Freie Universität Berlin

International Staff Week 2013

Services offered to Outgoing Students

Theresa Schmidt

Student Assistant

ERASMUS Team Outgoings

Team Outgoings – Our Office and what we do

Our Office

Stefanie Erthner – Head of ERASMUS Team Outgoings

Linda Richter/ Theresa Schmidt – Student Assistant Workers (80h/month)

What we do/ Services

- Counseling for interested students: personal (office hours 3x/week); anytime by phone and email
- Support for students during the study period abroad
- Treatment of the ERASMUS outgoings' files (moveon database)
- Organization of info events
- Providing information on the centralized homepage
- Coordination of the ERASMUS Intensive Language Course Application (EILC)
- Providing reports of experiences from former ERASMUS students for interested followers (online/ print)

ERASMUS Outgoings – Application, Selection, Nomination Processes

→Decentralized/ Departmental organization

Application

- Info events, application modalities and deadlines depend on the department
- One or more ERASMUS Coordinator(s) at every department and/or institute
- Regular application at the department
- Centralized online application (moveonnet)

Selection & Nomination

- Students are selected and nominated by the departmental coordinator
- Deadlines
  - Applications: January – March; partly 2nd deadline for spring terms only (June)
  - Nomination at the partner university: before April 30th

→ A list with all the nominated students is sent to the central ERASMUS office by each department

ERASMUS Outgoings – Coordination

→ **Centralized Organization**

- Listed students are imported into the moveon database
- Centralized Info e-mail to all the outgoing ERASMUS students with information concerning
  - the amount of the ERASMUS scholarship
  - the deadlines for the documents to hand in
  - students with special needs

  → Students have to confirm this e-mail before the scholarship is paid out
- Deadlines
  - Submission of Letter of Acceptance (FU document): 1st July
  - Submission of Learning Agreement: 1 month after semester start abroad
  - Submission of ERASMUS Confirmation, reports of experiences, transcript of records etc.: 1 month after the end of the study period abroad

ERASMUS Outgoings – Numbers and Facts

Academic Year 2012/13

- **The ERASMUS scholarship:**
  - 2012/13 :170-200€ The money is paid out in two rates, 80% at the beginning of the study period, 20% at the end, when all the documents have been handed in
  - Students with children and special needs can apply for an extra fund. Maximum rate: 300€.
  - Students with a supplementary scholarship (e.g. from a foundation) have to hand in proof; in case they are under a certain monthly amount, they get the ERASMUS fund, too.

- **Partner universities: 334**
- **Countries: around 30**
- **ERASMUS Outgoing students total: 560**

ERASMUS Outgoings – Numbers and Facts

Academic Year 2012/13

- **Top 5 Countries**
  - France: 122
  - UK: 81
  - Spain:75
  - Sweden: 40
  - Turkey: 33
- **Top 3 Cities:**
  - Paris: 47
  - Istanbul: 27
  - Lyon: 21
- **Top 3 partner universities**
  - Stockholm University: 17
  - Bogaziçi Üniversitesi Istanbul:14
  - University of Edinburgh/ Universidad Carlos III de Madrid: 8

ERASMUS Outgoings – Numbers and Facts

Academic Year 2012/13

- **Least visited countries**
  - Hungary: 3
  - Romania: 2

→ Promotion event at the institute for Eastern Europe Studies

Thank you for your attention!