

Checklist for ERASMUS+ KA107 Student Mobility for Studies (SMS) Period 2017- 2019¹

Incoming perspective

Formal Basis:

- An ERASMUS+ Inter-Institutional Agreement must exist between the two participating universities, defining the details and requirements of the exchange.
- You must have completed at least the first year of Bachelor studies when you start your study-abroad mobility.
- You remain registered at your home institution.
- You have sufficient language competence to follow the course of studies proposed at Kiel University of Applied Sciences (English for one Master programme and selected project work/ PhD thesis in Labs; German for all Bachelor and most Master programmes, minimum requirements for all students is German A 1).
- Additional criteria may be defined by your home institution. Please refer to the specific information published at your university. Contact your International Office.
- The minimum stay for studies is 90 days, the maximum 12 months.
- Before taking up your studies at Kiel UAS, a so-called Learning Agreement must be concluded in order to document, which classes / modules you will take at Kiel UAS and how they will be recognized (credit transfer) at your home university.
- You must take care to be insured sufficiently in Germany (e.g. with AOK, TK, GEK).
- After finishing your studies, you must file an online EU questionnaire.

Financial Issues

- Parallel funding from other EU grants is forbidden.
- For grant support to travel costs in the Erasmus+ Programme, travel distances must be calculated using the distance calculator provided below.
http://ec.europa.eu/programmes/erasmus-plus/tools/distance_de.htm

The grant depends on the single distance calculated from the city of departure:

Single Distance (km)	Lump sum travel costs
100 – 499	180 EUR
500 – 1.999	275 EUR
2.000 – 2.999	360 EUR
3.000 – 3.999	530 EUR
4.000 – 7.999	820 EUR
8.000 und mehr	1.100 EUR

¹ Period 01.06.2015 – 31.07.2019

If it is not the city where your university is located, please inform the International Office (see below).

- Participants also receive a mobility grant for the period of studies, which is a monthly grant of 800 EUR. This money should be used for any housing, food, insurance, local transport and other cost incurring while being in the host institution.
- In some cases, Kiel UAS might not have received sufficient funding from the EU, so that no financial support is available. Incoming students can still be accepted, they will be labelled as so-called “zero-grant” students. Although they do not receive any funding, they still must fulfill all administrative criteria of the Erasmus+ programme.
- Details on financial support and payment arrangements to the participant will be set down in the so-called “Grant Agreement”, the legal contract between the participant and the European host university which has to be signed before the start of the mobility period.
- You have to inform the International Office if you interrupt your study period. Interruption days will be reduced from your mobility grant.

Tuition and other fees:

- Tuition fees are payable to your home institution; Under the terms of the Erasmus+ programme, you will not be required to pay any tuition fees to your host university.
- At Kiel UAS there is no tuition fee. However, you are required to pay 115 € per semester contribution to the student union (including the basic semester ticket for local transport). Nobody can be exempt from paying these fees.

Contact:

Fachhochschule Kiel International Office
Sokratesplatz 4
24149 Kiel
Tel. +49-431 210 1800, Fax: +49-431 2101810
christine.boudin@fh-kiel.de

Please read our Welcome Brochure

http://www.fh-kiel.de/index.php?id=io_accommodation&L=1

ERASMUS+ Student Mobility for Studies

Incoming Students from Partner Countries

Tick list for your own records

After being nominated by your home university's coordinator, an officer at the International Office at Kiel UAS, will send you information on several issues you have to deal with.

This list shall help you not to forget anything vital and guide you. Tick, what you have already done!

Done?	<input checked="" type="checkbox"/>
-------	-------------------------------------

Before your Arrival

The following documents have to be uploaded at some point of your application procedure via our application portal "Mobility Online"	
--	--

- The signed Application Form
- Transcript of Records of your home university
- A Language Certificate (English / German)
- Your Learning Agreement
 - As a scholarshipholder you are required to select 25 credits related to your field of studies. You may add a 5-credit language course for the Language Center of Kiel UAS
 - It needs to be signed by the academic coordinators of your home university and of Kiel UAS and by the students
 - Please be aware that there may be changes to the learning agreement after your arrival. You will meet with your academic coordinator once you are in Kiel.
- CV (in English or German)
- Proof of Registration at your home university

After the completion of your application the following documents will be ready for download via our application portal "Mobility Online"	
--	--

- Admission letter
- Scholarship award letter for yourself and for the German embassy of your home country
- Scholarship contract called "Grant Agreement"
- Information on the Intensive German language courses March / September
- Information on the orientation course
- Information on housing

After your Admission

File your application for a student visa in the German embassy of your country of residence.	
---	--

You will need to hand in the admission letter and the scholarship award letter. Note that the **processing of your application takes at least 6 weeks**, so you MUST do it early enough in order to ensure that you arrive in Kiel on time!

Apply for Housing	
--------------------------	--

You will receive information on the different options. You must then apply for the type of housing you prefer:

<http://www.fh-kiel.de/accommodation>

Accommodation in Kiel

Kiel University of Applied Sciences does *not* have student dorms of its own. Most halls of residence are owned by the *Studentenwerk Schleswig-Holstein*. You can apply online:

- [Studentenwerk Schleswig-Holstein: Dormitory Administration](#)
- [Link to the Application](#)

Please apply for a dorm room with them until 15 January / 15 July. *After* those dates the Studentenwerk will start allocating their rooms according to an automatic distribution system. Please choose as many possibilities as possible to up your chances of being offered a room!

If you are offered accommodation, you accept it by signing the contract and sending it back to the Studentenwerk within 8 days. Please remember to send a scanned version in advanced. You must also pay the so-called "Kaution" (=deposit) in order to insure the booking of the room/apartment.

It is possible to pay the deposit for the room and the first month's rent in cash upon your arrival. You may also transfer the deposit from your home country. In order to reduce the fees you could also do one transfer for you and friends, who are also coming to Kiel – do not forget to mention your rental contract's ID number.

If specifically allowed by the Studentenwerk, you can also pay the first month's rent after your first scholarship rate has been transferred. Please contact the International Office in advance so that the necessary arrangements can be made.

Please let the International Office know whenever you have received an offer.

Give Feedback on the Intensive German Language Course (Sept / March)	
---	--

Please give feedback through our Mobility Online platform (tick yes / no). Please note that there will be no absolute beginners level offered. You need to have obtained at least an A1 level in order to participate.

*Sign your scholarship document: "Grant Agreement"	
---	--

Upload this document once you have read it and signed it. The bank and insurance details will have to be filled upon your arrival and the document has to be handed in to the International Office. This document is needed in order to prepare the payment for your arrival.

Book a flight to Germany (preferably to Hamburg, otherwise to Frankfurt /Main or Berlin, which requires travel to Kiel by ICE or IC and RE trains or bus.	
--	--

It is advisable to arrive in Kiel about 4 to 5 days before the official orientation for exchange students takes place (i.e. end of February / beginning of March or end of August / beginning of September). Like this you can begin with your preparations early.

After your Arrival / During your Mobility

Please read through the following information carefully. If you follow the steps, the transfer of your scholarship grant will be without problems.

Move into your dorm room / Sign lease contract for your accommodation	
--	--

If you have rented a private room, you will sign the contract immediately after arriving in Kiel or possibly even beforehand, depending on your landlord.

If you are living in one of the Studentenwerk's dorms contact the "Hausmeister" (=caretaker) of your dorm in order to schedule an appointment for receiving your keys. The contact details can be found in the documents from the Studentenwerk.

Your landlord or the Hausmeister need to give you a paper called "Wohnungsgeberbestätigung" which confirms your moving in. You will need this paper for the registration at the city hall.

Take part in obligatory Orientation Course	
---	--

The obligatory Orientation Course takes place before the semester starts. You will finalize your enrollment at Kiel UAS, pay the semester fee, receive lots of general information on studying at FH Kiel and meet the other exchange students!

Take out a German health insurance	
---	--

In order to be enrolled at FH Kiel every student needs to be insured. As a scholarship holder we ask you to take out a German statutory insurance for the duration of your studies. It costs around 90 Euros per month. There will be an insurance officer from AOK with us during the orientation days. However, you are free to pick whichever insurance you prefer.

Please bring a biometrical photo for the insurance card.

Register with the residents registration office in the City Hall of Kiel / a district office	
---	--

You need to schedule an appointment via the online system of the city of Kiel! Further information will be given to you during the orientation course. You need the confirmation of registration for opening a bank account.

Open a bank account	
----------------------------	--

You have to open a bank account in Kiel. The first rate of your scholarship can only be transferred after you have opened the bank account. You need to bring the confirmation of registration with the city hall to the bank!

After you have opened a German bank account the monthly rent can be deducted automatically from your bank account. You need to give the Studentenwerk written permission to do so.

Grant Agreement	
------------------------	--

Add your bank details and health insurance number to the grant agreement. Return a signed copy of the document to the International Office (Mrs. Christine Boudin).

Apply for a permit of residence at the Zuwanderungsbehörde.	
--	--

If do not have a long-term student visa that covers the whole duration of your stay, you will have to do this within a month after your arrival in Kiel. An appointment will be necessary.

Contact: Zuwanderungsabteilung@kiel.de

Activate your IDM university e-mail account.	
---	--

You will receive info on this after your arrival during the Orientation Course.

Prepare your timetable with your local international coordinator	
---	--

In some cases, it might be necessary to register for courses online. The online-systems used may vary from department to department. Your local academic coordinator will assist you in finalizing your schedule.

Please fill in the section “during the mobility – changes to the learning agreement” together with your academic coordinator. The signed document needs to be uploaded to your mobility online account.

At the end of your mobility period, you will take exams.

Register for exams through the Moodle system	
---	--

In order to be allowed to write exams, you will need to register for them. Usually the registration period starts at the end of the lecture period. Please confirm with your teachers.

If you are participating in language course and you cannot register online, do not forget to register with the teacher of your class.

You cannot write an exam if you have not registered beforehand!

Registration Renewal for the following semester	
--	--

In order to be registered in the following semester, you will need to pay the semester fees for the up-coming semester by transferring them to the Studentenwerk’s account. Do not forget to mention your “Matrikelnummer”.

Please check: <http://www.fh-kiel.de/index.php?id=16731&L=1>

After your Mobility

You will receive special information by the International Office before leaving. Don’t worry, this is just an overview.

File the online EU Survey.	
-----------------------------------	--

At the end of your stay, you will receive an automatic e-mail invitation by the European commission.

IMPORTANT: Please speak to the International Office staff before filling in the survey!

Fill in the survey conscientiously. In a second survey (30 days after your study abroad period), you have to answer questions concerning your recognition process at the home institution. If you do not fill in the questionnaire, you must pay your whole grant back!

Exmatriculation (official end of your enrollment)	
--	--

You will be automatically removed from the students’ register.

Confirmation of attendance / Departure Form	
--	--

If needed we will provide your with a confirmation of attendance from the International Office 3 days prior to the departure. Please let the International Staff know in advance so that your docu-

ments can be prepared.

Transcript of Records	
------------------------------	--

Your Transcript of Records will be issued at the end of July/ beginning of August. It will be uploaded to your mobility online account.

De-register at the city hall (Abmeldung Rathaus).	
--	--

You must go to the town hall in your place of residence to declare that you are leaving Germany. You do not need an appointment for this.

Cancel the contract with the German health insurance	
---	--

In order to cancel your insurance plan, you need to provide the insurance company with a deregistration confirmation. Please contact the International Office once you know when you are leaving Kiel.

Move out of your accommodation	
---------------------------------------	--

- a) Clean your room thoroughly and make an appointment with your caretaker or landlord (Hausmeister / Vermieter) to return your keys.
- b) If you dealt directly with the water and electricity providers, you should read the meters and go to the respective companies to end your contracts and settle the remaining balances.

Close your bank account	
--------------------------------	--

Only when all payments have been made (rent, water, electricity, mobile phone contract, etc.) can you close your account with the bank. You can either close the account in person before you leave, or let the bank know on which date the account should be closed. Like this, you can, for example, withdraw the rental deposit from abroad with your bank card before the account is closed.

Travel home	
--------------------	--

Last but not Least

Keep us in good memory!	
--------------------------------	--