Are you interested in studying a semester abroad at one of Nuremberg Tech`s partner universities? We have many university partnerships all over the world giving you different options to experience learning abroad. These guidelines will provide you with some preliminary basic information and advice on the application procedure. We are happy to clarify further questions you may have in a personal consulting during office hours. Due to the current development of the coronavirus, there are currently no personal consultations at the International Office. We will be happy to advise you by email, telephone and, if necessary, by video consultation (by appointment).

Part I: Preparation

Please visit the International Office (IO) web pages to find out which partnerships your Faculty has established with universities abroad. On our web pages you will also find experience reports from students who have stayed abroad (former outgoings) with valuable and useful information (choice of subjects, travel tips, etc.)

Why spend a semester abroad at a partner university?

Studying a semester abroad at a partner university of Nuremberg Tech offers many advantages:

- Nuremberg Tech’s International Office will advise you, place you at the partner university, and support you during the entire preparation and study abroad period.
- At partner universities you usually do not pay tuition fees (exceptions: Australia, Canada, Japan, South Africa and, partly, USA).
- Within the framework of the Erasmus programme (EU countries, Iceland, Liechtenstein, Northern Macedonia, Norway, Serbia, Turkey) you will receive an Erasmus scholarship (amount depending on the destination country).
- Many partner universities provide a place in a dormitory or help you find accommodation.
- You can benefit from the experience of former outgoings at the partner universities.

You can act upon your own initiative (as a “free mover”) and apply to universities abroad with which there is no partnership. In this case you have to organize your study semester abroad mostly on your own. Organizations that offer you support in planning and realizing a semester abroad are, for example:

- Gostralia: www.gostralia.de
- IEC Online: www.ieconline.de
- Institut Ranke-Heinemann: www.ranke-heinemann.de
- GoBali: www.gobali.org
- Asia Exchange: www.asiaexchange.org
The semester dates vary from country to country. In some, the summer semester already starts in January or the winter semester in July. So sometimes it will be possible to do a study semester abroad only during the winter semester or during the summer semester because the semester start at the partner university coincides with an examination period at Nuremberg Tech. In addition, the obligatory "orientation week" at the partner university takes place before the beginning of the semester. You will therefore have to carefully plan your arrival in the host country. Please check the semester dates at the corresponding partner universities in good time. A general overview of the semester schedules is available in the "Faculty-related overview of partner universities" on the homepage at: Internationale Hochschulkoooperationen – Technische Hochschule Nürnberg Georg Simon Ohm (th-nuernberg.de)

If it is possible to place you as an exchange student at the partner university, you will be exempted from study fees within the framework of the cooperation agreement (exceptions: Australia, Canada, Japan, South Africa and, partly, USA). Depending on where you are spending your semester abroad, you may have to expect higher expenses than you are accustomed to in Germany. Please research in advance what costs you will be faced with (e.g. travel and accommodation costs, additional health insurance when studying outside the EU) and calculate your budget carefully.

Erasmus grants are available for semesters abroad at Nuremberg Tech’s Erasmus partner universities. After successful application for a study semester at an Erasmus partner university, you will receive all necessary information and documents from the IO for an Erasmus scholarship application. For a study semester that is not part of the Erasmus programme, you can also apply for another scholarship and/or apply for funding, e.g. through Ausland-BAföG. On the homepage of the International Office you will find a selection of further funding opportunities: https://www.th-nuernberg.de/en/international/international-mobility/study-semester-abroad/

The faculty-related overview of partner universities on the IO homepage will show you the respective language of instruction at each partner university. Many partner universities offer classes in English. Within the framework of the Erasmus programme, at least B2 knowledge of the respective language of instruction is required as proof of language proficiency. University language classes (e.g. Business English or Technical English) will also be recognized. Please request appropriate certificate/s of participation (in English) at the Language Center. Of course, if you have a language certificate of a higher level (TOEFL, IELTS, DAAD language certificate, etc.), this will also be recognized. Language skills listed on an Abitur certificate cannot be accepted for the application. If you do not have a language certificate yet, you can take an assessment test at the Language Center and receive a certificate showing your current level of language skills. Please note: your application will not be considered complete without a valid language certificate.

For all other university partnerships the following applies:
The responsible coordinator for exchanges at the IO will inform you which language certificates (and the required minimum number of points on those tests) you must submit with your application. Common certificates for English are:

- TOEFL (minimum number of points depending on type of test iBT, PBT, CBT) (www.toefl.org)
- IELTS 6,0 – 6,5
- DAAD language certificate (level B2/C1)

Each partner university determines which language certificate they accept.

Generally your application to a partner university should be accompanied by good marks/grades. Some partner universities have special application requirements. Please ask the International Office about the academic requirements at your preferred partner university.

In most cases, the partner university will usually only send you an overview of the courses they will offer during your semester abroad after you have applied. We recommend orienting yourself before your application by checking on the partner university’s website about currently available courses for exchange students. Normally there are only small changes in the courses offered for exchange students.

As part of a cooperation programme, it is possible to obtain a double degree at some partner institutions. This means that you can obtain another degree at selected partner universities. For more information please see: Internationale Hochschulprogramme – Technische Hochschule Nürnberg Georg Simon Ohm (th-nuernberg.de)
Recognition of credits

The examination board of each respective Faculty or degree programme decides which credits from a semester abroad will be accepted towards your degree. Even before starting your studies abroad, you, as a future exchange student, should discuss with the examination board of your degree programme/Faculty at Nuremberg Tech which of the credits you plan to earn at the partner university can/will be recognized after your return. In many cases the examination boards also have lists of courses that have been recognized in the past from the respective partner university. For the recognition of credits, the examination board will require a detailed description of the modules or courses you can take at the partner university. Please note that you must look into relevant examination regulations before you go abroad – especially with regard to deadlines. The International Office will not be held liable for any disadvantages caused to you by non-compliance.

Learning Agreement for Erasmus

The Learning Agreement document is an agreement on curriculum that is required for all students going abroad as part of the Erasmus programme. It defines the courses you will attend at the partner university and which courses – upon agreement with the examination board of your degree programme/Faculty – will be recognized. It serves to provide orientation with regard to your choice of courses and the highest possible degree of security with regard to the recognition of credits earned abroad. The EU Commission requires every student participating in the Erasmus programme to sign a Learning Agreement before starting their stay abroad. Please have the Learning Agreement signed by the examination board of your degree programme before you go abroad. During the first weeks of your semester abroad, modifications to the Learning Agreement are still possible in consultation with the examination board. All outgoing students applying to Erasmus partner universities will receive a Learning Agreement from together with the other Erasmus documents from the IO after the internal application has been completed.

Academic coordinators

For every partnership there is an academic coordinator at your Faculty. Please consult them early on with regard to your plans for a semester abroad. We will only be able to process your application after your academic coordinator has confirmed their recommendation/approval of your nomination. Among other important information, you will find your academic coordinator’s name in the Faculty-related overview of partner universities on the homepage: Internationale Hochschulkooperationen – Technische Hochschule Nürnberg Georg Simon Ohm (th-nuernberg.de).

Part II: Application

Application and deadlines

Applications for a study semester at a partner university can be submitted twice per year. Application documents must be complete and must be submitted to the International Office by the following deadlines:

- For the following winter semester: 31 January
- For the following summer semester: 31 July

You may submit your application any time before the application deadlines, this will, however, not result in any advantages for you.

Please note: Applications not submitted by the deadline will not be considered!

Application procedure

Applications for a study semester at one of our partner universities must be submitted via an online form. Please register, fill in the form with all the required data and upload the following documents as PDF files:

- Cover letter in the respective language of instruction at your first-choice partner university
- Tabular CV in the respective language of instruction
- Language certificate for the respective official and/or language of instruction at your first-choice partner university
- Current transcript of records
- Copy of current certificate of enrolment
- Approval of the academic coordinator, who must receive the complete application documents in advance by email.

The approval form is downloadable from the IO homepage under „Applying”.
What are the next steps?

After the application deadline has passed, we will process the applications submitted to us. Within 3 – 5 weeks we will notify you whether the study semester abroad at a partner university of your choice can be realized. At the same time, we will "nominate" you at the partner university, i.e., we will inform the partner university that we would like to place you as an exchange student/study abroad student with them. If we are unable to nominate you, we will, if possible, submit alternative suggestions to you.

Nomination and "acceptance"

As soon as you have been nominated, we will inform you of further documents and information that you will need to submit to the partner university. In the second step you have to apply directly and independently at the partner university. You will receive detailed information on this directly from the partner university or the IO after your nomination. After submitting all required application documents to the partner university, you will receive an acceptance letter from the host university in a timely manner before the beginning of your study semester abroad.

Erasmus formalities

Students applying for a semester abroad at an Erasmus partner university of Nuremberg Tech will receive all further information and documents about the Erasmus programme in a timely manner. You can find general information on the Erasmus programme under the following link:

Study semester abroad – Technische Hochschule Nürnberg Georg Simon Ohm (th-nuernberg.de)

Applying for a visa

If necessary, you can apply for a student visa with the letter of acceptance from the partner university. Please consult the respective embassy of the country you wish to study in with regard to visa requirements.

Accommodation

As a rule, exchange students are accommodated in student residences or in the university-owned apartments. In many cases the partner university's International Office will help finding accommodation if this option is not preferred or possible.

Record of the degree-related study abroad

All study-related stays abroad throughout the university will be recorded and officially documented in the Diploma Supplement, an annex to your diploma. You will find the necessary form "Erfassung eines studienbezogenen Auslandsaufenthaltes" on the Student's Office homepage in the download area. Please submit the completed record form together with the foreign university’s confirmation to the Student Advisory Service promptly after completing your stay abroad.

The IO has the following contact people for student exchanges:

Europe, Erasmus+ programme
Semsi Colak
North, Central, and South America, Russian Federation:
Renate Zehetbauer
Africa, Asia-Pacific:
Ann-Kathrin Lauer

E-Mail: outgoings@th-nuernberg.de
You can find our office hours on our homepage.