

International Staff Week 2014

Services offered to Outgoing Erasmus Students at Freie Universität Berlin

Stefanie Erthner

ERASMUS Student Exchange Coordinator

Outgoings at FUB – in numbers ERASMUS Studies (SMS) 2013/14

France	137	Hungary	6
United Kingdom	102	Austria	6
Spain	79	Finland	5
Italy	55	Greece	4
Sweden	36	Estonia	3
Turkey	29	Czech Republic	3
Netherlands	28	Iceland	2
Belgium	19	Slovenia	2
Norway	19	Malta	2
Ireland	16	Luxembourg	1
Denmark	15	Latvia	1
Poland	15	Bulgaria	1
Portugal	13	Romania	1
Switzerland	8	Lithuania	1
		Total	609

Top Ten Cities	
Paris	48
Madrid	29
Istanbul	28
Barcelona	17
Roma	17
Stockholm	17
London	16
Lyon	15
Bologna	14
Amsterdam	13

Outgoings at FUB – in numbers

ERASMUS Placements (SMP) 2013/14

United Kingdom	8
France	3
Italy	3
Finland	1
Poland	1
Austria	1
Ireland	1
Portugal	1
Belgium	1
Denmark	1
Netherlands	1
Total	22

Erasmus Team Outgoings

Our Office

Erasmus studies: 1 permanent employee, 2 student assistants

Erasmus placements: 1 permanent employee (main area of work: alumni office)

What we do / Services

- Providing information about application procedures and responsible departmental coordinators at FUB, exchange opportunities and partner institutions (academic calendar, application deadlines, language requirements etc.) on central Erasmus website
- Providing reports of experiences from former Erasmus students (online/print)
- Organization of information events for all FUB students (e.g. Erasmus Info Day once a year in November/December)
- Participating in information events at departments/faculties
- Counseling service for students: personally during our office hours (3 times per week); anytime by phone and email
- Support of students before and during their study period abroad
- Coordination of Erasmus procedures (documents, Erasmus grant, reports to national agency)

Application Procedure, Selection & Nomination

Application

- Erasmus Team suggests application modalities and deadlines to departments/faculties
- Each department/faculty sets and publishes application modalities and deadlines on their website or blackboard
- Erasmus Team gathers all information and publishes it on central Erasmus website
- Application deadlines: January – March for fall/spring semester (majority)
May – August for spring semester only (partly)

Selection & Nomination

- Students are selected by departmental coordinators on the basis of application documents and interviews (criteria: quality of the motivation letter and purpose of study, transcript of records, language competence etc.)
- Students are nominated at partner institutions by departmental coordinators
- Nominations via moveonnet are made by the Erasmus Team

What happens after the application procedure?

- Erasmus Team receives lists with all selected students from departmental coordinators (end of March)
- Students data is imported into our database (April – June)
- Information event for all students going abroad next academic year (beginning of July)
- Students data is completed (July - August)
- Calculation of Erasmus grants (August)
- Students receive information on their Erasmus grant and the Erasmus regulations (August – September depending on start date)
- Students receive the 1st instalment of their grant (as from September)
- Students submit learning agreements (1 month after semester start abroad)
- Students submit confirmation of stay, final report, transcript of records etc. (1 month after end of study period abroad)
- Students receive the 2nd instalment of their Erasmus grant

Contact Erasmus Team Outogings

Stefanie Erthner

stefanie.erthner@fu-berlin.de

Tel.: +49 30 838 73401

www.fu-berlin.de/erasmus

Thank you for your attention!

