

# Guidelines - Semester abroad at the Ohm's international partner universities

Are you interested in a semester abroad at one of the Ohm's partner universities?

These guidelines will provide you with some preliminary basic information and advice on the application process. We are happy to clarify any questions you may have in a personal consultation during our [office hours](#).

## Part I: Preparation

Please visit the [International Office \(IO\) web pages](#) to find out which partner institutions have cooperation agreements with your Faculty.

Why spend a semester abroad at a partner university?

- The Ohm's International Office will advise you, place you at a partner university, and support you before, during, and after your study abroad period.
- At partner universities, you usually do not pay tuition fees (exceptions: Australia, Japan, Canada, South Africa, and the USA).
- Within the framework of the Erasmus programme (EU countries and Iceland, Liechtenstein, North Macedonia, Norway, Serbia, Turkey) you can receive an Erasmus grant (490 – 600 euros per month depending on the destination country).
- Many partner universities provide a place in a dormitory or help you find accommodations.
- You can benefit from the experience of former outgoings at the partner universities.

Semester calendar

Semester schedules vary from country to country. So sometimes it will only be possible to do a semester abroad during the winter semester or summer semester, because the semester start at the partner university coincides with the examination period at the Ohm. In addition, the obligatory orientation events at the partner university will take place before the semester begins. It is essential to plan correctly, so you will arrive at the right time in your host country.

[Information about the semester schedules at our partner universities is available in our database.](#)





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#### Fees and costs

If you are placed as an exchange student at a partner university, you will be exempted from tuition fees within the framework of the respective cooperation agreement (possible exceptions: Australia, Canada, Japan, South Africa, and the USA). Depending on where you spend your semester abroad, you may have to plan for higher expenses. Please research in advance what costs you will be faced with (e.g., travel and accommodation costs, health insurance, visa fees when studying outside the EU) and calculate your budget carefully.

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#### Funding opportunities

If you are spending a semester at one of the Ohm's Erasmus partner universities within the EU, you can obtain an Erasmus grant. After your application for a semester abroad at an Erasmus partner university is accepted, you will receive all necessary information and documents for an Erasmus grant application from the IO.

For semesters abroad at institutions that are not part of the Erasmus programme, you can apply for other scholarships, grants, and/or *Ausland-BAföG* for study abroad.

A list of selected [funding opportunities](#) can be found on the homepage of the International Office.

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#### Language requirements

The [study abroad database](#) of our international partner institutions provides information about the respective language of instruction at each partner university. The platform also provides information about which language requirements each partner has.

Under the **Erasmus programme**, you are required to provide evidence of linguistic proficiency at B2 level, minimally, in the relevant language of instruction.

University language classes (e.g., Business English or Technical English) will also be recognised for this purpose. Please ask the [Language Center](#) to issue a confirmation of participation (in English), if you want to use your English classes to document your language proficiency.

If you can provide evidence of linguistic proficiency at a higher level (such as TOEFL, IELTS, DAAD language certificate, etc.), this can also be used.

Any statements of linguistic proficiency listed on an *Abitur* certificate cannot be accepted as part of your application.

If you do not have any documentation of your linguistic proficiency, make an appointment with the [Language Center](#) for an assessment test and they can issue a certificate confirming your current level of language skills.

Please note: your application will not be complete without a valid language certificate and cannot be considered for placement.

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#### Academic requirements

Generally, your application to a partner university should be accompanied by good marks/grades. Some partner universities have specific requirements for their applicants. Please ask the Ohm's International Office about the academic requirements at your preferred partner university.

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#### What courses does the partner university offer?

In most cases, the partner university will only send you a list of courses available during your semester abroad after you have applied. We recommend that before applying, you look on the website of the partner university to see what courses are currently open to exchange students.

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#### Double degrees

As part of a cooperation programme, it is possible to obtain a double degree from some partner institutions. This means you can obtain another degree from selected partner universities in addition to your bachelor's or master's degree from the Ohm. For more information about double degrees, please see: [Double degree programmes worldwide](#).

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## Recognition of credits

The examination board of each respective degree programme decides which credits from a semester abroad will be accepted towards your degree. As a future exchange student and before commencing your semester abroad, you should discuss and clarify with the examination board of your degree programme at the Ohm which credits you plan to earn at the partner university can/will be recognised once you have returned. In many cases, the examination boards also have lists of courses at the respective partner university that have been recognised in the past. For those credits to be transferred, the examination board will require detailed descriptions of the modules or courses at the partner university. For study abroad that is not under the Erasmus programme, your Faculty and/or the partner university will specify whether you need to have a Learning Agreement established before beginning your study abroad. Please note that you must look into any relevant examination regulations before you go abroad - especially with regard to deadlines.

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## Erasmus Online Learning Agreement

The Online Learning Agreement is a curriculum agreement 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 - will be recognised towards your degree. The Learning Agreement provides orientation for you when selecting courses and provides the highest degree of certainty that the credits you earn abroad will be recognised on your return. The EU Commission requires every student participating in the Erasmus programme to sign an Online Learning Agreement before starting their stay abroad. Please make sure that your Learning Agreement is signed by the examination board of your degree programme before you go abroad. During the first weeks of your semester abroad, however, the Learning Agreement can be modified in consultation with the examination board. All outgoing students participating in the Erasmus programme will receive an Online Learning Agreement along with further information from the IO after the internal application has been completed.

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## Academic coordinators

For every partnership, there is an academic coordinator at your Faculty. Please consult with them early on with regard to your plans for a semester abroad. You will need the academic coordinator's recommendation / approval for your application (indicated by their signature the endorsement form which is available on the [IO web page](#) under Applying). The name of the academic coordinator responsible for the respective partner university and programme is available in our [database](#) of study abroad opportunities at Ohm partner universities.

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# Part II: Applying

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## Application and deadlines

Applications to spend a semester at a partner university can be submitted at two times during the year.

- Deadline for the following winter semester: 31 January
- Deadline for the following summer semester: 9 June

The application portal will be opened two months before the respective application deadlines.

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

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## Application process

Applications for an exchange semester at one of our partner universities must be submitted to the International Office by using our online form. Please register for the portal on our homepage, complete the [online form](#) (see Applying) with all required information, and upload the following documents as PDF files:

- Cover letter written in the relevant language of instruction at your first-choice partner university
- CV in table format and in the relevant language of instruction (with a photo, if appropriate or necessary)
- Documentation of proficiency in the relevant national and/or language of instruction at your first-choice partner university
- Current transcript of records
- Copy of your current confirmation of enrolment
- Endorsement form that has been signed by the academic coordinator

You can indicate a maximum of four alternatives to your preferred partner university in your application. However, your application should be addressed to your first-choice partner university. Submitting more than one application with first-choice partner universities per student is not permitted. Applying directly to a partner university without a successful internal application is also not permitted.

What are the next steps?	<p>After the application deadline, we will process the applications we have received. Within 3-5 weeks, we will notify you whether your application for your first-choice partner university or another partner university can move forward.</p> <p>After that, we will nominate you at the partner university. This means that we will inform the partner university that we would like to place you as an exchange student at their institution. If we are unable to nominate you, we will provide you with an alternative suggestion, if possible.</p>
Nomination and acceptance	<p>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 to the partner university. You will receive detailed information about this directly from the partner university or from the Ohm's IO after your nomination. After submitting all of the required documents to the partner university, you will receive an acceptance letter (Letter of Acceptance/Admission) from the host university in a timely manner before the beginning of your semester abroad.</p>
Erasmus formalities	<p>Students who apply for a semester abroad at one of the Ohm's Erasmus partner universities will receive all further information and documents related to the Erasmus programme in a timely manner by email from the Ohm's IO. You can find general information about the Erasmus programme under the following link: <a href="http://www.th-nuernberg.de/auslandsstudium">www.th-nuernberg.de/auslandsstudium</a>.</p>
Visa	<p>With the Letter of Acceptance from the partner university, you can apply for a student visa, if necessary. Please consult the respective <a href="#">embassy or diplomatic mission of the country in which you wish to study</a> for information about visa requirements.</p>
Accommodation	<p>Usually, exchange students are accommodated in student housing or in university-owned apartments. If this option is not your preference or is not offered, the partner university's international office often provides help finding accommodations.</p>
Record of degree-related study abroad	<p>All study-related stays abroad at the Ohm are recorded and officially documented in the Diploma Supplement, one of the documents provided with your diploma when you complete your degree. The "Erfassung eines studienbezogenen Auslandsaufenthaltes" form required for this purpose can be found in the download center on the homepage of the Student Office or on the International Office's <a href="#">homepage</a>. Please complete the record form and submit it along with the confirmation from the host university to the Student Office promptly after completing your stay abroad.</p>
IO regional managers for student exchanges:	<p>Europe (Erasmus Programme) Sems Colak-Dötzer</p> <p>Americas, Russian Federation, Ukraine Renate Zehetbauer</p> <p>Africa, Asia-Pacific Dr. Franziska Utomo</p> <p>Email: <a href="mailto:outgoings@th-nuernberg.de">outgoings@th-nuernberg.de</a> You can find our office hours on our <a href="#">homepage</a>.</p>