

# WHERE WILL YOU GO?

INFORMATION ON STUDY AND  
TRAINEESHIPS ABROAD



MÜNSTER

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**OUR TEAM –  
WE'RE HERE TO HELP YOU  
MAKE YOUR PLANS COME TRUE!**

## DEAR STUDENTS

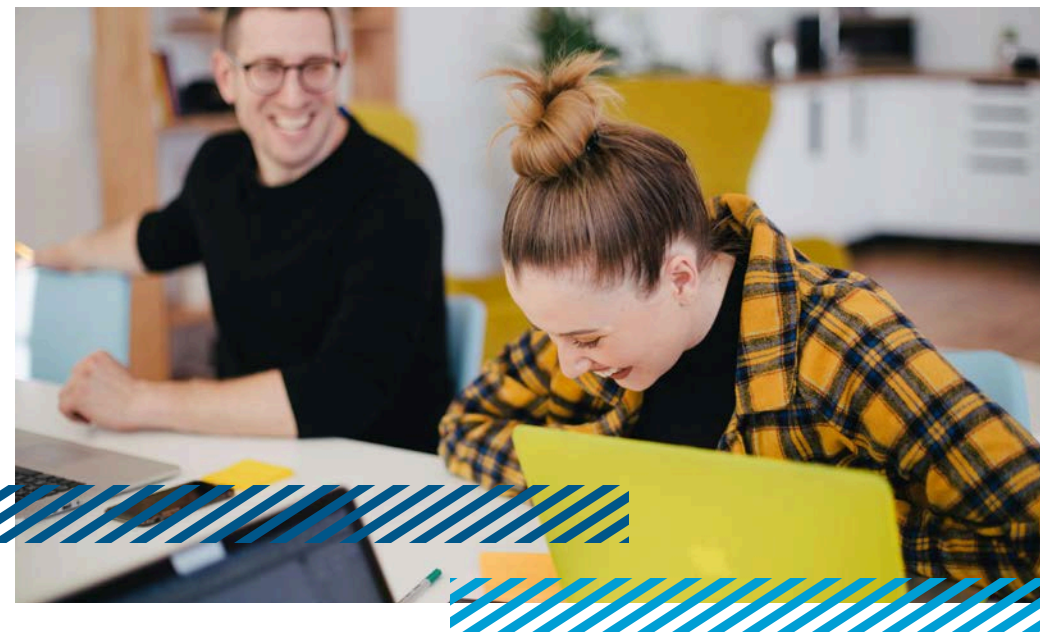
We are delighted at your interest in spending time abroad during your studies. Each year more than 1,400 students at the University of Münster (WWU) decide to study or complete a traineeship in a foreign country.

The WWU offers you the chance to study or work at numerous partner institutions around the world. With the right preparation, the world is your oyster – an unforgettable visit abroad awaits you!

To help you plan for your trip, we have compiled the most important information for you in this brochure. If you have any questions, please feel free to contact us anytime.

**Your International Office team**

# STUDY AND TRAINEESHIPS ABROAD



## WHAT do I gain by going abroad?

By studying, working or researching abroad for a year or even just one semester, not only will your foreign language skills improve. You will become acquainted with your subject of study from a different perspective, put your flexibility and organisational talent to the test and acquire important intercultural competence.

## WHERE should I go?

Spain or Singapore, Japan or Jordan, UK or the USA? The important thing is to consider what you expect from your visit abroad. Do you want to attend courses as soon as possible in a language you're familiar with, or are you more interested in learning a new foreign language and immersing yourself in a new country? And what benefit do you hope to gain from your newly acquired language skills and cultural experiences for your future studies and professional prospects?

Before you begin the application process, we recommend collecting information from the host universities you are interested in. The better you acquaint yourself with the academic programme of your future host university, the easier it will be to convey your motivation in your application.

## WHEN is the right time?

Generally it's a good idea to study in Münster for at least two to four semesters before travelling abroad. Students enrolled in bachelor's and master's degree programmes should base their decisions on their respective study regulations.

We suggest going abroad during a semester in which you have only a few mandatory courses to attend. Speak with your academic programme advisor to find out whether it's possible to complete certain mandatory and elective mandatory courses abroad, and whether such academic achievement will be recognised in Münster. For students in state examination programmes, it is advisable to study abroad only after completing the intermediate examination.

Decide for yourself how important a visit abroad is in the grand scheme of your studies. If you are determined to complete your studies in Münster within the standard duration of study, then it would be easier to spend just one semester abroad than an entire year. If it's more important to you to improve your foreign language skills and explore the many courses your host university has to offer (though they might not be recognised in Münster), then you might consider extending your studies.





## STUDY AND TRAINEESHIPS ABROAD IN EUROPE WITH ERASMUS+

Through the Erasmus+ programme, students at the University of Münster can study or complete a traineeship in another European country to improve their career prospects. The participating Erasmus+ countries include 27 EU member states, along with Iceland, Liechtenstein, Norway, Turkey, North Macedonia and Serbia.

For assistance with planning a study visit abroad, you can contact the staff at the International Office, and for traineeships, the Careers Service.

During a semester abroad, you will become acquainted with the academic system of a foreign university and benefit from their teaching and learning methods. The available exchange spaces are subject-specific. In other words, the number of exchange students in each department is fixed by an agreement between the various faculties of the WWU and the respective faculties of the partner universities. Consequently, students at the WWU can study at host universities with which their faculty has concluded an Erasmus+ cooperation agreement. The Erasmus+ programme at the WWU is not centrally coordinated; rather each faculty maintains at least one Erasmus office responsible for the student exchange. This is where you can obtain detailed information about the study abroad opportunities in your subject area.

A foreign traineeship offers you the possibility of gaining practical work experience and becoming acquainted with a different (working) culture. In contrast to study abroad, no Erasmus+ partnerships are necessary to apply for traineeships abroad. As soon as you have secured a traineeship at a foreign institution, you can apply for funding through Erasmus+.

# STUDY ABROAD IN EUROPE WITH ERASMUS+

## Scholarship amounts/ Mobility grants

Erasmus+ mobility grants are divided into three country groups and their amount depends on the cost of living in the respective host country.

Furthermore, there is the possibility for certain target groups to receive additional special funding. These target groups include students with children, students with a disability or chronic illness, students from a non-academic home or working students.

In order to support sustainability "Green travel" can also be supported with an additional grant.

## Duration

Erasmus+ allows students to participate in programmes more than once. The following funding measures are available per study phase: (BA – MA – PhD) 12-month mobility

grant (for study and/or traineeships). This amounts to 3 x 12 months, or 36 months of funding in total. For students enrolled in study programmes which are not divided into bachelor's and master's programmes, mobility grants for study and/or traineeships are awarded for 24 months for the first phase of study. This amounts to an equivalent funding duration of 1 x 24 plus 1 x 12 months = 36 months.

## Application requirements

Students of all nationalities who are enrolled at the University of Münster are eligible to apply for funding through the Erasmus+ programmes. The prerequisite is that a cooperation agreement exists between the student's faculty and the prospective host university. Applicants must have completed their first year of study before commencing a period of study abroad.

## Application documents

Applicants must convincingly describe how their personal academic career will benefit from a period of study abroad. They must also explain in detail why they have chosen the host university.

Candidates should submit the following application documents to the Erasmus coordinator in their faculty:

- > letter of motivation
- > list of prior academic achievement (transcript of records)
- > CV in tabular form
- > proof of language proficiency in the host country's language of instruction. Recognised certificates:
  - \_ official language certificates, e.g. TOEFL, IELTS etc.
  - \_ DAAD Language Certificate (see p. 30)
  - \_ language course certificate confirming the language level achieved (at least B1)
  - \_ Abitur foreign language certificate with a grade of at least "befriedigend" (satisfactory)

## Where and when to apply

Students can submit applications between December and February to study abroad in the following academic year. Please contact the Erasmus office in your department for details on application deadlines.

> [www.uni-muenster.de/studium/en/outgoing/erasmus/index.html](http://www.uni-muenster.de/studium/en/outgoing/erasmus/index.html)

# TRAINEESHIPS IN EUROPE WITH ERASMUS+

## General information

Traineeships lasting at least two months are eligible for funding.

Students may apply for multiple Erasmus+ scholarships and traineeship grants: up to 12 months each in bachelor's and master's programmes, and up to 24 months in longer, comprehensive programmes (e.g. in law, medicine).

Students with disabilities (with at least 30% degree of disability) are eligible for special funding. The same applies to students with children.

## Requirements of participation

Your planned traineeship must ...

- > last at least 60 days (e.g. from 15 Oct. to 14 Dec.); full months are usually calculated as having 30 days.
- > be completed as a full-time traineeship with at least 25 working hours per week.

The following institutions can be recognised as traineeship providers:

- > companies
- > Goethe-Institut/chambers of commerce/schools
- > research centres
- > public institutions
- > universities (whereby it is not permitted to attend lectures/seminars)

Funding cannot be awarded to traineeships offered by EU institutions or agencies which manage EU programmes.

The faculty must confirm that the desired traineeship would be of benefit to the student's field of study and must include recognition of its completion in the diploma supplement.

The traineeship provider must

- > describe the activities involved in the traineeship

- > ensure that the candidate can obtain work experience related to his/her studies
- > confirm the acquisition of the specified knowledge and experience in a qualified certificate

## Mobility grants

Erasmus+ mobility grants are divided into three country groups and their amount depends on the cost of living in the respective host country.

## Application requirements

Students of all nationalities are eligible to apply for traineeship grants, provided they are enrolled at the University of Münster for the entire duration of the traineeship, or at least at the time of application.

## Application documents

Please upload the following documents to our application portal:

- > Learning Agreement
- > Certificate of Enrolment
- > Letter of Motivation

Please also sign and date the printed application form and send it to the Career Service by mail.

## Application period

Applications must be submitted no later than one month prior to the commencement of the traineeship (cut-off deadline). For example, if your traineeship is supposed to begin on 23 October, the Careers Service needs your complete application by 23 September.

## Special needs – Study abroad for students with disabilities /students with children

Erasmus+ provides extra funding to those with special needs who wish to study abroad or complete a foreign traineeship. Special needs arise, for instance, if a participant has a disability or a child to care for. Extra funding for special needs is paid in addition to the regular Erasmus grant.

## More information

You can find more information on the Careers Service info portal:

- > [www.uni-muenster.de/CareerService/en/infos/praktika/finanzierung/erasmus.html](http://www.uni-muenster.de/CareerService/en/infos/praktika/finanzierung/erasmus.html)



# ERASMUS+ OUTSIDE EUROPE

## Erasmus+ with non-European partner countries

The EU's mobility funding programme additionally offers exchange opportunities between Erasmus+ programme countries and non-European partner countries. Students and staff (thanks to Key Action 107/171) can apply to participate in special exchange programmes with partner countries with which the WWU cooperates.

The conditions and application procedures are provided on pages 10-11. All scholarships are uniformly capped at 700 euros/month and an additional travel allowance, the amount of which is based on the Erasmus+ distance calculator.

To use the Erasmus+ distance calculator, scan the QR code or click the following link:



[www.ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](http://www.ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

With this programme line, the study and work exchange partnerships with non-European countries are only available to participating departments/faculties.

Unfortunately, outgoing mobility funding is not available for all partner countries.

For an overview of universities in partner countries which maintain cooperation agreements with the WWU, visit:

> [www.uni-muenster.de/studium/en/outgoing/erasmus/erasmus-mit-partnerlaendern.html](http://www.uni-muenster.de/studium/en/outgoing/erasmus/erasmus-mit-partnerlaendern.html)





# STUDY OUTSIDE EUROPE

## Programme description

For WWU students interested in studying abroad in a non-European country, there are several possibilities to do so. The University of Münster has concluded student exchange agreements with universities around the world. These institutions offer student exchange places to WWU students enrolled in various faculties. If students meet the prerequisites, they can apply for these through the International Office. In addition to cross-university partnership agreements, various faculties offer study places as part of individual cooperation agreements with partner institutions. For more information, contact your respective faculty representatives.

## Scholarship amounts / Mobility allowance

Students from Münster who study abroad on the basis of a student exchange agreement with a partner university are usually exempt from paying tuition fees at the host university. Yet even with an agreement in place, some universities charge their exchange students tuition fees. WWU students are obliged to pay the semester fees in Münster, but can

request a reimbursement from the AStA for the semester ticket. There is also the possibility to take a leave of absence (see page 31).

> [www.uni-muenster.de/studium/en/orga/beurlaubung/index.html](http://www.uni-muenster.de/studium/en/orga/beurlaubung/index.html)

For study visits abroad lasting up to six months, students at the WWU can apply for a PROMOS scholarship (see p. 24).

## Duration

Depending on the agreement with the host university, students can study abroad for one to two semesters. Please keep in mind that the semester at the host university may begin at a different time than in Münster. It's generally a smart idea to study in Münster for about two or three semesters before going abroad (some foreign universities may expect at least four semesters). When choosing a semester for study abroad, we advise students to pick a semester which doesn't require them to attend very many mandatory courses.

## Application requirements

Students of all nationalities who are enrolled in a full degree programme at the University of Münster are eligible to apply for study abroad on the basis of a bilateral university-wide agreement. Special application requirements may apply depending on the destination country and host university. For specific details on application requirements, please visit the info page on our website containing details on the respective university:

> [www.uni-muenster.de/studium/en/outgoing/weltweit/partnerhochschulen.html](http://www.uni-muenster.de/studium/en/outgoing/weltweit/partnerhochschulen.html)

a single PDF document. The application deadline is 31 January for the subsequent winter semester and 31 July for the summer semester in the following year.

- > letter of motivation
- > list of prior academic achievement (transcript of records)
- > CV in tabular form
- > language certificate as required by the host university

## Application documents and deadlines

Please submit the following application documents for study abroad places arranged on the basis of bilateral university agreements to Dr Petra Hille at the International Office in

Please note that each partner university requires different application materials. Visit our website and the info page on the respective host university for more information on the application documents they specifically require:

> [www.uni-muenster.de/studium/en/outgoing/weltweit/partnerhochschulen.html](http://www.uni-muenster.de/studium/en/outgoing/weltweit/partnerhochschulen.html)



# TRAINEESHIPS OUTSIDE EUROPE WITH PROMOS

## Programme description

The PROMOS programme managed by the German Academic Exchange Service (DAAD) awards scholarships which cover the expense of foreign traineeships lasting between six weeks and six months. To be eligible for funding, students must complete full-time traineeships which are clearly related to their subject of study.

## Scholarship amounts / Mobility allowance

The scholarships for traineeships currently consist of a travel expense allowance (see PDF overview on the Careers Service info portal).

## Application requirements

Students of all nationalities are eligible to apply for traineeship grants, provided they are enrolled at the University of Münster for the entire duration of the traineeship, or at least at the time of application.

Traineeships to one's home country are generally given low funding priority.

## Application documents

Please submit the following application documents to the Careers Service:

- > enrolment certificate(s) for the entire duration of the traineeship
- > copy of identity card or residence visa
- > language certificate confirming proficiency in the traineeship language (please use the DAAD template at:  
> [www.daad.de/medien/ausland/dokumente/daad-sprachnachweis\\_deutsche.pdf](http://www.daad.de/medien/ausland/dokumente/daad-sprachnachweis_deutsche.pdf)

- > CV in tabular form
- > list of all prior academic achievement with corresponding grades (e.g. QISPOS print-out), countersigned by a university representative (should include GPA which can usually be calculated by the corresponding Examinations Office)
- > confirmation of the traineeship (signed and stamped by the employer)
- > application form
- > insurance declaration form
- > confirmation by the faculty
- > letter of motivation

## Application deadlines

The deadlines depend on when the traineeship is scheduled to begin.

- > Traineeships beginning between January and March: 30 November (previous year)
- > Traineeships beginning between April and June: 28 February
- > Traineeships beginning between July and September: 30 May
- > Traineeships beginning between October and December: 30 August

## More information

For more information, visit the Careers Service info portal:

- > [www.uni-muenster.de/CareerService/infos/praktika/finanzierung/promos.html](http://www.uni-muenster.de/CareerService/infos/praktika/finanzierung/promos.html)

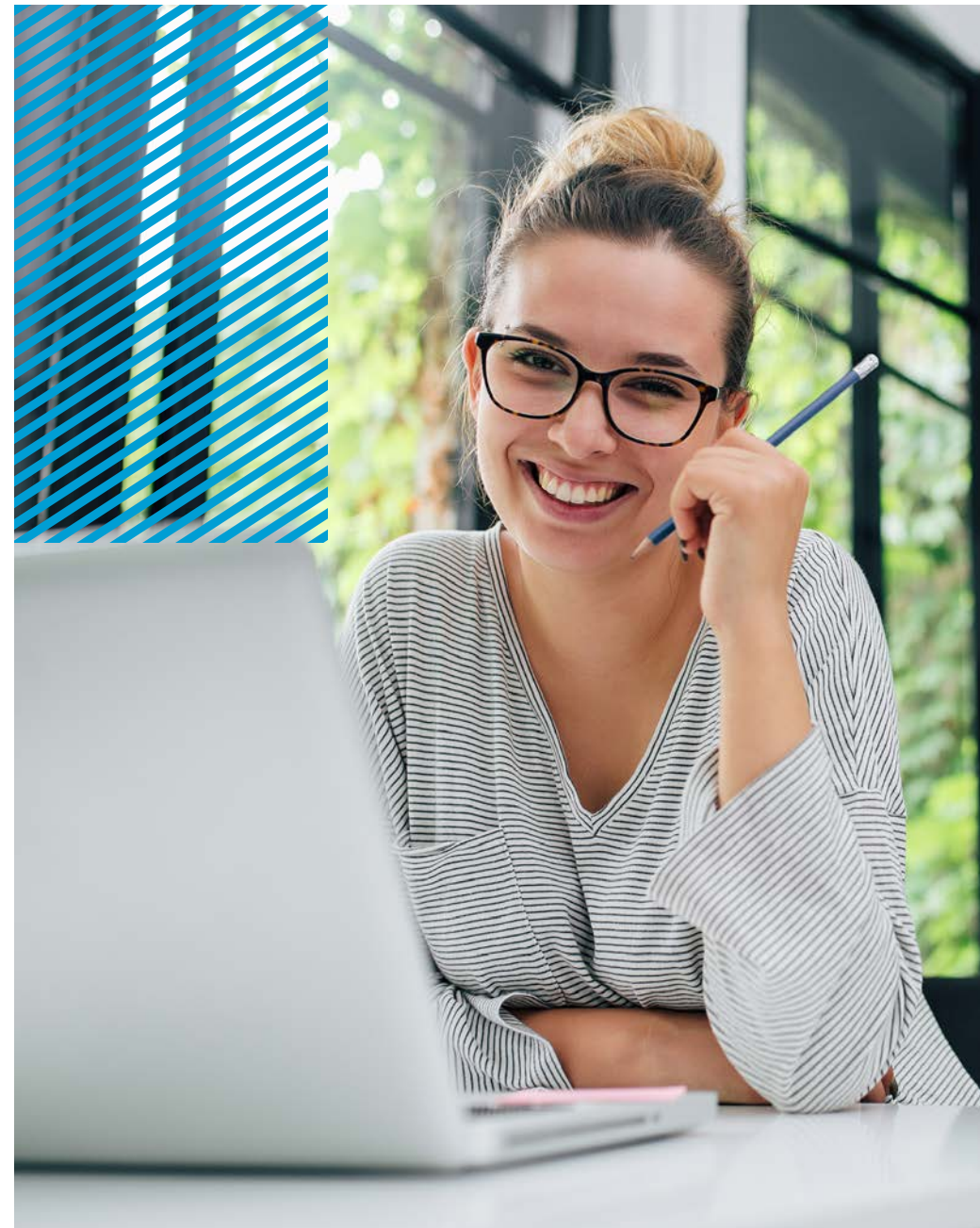
# FREEMOVERS



## Individual application

If your desired host university does not have an agreement in place with the WWU, you can individually apply to study abroad for one or two semesters as a guest student. You can obtain specific information about application modalities from the host university's website or its International Office. The application process for guest students often varies significantly from that of students applying for regular enrolment. Guest students (e.g. visiting students, non-degree students, freemovers) are defined by most universities as students who remain enrolled at their home university and only wish to study at the host university for a limited period of time and do not plan on taking any final examinations. In addition to providing a language certificate, applications must often include a list of prior academic achievement (transcript of records), a letter of motivation and academic references. Also keep in mind that you may have to pay tuition fees which vary depending on the country and university. For specific information about the academic systems, universities, application requirements and tuition fees in individual countries, visit the website of the German Academic Exchange Service (DAAD):

> [www.daad.de/en/](http://www.daad.de/en/)





FENJA,  
SPORTS AND FRENCH

YOU MAKE NEW  
FRIENDS WHO BECOME  
PART OF YOUR OWN  
SMALL ERASMUS  
FAMILY AND MAKE  
YOUR SEMESTER A  
FANTASTIC  
ADVENTURE.”



# FINANCING A VISIT ABROAD

## PROMOS scholarship

(Programme to Increase the Mobility of Students at German Universities)

### Programme description

The DAAD offers a mobility programme which helps students at German universities finance visits abroad to mostly non-European destination countries. PROMOS funding covers a broad spectrum of foreign mobility projects of up to six months in duration.

- › study visits mostly to non-EU countries, short stays to complete thesis work and research modules at universities/research institutes (one to six months)
- › traineeships (six weeks to six months)
- › language courses (three weeks to six months)
- › short courses (five days to six weeks)
- › group study trips, including trips to competitions

## Scholarship amount / Mobility allowance

Scholarship holders receive instalments of € 350 to € 550 per month. PROMOS supports foreign study visits conducted as part of existing student exchange partnerships, as well as individually arranged visits. The funding package includes partial scholarships, travel allowances and/or flat-rate course fee allowances.

### Application requirements

The programme is targeted at students and, to some extent, doctoral students. The International Office and Careers Service of the University of Münster are responsible for coordinating and selecting candidates in cooperation with the PROMOS faculty representatives.

## Application documents

You fill out an online application form and upload the following documents in the process:

- › letter of motivation
- › CV in tabular form
- › list of prior academic achievement with corresponding grades (print-out from QISPOS, Wilma etc.)
- › language certificate confirming proficiency in the teaching/working language of the host country. Recognised certificates (no older than three years):
  - \_ language certificates, e.g. TOEFL, IELTS, etc.
  - \_ DAAD Language Certificate (see p. 30)
  - \_ language course certificate with confirmation of level achieved (at least B1)
  - \_ Abitur foreign language certificate with a grade of at least "befriedigend+" (9 points/satisfactory)
- › signed insurance declaration form
- › copy of personal ID/passport

Afterwards you print and sign the application form and submit the original to the International Office.

## Application deadline

The application deadline is **15 October** for  
› projects beginning between January and June

The application deadline is **15 April** for  
› projects beginning between July and December

For more information on the PROMOS funding programme and application modalities, please contact the International Office of the University of Münster or visit our PROMOS webpage:

› [www.uni-muenster.de/studium/en/outgoing/stipendien/promos.html](http://www.uni-muenster.de/studium/en/outgoing/stipendien/promos.html)

## Erasmus+

For funding through the Erasmus+ programme, see page 9-15.



# OTHER FUNDING OPPORTUNITIES

## Scholarships from the DAAD and other organisations

The German Academic Exchange Service (DAAD) offers annual scholarships to finance one-year visits abroad for students in undergraduate and doctoral programmes. If you are currently pursuing your doctorate, you can also apply for a short-term DAAD scholarship for doctoral candidates. For an overview of the funding opportunities available to students in undergraduate and doctoral programmes, visit the scholarship database on the DAAD website at:

> [www.daad.de/en/](http://www.daad.de/en/)

## Fulbright grants

### Fulbright one-year grants

The Fulbright Commission awards German graduate students (master's/doctoral students) funding to study for one to two semesters at an American university. The application deadline usually falls in June of the year prior to the beginning of the study abroad period. Students of all disciplines are generally eligible to apply for Fulbright one-year grants. However, Fulbright funding

is not available to students enrolled in medical degree programmes (except subject-related programmes in the natural sciences and health administration). Special rules apply to applicants studying law or pursuing their MBAs. For more information, visit:

> [www.fulbright.de](http://www.fulbright.de)

### Fulbright travel grants

German bachelor's and master's students who are organising their exchange programmes to the United States via a German-American university partnership programme can apply to the Fulbright Commission for a travel grant. For more information about the scholarship benefits and application modalities, visit:

> [www.fulbright.de](http://www.fulbright.de)

## Auslands-BAföG

Students can apply for so-called "Auslands-BAföG", federal financial aid for foreign study. The amount of funding is based on the student's individual monthly need as well as a foreign allowance supplement for those who wish to study in a non-European country. Funding also includes a travel allowance of 250 euros for travel to and from

study destinations within Europe, and 500 euros for travel to and from destinations outside of Europe. The big advantage of Auslands-BAföG is that it also covers up to 4,600 euros for one year in tuition fees. In some cases, additional funding for foreign health insurance cover is also available. The needs-based financing, the foreign study allowance and the travel allowance are allocated – like normal BAföG financial aid – in equal part as a non-reimbursable grant and an interest-free loan which must be paid back at a later time. Any provided funding of tuition fees of up to 4,600 euros does not have to be paid back. For a list of the responsible offices, a BAföG calculator and other information, visit:

> [www.bafög.de](http://www.bafög.de) (in German only)

## Education loan

Regardless of whether you are eligible to receive BAföG, you can apply for a low-interest education loan (Bildungskredit) to finance your study visit abroad from the Federal Office of Administration. The loan is paid out in monthly instalments and must be repaid in 120-euro monthly instalments after four years. For more information, visit:

> [www.bva.bund.de/EN/](http://www.bva.bund.de/EN/)

## Please keep in mind ...

... as you plan your visit abroad, many scholarships are only one-time payments and will probably not cover all the costs resulting from your trip, such as moving and travelling expenses and the possibly higher cost of living in the host country. Especially during your first weeks of your stay abroad, you will encounter higher expenses, e.g. the security deposit for your apartment, new furniture etc. As time goes by, you may end up spending more than you usually do in Münster, for example, to take excursions, attend cultural events and buy course textbooks. In European capitals the cost of consumer goods and rental expenses are often higher than in Münster. For information on the average cost of living in various countries, visit the country information pages of the German Academic Exchange Service (DAAD):

> [www.daad.de/en/](http://www.daad.de/en/)

Many of the funding opportunities described here are only available to students with German nationality. Therefore, if you have a different nationality, check in advance to see how this will affect your funding opportunities.

# FOREIGN TRAINEESHIPS

Whether in Germany or abroad, an internship allows you to gain on-the-job experience and introduces you to potential professional fields, occupations and employers. You acquire valuable insights and skills which can offer you professional orientation and help you jumpstart your career.

## Careers Service

The Careers Service is your central contact point at the University of Münster for any questions regarding internships in Germany and abroad. We help you prepare for your internship and carry out quality assurance measures. We show you how to reflect on the practical experience you have gained and how it can further benefit your personal career orientation. Students of the University of Münster can contact us at the Careers Service for help with such questions as:

- › How do I find an internship abroad and how can I apply for it?
- › How can I finance my internship?
- › What legal aspects should I consider (e.g. visas, insurance etc.)?
- › How do I find accommodation abroad?

In addition to print materials and online information, the Careers Service offers numerous workshops and counselling opportunities. You can also apply for scholarships directly to co-finance foreign traineeships through Erasmus+/PROMOS.

Scholarship allocation:

- › [www.uni-muenster.de/CareerService/en/beratung/praktika/beratung-praktikumsfinanzierung.html](http://www.uni-muenster.de/CareerService/en/beratung/praktika/beratung-praktikumsfinanzierung.html)

Consultation, office hours and application portfolio check:

- › [www.uni-muenster.de/CareerService/en/beratung/index.html](http://www.uni-muenster.de/CareerService/en/beratung/index.html)

Information on all stages of domestic and foreign internships:

- › [www.uni-muenster.de/CareerService/en/beratung/praktika/index.html](http://www.uni-muenster.de/CareerService/en/beratung/praktika/index.html)

Careers Service event programme:

- › [www.uni-muenster.de/CareerService/en/programm/index.html](http://www.uni-muenster.de/CareerService/en/programm/index.html)

## University Centre for Teacher Education (ZfL)

The University Centre for Teacher Education (ZfL) advises students in teaching degree programmes also with regard to a mandatory or individually arranged foreign study visit and helps with the organisation of internships abroad as well as study periods abroad. The support focusses on conceptual questions regarding the integration of a study period abroad in the specific structure of a teaching degree programme. For more information, please visit the ZfL's website (in German only):

- › [www.uni-muenster.de/Lehrerbildung/daszfl/index.html](http://www.uni-muenster.de/Lehrerbildung/daszfl/index.html)



# GENERAL INFORMATION

## Language preparation

The Language Centre of the University of Münster offers a wide range of courses to help you prepare for a study visit abroad. The Language Centre offers beginner- and advanced-level courses in various languages every semester. You can find more information on the Language Centre website:

> [www.uni-muenster.de/Sprachenzentrum/en/](http://www.uni-muenster.de/Sprachenzentrum/en/)

If you already have some prior knowledge of the foreign language spoken in your prospective host country, you can hone your skills ahead of your visit by participating in a language tandem programme organised by the Language Centre. In a language tandem, WWU students meet up with international students who are studying in Münster, to practice speaking in the other's language and to learn from one another.

Language tandem registration and introductory info events are offered at the start of every semester. You can also receive ECTS credit for regular participation in a language tandem. For more information online, visit:

> [www.uni-muenster.de/Sprachenzentrum/en/tandem/](http://www.uni-muenster.de/Sprachenzentrum/en/tandem/)

## Language certificates

The Language Centre offers students in all disciplines at the University of Münster the opportunity to obtain language certificates in English, e.g. the DAAD Language Certificate.

More information:

> [www.uni-muenster.de/Sprachenzentrum/sprachtests/sprachzeugnisse](http://www.uni-muenster.de/Sprachenzentrum/sprachtests/sprachzeugnisse)  
(in German only)

DAAD Language Certificates in other languages are issued by the respective language departments.

## Leaves of absence and reimbursement of the semester ticket

WWU students who study at a university abroad remain enrolled at the University of Münster. For this period (depending on their study programme), they may request to take a leave of absence from the Student Admissions Office. As a rule, students can also request reimbursement of the semester ticket – if they are abroad for at least four months during the semester – by submitting a certificate confirming their stay abroad to the AStA.

Please note the following deadlines for requesting a leave of absence: 15 May (SS) and 15 November (WS). If you are planning on spending two semesters abroad and are not sure whether you should take a leave of absence for the entire period, please speak to the staff at the Student Admissions Office for individual advice on your best option. It is possible to extend your leave of absence whilst abroad by submitting a written request. For further information and opening times of the Student Admissions Office, visit:

> [www.uni-muenster.de/studium/en/studierendensekretariat.html](http://www.uni-muenster.de/studium/en/studierendensekretariat.html)

## Insurance

Statutory health insurance providers in Germany generally do not cover (or only to a limited extent) students who study abroad in non-EU countries, especially for longer periods of time. Therefore, we recommend contacting your insurance provider in advance to make sure you have sufficient health insurance during your semester abroad. It is also a good idea to have accident and liability insurance. Inquire at your insurance company whether your current policy will provide you with sufficient cover during your planned visit abroad.



## Visits abroad to regions with critical security issues

Before departure, we recommend that all outgoing students monitor the travel advisories and warnings – especially in regions with critical security issues – issued by the **German Federal Foreign Office**, and to register with **ELEFAND** (electronic registration of Germans abroad). We strongly advise you to postpone your trip if a travel warning has been issued for the corresponding region. Funding for a stay abroad in regions with an existing travel warning is generally not possible.

## Recognition of academic achievement abroad

The Erasmus or exchange coordinators in the faculties, institutes or Examinations Offices are responsible for determining the requirements for accrediting courses completed abroad as part of your studies at the University of Münster. To ensure that your work is recognised, speak to the responsible exchange coordinator to define the subject-related requirements and objectives of your study visit abroad. Together with your exchange coordinator, you will draft a so-called “learning agreement”. The agreement will explicitly state the thematic focus of your study visit abroad, along with which courses you are to attend at the host university and which modules or courses at the WWU they will replace. The learning agreement is then signed by you and the exchange coordinator or the person responsible for recognising your academic achievement. When you return to the WWU, you must send your learning agreement and transcript of records (list of courses and respective final grades) from the host university to your exchange coordinator (or person responsible for recognising your academic achievement). The Examinations Office will then officially record your recognised achievement. Freemovers (without an exchange programme) should likewise conclude a learning agreement even if this is not a mandatory requirement.

› [www.uni-muenster.de/InternationalOffice/formulare.html](https://www.uni-muenster.de/InternationalOffice/formulare.html)





## CONTACT

We would be happy to advise you on all possibilities for organising and financing a study visit abroad during your degree programme.

### International Office

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Appointments for group and personal consultation by arrangement

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### Career Service

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