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## 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](mailto: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](mailto: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](https://tu-freiberg.de/en/international/erasmus-worldwide)

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