

# Erasmus+ exchange semester at a partner university in the academic year 2025/2026

General information on the programme, details on the application procedure and other important information for participants

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## General information on the Erasmus+ programme at FH SWF

Erasmus+ is the EU's programme for education, training, youth and sports. 26.2 billion euros are available to support over four million young people and 125,000 institutions and organisations. Students who complete semesters abroad (SMS - student mobility studies) at a partner university of their home university as part of the Erasmus+ partner university programme are funded under Key Action 131 - Mobility of Individuals.

Students at participating universities can receive an Erasmus+ scholarship for up to 12 months per study phase (Bachelor's, Master's, doctorate) and in any combination of Erasmus+ study abroad and Erasmus+ internship abroad. The Erasmus+ scholarship is a partial scholarship, the amount of which depends on the country group of the destination country. Students also have the opportunity to apply for special funding. You can find an overview of the current partner universities within the Erasmus+ programme on our website at any time.

## Exchange place and scholarship application

The application procedure for an exchange place at a partner university of the Fachhochschule Südwestfalen and for Erasmus+ funding takes place in two rounds exclusively **online** within the specified application deadlines.

Anyone who successfully applies for an exchange place at a partner university in one of the 33 programme countries will receive funding under the Erasmus+ programme without having to apply for an additional scholarship. Students with fewer opportunities, e.g. students with a child/children, students with disabilities or chronic illnesses, first-time graduates and, to a certain extent, working students can apply for additional funding. There is also additional funding for sustainable travel.

Details on additional funding can be found on the corresponding information sheet 'Information on Erasmus+ additional funding'.

### Before the application

- All applicants must have read the data protection declaration of the FH SWF regarding the use of Mobility Online and consent to the storage and processing of their data. The privacy policy is available for download on the [website](#) of Fachhochschule Südwestfalen.
- Find out about the Erasmus+ programme, the partner universities and the application procedure **in good time** at the regular information events on campus and online as well as on the International Office website. Take the opportunity to contact the Outgoing Team at the International Office if you have individual

questions that cannot be answered at the [information events](#) (see website for contact details and dates for open consultation hours).

- When finding out about the partner universities, take note of the semester times and the (English-language) modules offered there. If you are unsure about the possible recognition of modules, speak to those responsible in your department.
- If studying abroad is compulsory in your degree programme, please check the participation requirements set out in the relevant examination regulations, which must be met before starting a period of study abroad. If you are not sure whether you fulfil all the requirements before starting your studies abroad, please contact the [Student Service Office](#). If you can foresee that you will not be able to fulfil the requirements shortly before the start of your study visit, please inform the International Office.

### Participation requirements and funding conditions

**Student status:** Only students who are enrolled as main students at the Fachhochschule Südwestfalen and who will be enrolled as main students during their stay abroad can apply and participate in the programme.

**Subject semester:** An application is only possible after completion of the first Bachelor's semester at the earliest. In exceptional cases, applications from students who have not yet completed their first semester are also accepted for selected partner universities. As a rule, Bachelor's students go abroad from the 5th semester onwards. Master's students can apply from the first semester or even at the end of their Bachelor's degree programme. If you are enrolled on a degree programme with a compulsory study period abroad, additional participation requirements may be prescribed by the relevant examination regulations.

**Language skills:** Applicants have sufficient knowledge (usually language level B2) of the language of instruction and examination language of the partner university to start the study period abroad.

**Minimum length of stay:** The minimum length of stay is two months or 60 days.

**Eligibility:** With the planned stay abroad, you will not exceed the 12 months in your study phase eligible for Erasmus+ funding.

**Deadlines:** Participation and financial support are linked to the timely submission of application documents and follow-up documents.

**Academic achievements:** As a student, you are obliged to complete certain **academic achievements** at the partner university. **You must provide evidence of at least 24 ECTS credits per semester on your Learning Agreement, of which at least 15 ECTS credits must be achieved (ECTS credits awarded by the partner university)**. The transcript of records from the partner university serves as proof of the latter. If students do not obtain the 15 ECTS points by failing an examination, they must provide proof of participation in the course and the examination

**University ambassador:** Participants are obliged to take part in international fairs etc. during their stay at the host university and to present Fachhochschule Südwestfalen and

its study programme to potential exchange students in an appropriate manner. To this end, students receive appropriate information material from the International Office (information cards, brochures, presentations, etc.) prior to their mobility.

**Experience report:** Participants agree to write an experience report at the end of their stay. The experience report is used for internal evaluation and is also published in anonymised form on the website of Fachhochschule Südwestfalen for interested students who would like to find out more about the Erasmus+ programme and potential host universities.

## Application Deadlines

**Application round 1 (2025/2026)** – for the entire academic year 2025/2026, only the winter semester 2025/2026 or only the summer semester 2026: An application is possible from 15.12.2024 to **31.01.2025**.

**Application round 2 (2025/2026)** – for places still open for the summer semester 2026: an application is possible from 01.06.2025 to **30.06.2025**.

## Application procedure and documents to be submitted

The application procedure for an exchange place at a partner university of the Fachhochschule Südwestfalen as part of the Erasmus+ programme is carried out via the mobility software Mobility Online. Once you have successfully registered, you enter your personal details and your preferred universities in Mobility Online. You can apply for up to three universities and prioritise your preferred universities accordingly in the application form. If you are enrolled in a degree programme with compulsory exchange semester(s), **you must indicate a first, second and third choice**.

Applicants must make a **binding decision in favour of a (starting) semester** when applying. In Mobility Online you have the following **options**:

- Winter semester 2025/2026
- Winter semester 2025/2026 AND Summer semester 2026 (entire academic year abroad)
- Summer semester 2026
- Winter semester 2025/2026 OR Summer semester 2026 (the semester does not matter to you)

Please attach the following documents to your online application as an upload:

**Application documents to be submitted:**

- Curriculum vitae in tabular form
- Current and **complete** transcript of grades
- Proof of language proficiency in the language of instruction at the host university (DAAD language certificate)<sup>\*1</sup>
- Letter of motivation (text of approx 700 bis 800 words)<sup>\*2</sup>

**Language Proficiency<sup>\*1</sup>:** If you are unable to provide proof of the required language skills during the application phase, submit a document stating that you are currently taking a language course and will take the required exam before your exchange semester. Language certificates must not be older than two years (TOEFL test, university entrance qualification) and must be submitted as a scan with a handwritten signature.

**Letter of motivation<sup>\*2</sup>:** The letter of motivation in English or German should be addressed as follows: Erasmus+ Selection Committee at the International Office of the FH SWF. In your letter of motivation, let the selection committee know more about the reasons why you have chosen the partner university(ies).

If you are applying for the winter and summer semesters at two different universities, submit one application per semester in Mobility Online. It is sufficient to create one complete application set (CV, transcript of records, letter of motivation, language certificate) and upload the documents with both applications.

**Important:** After the application deadline, the International Office will no longer accept any application documents! Applicants are responsible for the accuracy and completeness of their application documents!

**Further procedure**

After the deadline, your application documents will be reviewed and checked by a selection committee. If your documents are complete and submitted on time, you will receive an invitation to a personal interview lasting approximately 10 to 15 minutes in which you will present your plans and motivation. The selection process begins after the interviews.

**The following criteria play a role in the selection process:** your personal and professional motivation, your language skills, academic qualifications and achievements as well as extracurricular activities. Due to the limited number of places, special consideration is given to those with a compulsory exchange semester or year during their studies.

## Selection result

**Confirmation:** Once the personal interviews have been conducted and your application has been reviewed, the International Office will inform you by email about the allocation of places. For organisational reasons, **acceptances for exchange places are sent with a time delay.**

Once you have been accepted for an exchange place, you have the option of accepting or rejecting the place within a short period of a few days. You will receive a maximum of one acceptance for your highest priority (ideally for your 1st priority). Please note: If you reject the acceptance, you will be blocked for further application rounds in this academic year.

**Cancellation:** If the selection committee has not selected you for an exchange or the places for your preferred university/universities or if the places have already been allocated to other students, you will also be informed by the International Office and can reapply in the following application round.

## Steps after the confirmation

### The Erasmus+ grant

Students enrolled at Erasmus+ participating universities can receive an Erasmus+ scholarship for up to 12 months per study phase (Bachelor, Master, doctorate) and in any combination of Erasmus+ study abroad and Erasmus+ internship abroad. The Erasmus+ scholarship is a partial scholarship. The amount depends on the country group of the destination country. Students also have the opportunity to apply for special funding.

### Amount of the funding rate

The amount of the monthly funding instalments for three country groups is determined at national level by the NA DAAD (National Agency of the German Academic Exchange Service) and the BMBF (Federal Ministry of Education and Research). This basic funding may be supplemented by special grants. The funding is calculated for each student on a daily basis according to the period of stay at the partner university. The duration of your stay may be divided into funded and non-funded days (zero-grant days) so that you do not receive funding for the entire period. Please note the detailed information in your individual Grant Agreement.

**Group 1 (600 Euro per month):** Austria, Belgium, Denmark, Finland, France, (*Germany*), Iceland, Ireland, Italy, Liechtenstein, Luxemburg, Netherlands, Norway, Sweden.

**Group 2 (540 Euro per month):** Czech Republic, Cyprus, Estonia, Greece, Latvia,



Malta, Portugal, Slovakia, Slovenia, Spain.

**Group 3 (540 Euro per month):** Bulgaria, Croatia, Hungary, Lithuania, Poland, Republic of Northern Macedonia, Romania, Serbia, Turkey.

Students participating in the Erasmus+ programme in the academic year 2025/2026 as part of studies abroad at partner universities are entitled to a travel expenses allowance based on distance, regardless of the duration of their stay. The amount of the grant for travel costs depends on whether participants use environmentally (green) friendly means of transportation or not.

Travel distance	Standard travel	Green/sustainable Travel
between 10 and 99 km	28 €	56 €
between 100 and 499 km	211 €	285 €
between 500 and 1.999 km	309 €	417 €
between 2.000 and 2.999 km	395 €	535 €
between 3.000 and 3.999 km	580 €	785 €
between 4.000 and 7.999 km	1.188 €	1.188 €
8.000 km or more	1.735 €	1.735 €

Additional funding for students with fewer opportunities as well as the travel allowance and travel days for sustainable travel can be applied for additionally as required. Further information can be found in the information and application package for additional funding.

### What other advantages do I have as an Erasmus+ scholarship holder?

- You are exempt from tuition fees at the partner university
- The Fachhochschule Südwestfalen, the partner university and the European Student Network (ESN) will support you before, during and after your mobility.
- Your academic achievements abroad will be academically recognised with the help of the Learning Agreement.
- Your rights are defined in the Erasmus+ Student Charter.

### Nomination and Registration

If you accept the place, you will be nominated at the partner university. You will then usually have to fill out the **application forms** of the host university (application, accommodation forms etc.) and submit further documents yourself. You will receive the necessary information from us or the partner university in good time.

**Please make sure that you have regular e-mail access during the application round. Also keep an eye on your spam folder!!**

### Your obligations before, during and after mobility

As an Erasmus+ student, you are required to complete and submit certain **documents** to the International Office before, during and after your mobility:

#### Before the mobility

- Learning Agreement
- Grant Agreement

#### During the mobility

- Changes to the Learning Agreement
- Confirmation of Arrival

#### After the mobility

- Confirmation of Stay
- Transcript of Records
- EU Survey
- Study certificate from the FH SWF

While you can submit most documents digitally as a scan via Mobility Online, the **original grant agreement** must be submitted by post with a **handwritten signature**. The International Office will inform you of the required documents and deadlines by email or via Mobility Online.

In the section 'Participation requirements and funding conditions', **reference has already been made to the coursework to be completed abroad**. The departments may require more ECTS points, e.g. for compulsory stays abroad. Students are therefore also obliged to inform themselves about the requirements in the relevant examination regulations and to fulfill them.

If you do not complete the required coursework and do not submit the required documents or do not submit them on time, this may have the following consequences:

- Late payment or no payment of the subsidy
- Depending on the timing, a reclaim of the funding installment already paid out
- Failure to complete your stay abroad and exclusion from the program for the remainder of your study phase



## The funding

- The total funding installment will be paid to you in two installments.
- The first installment amounting to 80% of the total amount will be paid to you in the period from shortly before to shortly after the start of your stay abroad. The prerequisite for the payment of this installment is the existence of your Learning Agreement and the Grant Agreement.
- The second funding installment of 20% of the total amount will be transferred to you after your stay abroad and submission of the documents listed above.
- If there are any changes to the duration of your stay, the second funding installment will be adjusted and you will receive a final invoice.

## What happens if I withdraw from my exchange place?

Your plans may change and you may wish to withdraw from the programme after accepting the exchange place. Please note the following:

- If you withdraw from the programme after accepting the exchange place without good reason and without appropriate proof, you will be excluded from participation in the Erasmus+ programme for the remainder of your study phase.
- Important reasons for withdrawal are, for example, illness or an accident, after which you can still apply for the following academic year 2026/2027.
- If you are considering withdrawing, please contact the International Office team as soon as possible. This will allow the International Office to evaluate your case, you can discuss the situation together and, if necessary, find a solution to avoid cancelling your exchange place.

## Any questions?

If you have any further questions on the subject of 'Exchange semester at a partner university as part of the Erasmus+ programme', please contact your outgoing team at the International Office: [mobility@fh-swf.de](mailto:mobility@fh-swf.de)