STUDY ABROAD GUIDE
ACADEMIC YEAR 2021/2022
FOR OUTGOING
MASTER STUDENTS

YOUR JOURNEY STARTS HERE

INTERNATIONAL OFFICE KLU
EXCHANGE@THE-KLU.ORG
WELCOME…

… to the exciting period of your semester abroad!

As a graduate student of Kühne Logistics University you will spend your third semester abroad. Your journey starts with this guide and allows you to gain deep, hands-on insights into different cultures, social horizons and business paradigms that cannot be taught in classroom.

This brochure will answer your questions about practical matters regarding your exchange semester and provides advice before, during and after your semester abroad period.

We wish you a successful preparation time before you go abroad, an amazing time at one of our partner universities all over the world and mostly an exciting time abroad and a lot of new memories.

Take care and enjoy.

Your International Office of KLU!
GUIDE EXPLANATION…

We are supporting you while organizing and planning your semester abroad as well as being there for your questions while you are abroad.

- **International Office**
  - is your contact for all aspects of your exchange semester. To help you find out how and when you can reach us, you will find our contact details after this guide explanation.

- **General Information**
  - The first part of the guide will provide you general information about your semester abroad.

- **3 Programs**
  - There are 3 programs you can choose.
  - We have divided all important information on the respective program into separate guide sections.

- **Summary important facts**
  - At the end of the guide, we have included the Quick Facts, FAQ’s and the glossary.
Do you already know KLUney?

It will appear in the GUIDE whenever there is important information or something to consider.

And now it’s time to start looking forward to your exciting semester abroad!

For example, in ...
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ACADEMIC YEAR 2021/2022
FOR OUTGOING
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INTERNATIONAL OFFICE AT KLU…

CONTACT DETAILS

Kühne Logistics University
International Office, 4th floor, Room 4.40
Großer Grasbrook 17, 20457 Hamburg

exchange@the-klu.org

International Office Manager:
Friederike Bölle
Claudia Albrecht

+49 40 328707 -148
+49 40 328707 -142
OPENING HOURS

ON CAMPUS

We will inform you, once this is possible again.

VIRTUAL CONSULATION HOURS VIA ZOOM

MON & THU 1.30 pm – 3.30 pm
The zoom-link for our online office hours can be found on moodle.

INDIVIDUAL ZOOM CALL

Individual Zoom Calls are of course possible. Please write an email to
✉️ exchange@the-klu.org
We will arrange the call.
GENERAL INFORMATION ABOUT YOUR SEMESTER ABROAD

FROM KLU…

…TO THE WORLD
1. GENERAL INFORMATION

1.1 Semester Abroad programs

For your semester abroad KLU offers you 3 different programs, which are shortly described here. After the general part of this guide you will find detailed information about each of these programs. You can orientate yourself by the color scheme.

### EU Erasmus+ Program (E+)

You may attend classes and take examinations at the KLU’s partner universities affiliated with the European Union “Erasmus+ mobility” program which includes most (not all!) of our European partner universities. Each student receives a monthly grant and is required by the EU to do some specific paper work such as an online linguistic assessment and online report.

Special guide starts at page: 31

### Non-Erasmus Exchange Program (Non-EU)

While you remain a matriculated student at KLU, you may also spend a semester studying at a university outside of Europe linked to KLU through a bilateral partnership agreement. For some of the Non-E partners, different funding options are available.

Special guide starts at page: 52

### Free Mover (FM)

Where no agreement is in place, you may seek information about an university of your choice and contact it directly. Remember to inform KLU’s International Office about each step you take and respect the specific KLU deadlines which apply. In addition to the KLU tuition fee you also pay the host universities tuition fee.

Special guide starts at page: 63
1.2 Procedure and Timetable

Your semester abroad will take place in your third semester (Fall semester 2021). Please check your Certificate of Admission, whether you have a mandatory semester.

Certificate of Admission, 1st paragraph:
„The program includes a mandatory semester abroad."

Please note:
Planning and Organization begins much earlier.

Information
November 2020 - January 2021

- Please inform yourself about the programs and partner universities!
- For example: visit the Study Abroad Fair, read the Study Abroad Guide, check the fact sheet of the partner university, make an appointment at the International Office

Internal Application
January 2021 - February 2021

- Please apply for your semester abroad via Mobiliy Online (detailed information in the guide).
- Don’t miss the deadline: 20th February 2021
- If you wish to go as a Free Mover, please inform the International Office as soon as possible.
Allocation  
end of February 2021 - mid of March 2021

- The International Office will:
  - announce the results via individual emails
  - allocate you to a partner university and a program (Erasmus+ or Non-Erasmus)

Nomination at PU  
March 2021 - May 2021

- The International Office will:
  - nominate you at the partner university (time of nomination depends on the nomination procedure of each partner university)
  - You will receive detailed information regarding the application process directly from your partner university

Application at PU  
end of March 2021 - end of August 2021

- apply at the partner university in time and hand in all required documents. (depends on application process of respective university!)
- If you need documents or signature from International Office, please contact us.

Your Semester Abroad  
Fall semester 2021 (end of July 2021 - January 2022)

- Make sure to organise everything for your semester abroad in time. If you have any questions relating housing, visa requirements etc., please get in contact with your host university’s IO - they are there to help you.
- Enjoy your experience abroad!

Return to KLU  
depends on semester dates of your partner university

- We hope you had a great semester abroad. Please travel home safe!
- Please check Mobility Online for further steps after your return.
1.3 Online Tool

From the internal application for the semester abroad program till the last document which you need to hand in after your semester abroad period, our online tool “Mobility Online” will be part of your semester abroad.

In this tool, you will:

- Submit your internal application
- Be allocated to a semester abroad program ERASMUS+ or Non-Erasmus
- Enter your planned courses abroad
- Submit your experience report
- And much more… 😊

Please note:

Once the KLU application period starts, you are expected to log in regularly and follow the steps of your workflow!

KLU’s tool is not linked with any of the online tools your host university might be using. It is very likely that this may result in some extra (paper) work for you but this is inevitable. You also need to inform KLU and your host university individually about any changes (e.g. in your course selection) as soon as they occur.
1.4 Organizing your stay

1.4.1 Motivation and Information

Make yourself aware of why you prefer a certain (partner) university or country and what your second and third choice is because there is **no guarantee for you that you will get your first choice**.

Inform yourself as well as possible about:

- Your preferred partner university
- The courses (if already available)
- If, besides the courses taught in English, there will be further courses in a language you understand
- The lecture period and timing of the welcome week/days (academic calendar)
- Your visa requirements
- The living costs & additional costs (e.g. vaccinations)
- Extracurricular activities
- The culture and social life of the country
- Etc.

For information about the KLU partner universities and exchange programs please refer to the following sources:

- The websites and factsheets of the partner universities. You can find direct links to the universities on the Mobility Online Portal: [Mobility Online](https://www.service4mobility.com/europe/MobilitySearchServlet?identifier=HAMBURG19&kz_bew_pers=&kz_bew_art=OUT&sprache=en)
- Semester Abroad Fair, where may partner universities are represented by KLU and exchange students, taking place each year in mid-January. KLU’s International Office sends an invitation e-mail to all students.
- The experience reports written by KLU students who spent a period of study abroad, also on the Mobility Online Portal
- Personal meetings with the staff of the International Office
- Folders in the library
- Exchange students and exchange alumni
- Former KLU students
- Incoming coordinator of the partner university
Please note:

It is important that you research the partner universities carefully. For most universities we only have an exchange agreement for a specific level, either undergraduate students or graduate students.

1.4.2 KLU Enrolment and Financial Aspects

You maintain your enrolment status at KLU during the exchange term and pay the KLU tuition fees for that term.

All of the KLU exchange agreements are based on a bilateral agreement to waive payment of tuition for nominated students by the partner university. You are, however, responsible for all other costs related to your semester abroad.

Bear in mind that even though you have been selected for a tuition-free exchange, there may be other fees you might have to pay at the host university: administration fees, activity fees for the welcome week, etc.

1.4.3 Language of Instruction

At the majority of our partners: the language of instruction is English.

The number of available courses taught in English varies widely: Some partners run completely in English, others have only a very limited choice of English-taught courses available!

If you are fluent in the national language of your host university you are very welcome to study in that language! Please check the required proof of language proficiency.

Exceptions: Université de Rennes: only French!
1.5 Application process

1.5.1 KLU application form

You need to apply internally via Mobility Online. [MOBILITY-ONLINE]

You will receive an email from KLU´s International Office in due time announcing:

- The application period
- The link for the application form in [MOBILITY-ONLINE]

Be prepared to enter your:

- Personal data
- Choice of three partner universities, ranked from 1\textsuperscript{st} (first priority) to 2\textsuperscript{nd} and 3\textsuperscript{rd} choice
- Motivation letter (max. 1 page, 3000 characters incl. space)
- Proof of language skills, if planned to study in another language than English (recognized test, language school, university teacher). It is YOUR responsibility to verify a specific level of English (or any other language of instruction) at preferred partner university is necessary.

Please note:

**Motivation letter:**

Use it to let us know why you are the best fit for your preferred host university – for academic, professional or personal reasons. It´s up to you if you wish to write only about your 1\textsuperscript{st} choice or about all three. These questions will be helpful to you:

- Why did you choose the university which you have placed on top/2\textsuperscript{nd} of your list?
- How does the range of courses of the partner university fit into the focus of your personal studies?
- Which relevance does this semester abroad have for your personal and professional development?
- How do you prepare for your semester abroad?
1.5.2 KLU application deadline

KLU application:

- **When?** 05.02. – 20.02.2021
- **Deadline?** **20.02.2021 (11:59pm)**
- **What?** Fill in application form
  (your personal data + Motivation Letter)

Late or incomplete applications will be processed last, regardless of your grades.

1.5.3 Selection criteria

Applications will be ranked according to their average of grades at KLU (BSc: first and second semester) **AND** the motivation letter.

A very good motivation letter can outweigh poorer grades!

Students are selected through a process conducted by

- The International Office

**AND**

- The respective Program Manager
How it works? (Allocation system)

A maximum of **50 points** can be achieved with

<table>
<thead>
<tr>
<th>Your average grade (status 20.02.2021) (max. 40 points)</th>
<th>Motivation letter (max. 10 points)</th>
</tr>
</thead>
</table>

- **Overview grade point average/points (GPA)**

The GPA will be scored as the following:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Points</th>
<th>GPA</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,0</td>
<td>40</td>
<td>2,6</td>
<td>24</td>
</tr>
<tr>
<td>1,1</td>
<td>39</td>
<td>2,7</td>
<td>23</td>
</tr>
<tr>
<td>1,2</td>
<td>38</td>
<td>2,8</td>
<td>22</td>
</tr>
<tr>
<td>1,3</td>
<td>37</td>
<td>2,9</td>
<td>21</td>
</tr>
<tr>
<td>1,4</td>
<td>36</td>
<td>3,0</td>
<td>20</td>
</tr>
<tr>
<td>1,5</td>
<td>35</td>
<td>3,1</td>
<td>19</td>
</tr>
<tr>
<td>1,6</td>
<td>34</td>
<td>3,2</td>
<td>18</td>
</tr>
<tr>
<td>1,7</td>
<td>33</td>
<td>3,3</td>
<td>17</td>
</tr>
<tr>
<td>1,8</td>
<td>32</td>
<td>3,4</td>
<td>16</td>
</tr>
<tr>
<td>1,9</td>
<td>31</td>
<td>3,5</td>
<td>15</td>
</tr>
<tr>
<td>2,0</td>
<td>30</td>
<td>3,6</td>
<td>14</td>
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<tr>
<td>2,1</td>
<td>29</td>
<td>3,7</td>
<td>13</td>
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<td>2,2</td>
<td>28</td>
<td>3,8</td>
<td>12</td>
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<td>2,3</td>
<td>27</td>
<td>3,9</td>
<td>11</td>
</tr>
<tr>
<td>2,4</td>
<td>26</td>
<td>4,0</td>
<td>10</td>
</tr>
<tr>
<td>2,5</td>
<td>25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We issue the grade with status 20 February 2021!
➢ Motivation letter

Your motivation letter will be read and assessed by the International Office as well as by the Program Manager of the respective study program. Afterwards the average points of each category will be calculated and added together.

The motivation letter will be assessed as the following:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points (max. 10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formalia (Grammar, Spelling, etc.)</td>
<td>0-2</td>
</tr>
<tr>
<td>Structure/Red line of argumentation</td>
<td>0-2</td>
</tr>
<tr>
<td>Justification of interest (University, Country, personal interest)</td>
<td>0-2</td>
</tr>
<tr>
<td>Expectations for the semester abroad</td>
<td>0-2</td>
</tr>
<tr>
<td>Plans after that/Future plans (Why is the University/Country/Semester abroad important for your future plans?)</td>
<td>0-2</td>
</tr>
</tbody>
</table>

The points you receive for the GPA and the motivation letter are then added together and a ranking for the allocation of places will be created on that basis.

Please note:

Given that students reach the same number of points, the student with the higher average grade is rated better.

1.5.4 Allocation to the partner university and to the semester abroad program

The announcement of the results of the selection process via individual emails takes place end of February 2021 – mid of March 2021!
1.6 Host University

After your allocation to a partner university:

- The KLU International Office will nominate you at the partner university
- You will need to register at your host university
- The host university will issue the Letter of Acceptance

1.6.1 Nomination

After your allocation, you will be nominated by the KLU International Office at the host university that you have been selected for.

This means that the KLU International Office will contact the host university and will send your name and e-mail address to the coordinator there.

Your host university will then inform you on how to proceed with the application and everything else you need to know.

1.6.2 Registration and deadline

Submit your registration as soon as possible since access to accommodation or to courses are often processed in a first come, first served basis.

If requested to send your registration as paper copies by mail: We recommend sending your application via registered letter or courier (FedEx, UPS) to be able to track it and to make sure that it does not get lost.

Please note:

It is YOUR responsibility to follow all instructions and meet all deadlines of the host university regarding university enrolment, courses registration, health insurance and accommodation.
1.6.3 Admission to the host university

You are formally admitted as an exchange student only once the International Office of the host university contacts you by letter or e-mail confirming your acceptance, normally issuing a “Letter of Acceptance”.

From this point onwards, it is up to each student to organize the departure and to deal with any further administrative requirements. Most universities send their informational package/e-mails normally in early summer for the fall term.

1.6.4 Passport & Visa

Make sure that your passport is valid for the whole period (at least six months, better one year after the expected return date).

It is your responsibility to fulfill all the administrative requirements for your visa. Check with the consulate or embassy of your preferred host country the visa regulations that apply for you. Keep in mind that those regulations might change, hence always use the official authorities as main source of information for questions on the visa. We are happy to provide you with KLU documents.

Please note:

Schengen Visa for Germany allows you to stay abroad in the Schengen Area only for up 90 days.
1.6.5 Safety & Security

If you are concerned about safety situation of your designated exchange country, please contact the KLU IO as soon as possible.

**SECURITY:**

- Do not expect the same security standards as in your home country!
- Do not be careless, ask your fellow students, flat mates and the International Office.
- To replace your passport lost or stolen abroad, citizens have to go to the nearest Embassy or Consulate and apply in person. For further help and information please contact the IO staff of your semester abroad destination.
- Understand the cultural and political environments of the countries you visit (How do locals view students from other countries? How should this affect your behavior?)

**SAFETY:**

- Find out the emergency phone number of your host country!
- Do not underrate weather conditions in areas you like to go!
- Hydrological, meteorological & health disasters become more and more a problem.
- Are you well prepared for your semester stay abroad?
- Use links of institutions like your chose university abroad, Ministry of Foreign Affairs and webpages that provides you with helpful review reports & further hints (www.stexx.eu)
- You will need to register at your host university
- The host university will issue the Letter of Acceptance
- Crisis prevention: put yourself on the “Elefand” list: https://elefand.diplo.de/elefandextern/home/login!form.action
- Follow the news and read the newspaper.
1.6.6 Health Insurance

During your semester abroad period you are continuously enrolled at the KLU (as specified in your enrollment certificates). Within the European Union, health insurance agreements between the EU countries are in force. Outside the EU mutual risks are not covered. Thus, each student must buy an additional health insurance.

Since you are enrolled at KLU during the whole period you cannot quit the German health insurance. It is mandatory to stay insured via your German health insurance provider during your internship and semester abroad. Please ask the inbound coordinator at your university abroad for insurance details.

Please note:

If you have further questions concerning the health insurance during your semester abroad, please contact KLU Student Services.

1.6.7 Accommodation

Housing opportunities vary from one university to another. You are advised to contact the International Office of the partner university, to learn how to find accommodation and understand what service your host university offers in this regard.

However, finding an accommodation is your own responsibility.

Please note:

If you wish to offer your flat for incoming KLU students for the time you are abroad, please contact KLU Student Services.
1.6.8 Orientation program at Host University

Most universities organize (mandatory) orientation programs for guest students prior to the beginning of the term. You are expected to arrive at the host university on time for orientation and the start of the courses.

1.6.9 Language Courses

Most universities organize language courses of the host country free of charge or for reduced prices before or during the start of the semester. You are advised to contact the International Office of the partner university to learn more about application.

Please note:

Language courses do not count for your mandatory amount of ECTS.

1.6.10 Going abroad with children

The EU Erasmus+ program allows additional funding for single parent students going abroad with their child/ren. Please enquire with the KLU International Office to get more information.

1.6.11 Going abroad with disabilities

The EU Erasmus+ program allows additional funding for students with disabilities. Please enquire with the KLU International Office to get more information.
1.6.12 Cancellation policy

Once your exchange is confirmed you will have to respect the deadlines and leave for the host country in time. Cancellation of your semester abroad semester may be possible only for serious reasons such as illness or other important personal causes and must be submitted to the KLU’s International Office as soon as possible in writing. In this case you are also responsible to directly inform the person with whom you have been in contact at the host university.
1.7 Return to KLU

After your return from your exchange semester there are a few things to do for you:

1.7.1 Exchange report

You are invited to write an “Exchange report” about your experience abroad. These reports are an essential source of information for future students considering a term abroad. You find the link on Mobility Online.

1.7.2 Study Abroad Fair

In the first week of the lecture period of the spring semester a semester abroad fair will be organized in which you can participate voluntarily. During the event you'll present your semester abroad with pictures, music, things you bought there, secret party locations insights and so on, to help fellow students gain an impression of their future partner university.

1.7.3 Brochures from host university

Please bring brochures and/or merchandise from the host university with you if possible. We can use that material for the Semester Abroad fair.

The KLU International Office can also provide some KLU material if your host university invites you to represent KLU on any similar fair on your host campus.

1.7.4 HVV public transportation ticket

Students who return before 1\textsuperscript{st} January (MSc) are not entitled for a HVV ticket paid by KLU for the remaining weeks of that fall semester.
1.8 Accreditation of results

Credit points and examination results for courses taken on exchange are transferred to the KLU. The courses will not be shown on the KLU transcript.

Normally the International Office of the host institution sends the official transcript of results to the student’s home address and/or to KLU’s International Office. Bear in mind that the process may take several weeks or even months to complete. It is up to the student to inform the KLU’s International Office once host university’s transcript arrive directly at the student’s home address.

- Language courses: ECTS points earned with language courses will not be transferred.
- Master courses in the bachelor program: ECTS point gained at Master level can be transferred.
- Bachelor courses in the master program: Bachelor courses ECTS points are not transferred in the master program. It is the master students’ responsibility to obtain the relevant course description from the host university and to demonstrate that all courses chosen are at master level.

1.8.1 Conditions for credit transfer

- You have passed the course (at least the minimum of passing grade.)
- The course is listed on your approved Learning Agreement which is signed by you, by KLU’s International Office and by your host university.
- Example for a KLU master student:
  - You successfully attended 4 courses á 6 ECTS, 24 in total
  - Only 20 ECTS will be recognized by KLU: the course with the lowest grade out of those four courses will be weighted with 2 ECTS

<table>
<thead>
<tr>
<th>Course</th>
<th>ECTS</th>
<th>Grade</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course A</td>
<td>6</td>
<td>1,3</td>
<td>6 ECTS</td>
</tr>
<tr>
<td>Course B</td>
<td>6</td>
<td>2,7</td>
<td>2 ECTS</td>
</tr>
<tr>
<td>Course C</td>
<td>6</td>
<td>2,0</td>
<td>6 ECTS</td>
</tr>
<tr>
<td>Course D</td>
<td>6</td>
<td>2,0</td>
<td>6 ECTS</td>
</tr>
<tr>
<td>Summary</td>
<td>24</td>
<td></td>
<td>20 ECTS</td>
</tr>
</tbody>
</table>
1.8.2 Calculation of overall average grade

Examination results for courses taken during the exchange period are included in the calculation of the overall average grade achieved in the KLU master degree.

Surplus courses (more than 20 ECTS) will not influence the KLU GPA!

Please note:

**MSC GL SCM:**

20 ECTS will be graded.

**MSC MGT:**

15 ECTS graded, 5 ECTS will only be transferred with pass/fail even if graded by partner university!

1.8.3 KLU grade and credit conversion table

The KLU Grade and Credit Conversion Table is available on Moodle in the International Office section.

1.8.4 Host university’s examinations on KLU campus

World-wide, there are various academic calendars in place and sometimes they overlap with KLU’s calendar.

In order to make sure that you can return to KLU in time you are allowed to sit examinations of the host university on KLU campus, if your host university agrees.

Inform the KLU International Office immediately if you face such a case so that we can support you.
STUDY ABROAD GUIDE
ACADEMIC YEAR 2021/2022
FOR OUTGOING
MASTER STUDENTS

EU ERASMUS+ PROGRAM (E+)

Erasmus+

Greece
France
Sweden
Spain
Iceland

Austria

And More...
2. EU ERASMUS+ PROGRAM (E+)

2.1 About the program

2.1.1 General information

Since 2013, KLU has been participating in the **ERASMUS+ Program**.

The ERASMUS+ program is a grant program of the European Union, which enables students to study at a university within the EU by spending three to 12 months abroad.

The KLU students may attend classes and take examinations at KLU’s partner universities affiliated to the ERASMUS* program.

Each student receives a **monthly grant** (depending on duration and country of stay) and is required by the EU to do some specific paperwork such as an online linguistic assessment and online report.

Outgoing KLU students do not have to apply for the ERASMUS+ program. Once you are nominated for one of our ERASMUS+ partners, you will be automatically guided through all these paperwork and requirements via our online tool Mobility Online. You do not need to submit a grant application, the basis to receive the grant is your fully completed Grant Agreement.

Please note:

KLU’s ERASMUS Code: D HAMBURG19

WROCLAW/ POLAND
2.1.2 As an Erasmus student (Expectations)

ERASMUS+ is the world's largest exchange program for stays abroad and KLU students are entitled to expect:

- Your home and host universities to have an inter-institutional agreement
- Before you leave, the sending and receiving institutions to sign a learning/training agreement setting out the details of your planned activities abroad, including the credits to be earned
- Not to have to pay your host university for tuition, registration, examinations, access to laboratory and library facilities during your Erasmus studies
- To be treated and served by your host university in the same way their home students are.
- Tbc…

ERASMUS+ is the world's largest exchange program for stays abroad and KLU students are expected to:

- Respect the rules and obligations of your Erasmus grant agreement with your home university or your national agency
- Ensure that any changes to the learning/training agreement are agreed in writing with both the home and host institutions as soon as they occur.
- Spend the full study/placement period as agreed at the host university/enterprise, including participation in the relevant examinations or other forms of assessment, and respect its rules and regulations
- Tbc…

Please note:

For more information, please feel free to check our homepage:

https://www.the-klu.org/university-services/international-office/erasmus/
2.1.3 Requirements

To fulfill the KLU requirements you have to

- Follow courses worth at least 20 ECTS of graduate level
- Undergraduate courses do not count towards requested 20 ECTS credit points!
- You are mostly free to choose courses from your related study area. The International Office will prove all courses you may choose.
- A normal semester workload would not be more than 30 ECTS. The courses with the best grades will count for your average on your transcript and for your diploma.
- Language classes do not count towards the 20 ECTS.
- It is not permissible to choose courses identical to those which you have passed at the KLU already.
- You are free to attend courses worth more than the above listed ECTS.
- If the host institution allows you to attend additional courses from other areas like culture, history, arts, etc. they could be recognized for the “personal development” module. Additional courses do not count towards the requested 20 ECTS.
- Course sizes vary from partner to partner, from as small as 2 ECTS up to 15 ECTS per course or even more.

Vienna, Austria
2.1.4 Scholarship

As a participant in the ERASMUS+ program you receive grants per month, depending on the exact days abroad and on your destination (country).

For that purpose, the European Commission has divided the participating countries into these three following groups: (Academic Year 2020/21)

<table>
<thead>
<tr>
<th>Country group (CG) (Academic Year 2020/21)</th>
<th>Funding amount (Academic Year 2020/21)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CG I</strong> = Program Countries with higher living costs Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, UK</td>
<td>450€/month 15€/day</td>
</tr>
<tr>
<td><strong>CG II</strong> = Program Countries with medium living costs Austria, Cyprus, Belgium, France, Germany, Italy, Malta, Netherlands, Portugal, Spain, Greece</td>
<td>390€/month 13€/day</td>
</tr>
<tr>
<td><strong>CG III</strong> = Program Countries with lower living costs Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia, Poland, Romania, Slovakia, Slovenia, Turkey</td>
<td>330€/month 11€/day</td>
</tr>
</tbody>
</table>

The grants are not expected to cover the entire costs incurred during the stay abroad period, but they may contribute towards travel expenses and some of the living costs.

The grants for academic year 2021/22 will be published by the EU commission/DAAD in the beginning of next year. The funding amounts for 2021/22 will be adjusted accordingly.
2.1.5  Payment of the ERASMUS+ scholarship

The scholarship will be paid in two shares by the International Office of KLU.

- **1. share (90 days/3 month)**: to be paid out before you leave (all requested documents need to be handed in!

- **2. share (daily billing from day 91 onwards)**: after you finished your semester abroad and handing in all required documents!

The bursary will be credited directly to the student’s bank or postal account.

**Please note:** 1 month = 30 days

**Calculation example (academic year 2020/21)**

**Task:**
Student XY spends 4 month and 13 days at a partner university in Malta:

**Calculation:**

1. Step = check country group & funding amount/day

   **Malta = Country group 2 = 13€/day**

2. Calculation = total number of days * funding amount/day

   **133 days * 13€ = 1729€**

3. Divide the total amount into 2 shares (1. Share = 90 days/ 2. Share= rest of days)

   1. share: 1170€

   2. share: 559€

**Result:**

The student receives a scholarship in a total amount of 1729€ for 133 days.
Strasbourg
(France)
2.2 Overview Host Universities

Welcome to our Partner Universities in our ERASMUS+ Program:

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>PARTNER UNIVERSITY</th>
<th>(Estimated) Fall Term</th>
<th>Available places</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUSTRIA</td>
<td>Alpen-Adria Universität (AAU)</td>
<td>Oct – Jan</td>
<td>2</td>
</tr>
<tr>
<td>AUSTRIA</td>
<td>Wirtschaftsuniversität Wien</td>
<td>Oct – Jan</td>
<td>2</td>
</tr>
<tr>
<td>FRANCE</td>
<td>Ecole de Management Strasbourg</td>
<td>Sept – Dec</td>
<td>6</td>
</tr>
<tr>
<td>FRANCE</td>
<td>IGR-IAE- Université de Rennes 1</td>
<td>Sept - Dec</td>
<td>3</td>
</tr>
<tr>
<td>FRANCE</td>
<td>KEDGE Business School</td>
<td>Sept - Dec</td>
<td>1</td>
</tr>
<tr>
<td>GREECE</td>
<td>ALBA Graduate Business School</td>
<td>Sept - Dec</td>
<td>4</td>
</tr>
<tr>
<td>GREECE</td>
<td>International Hellenic University (IHU)</td>
<td>Oct - Dec</td>
<td>2</td>
</tr>
<tr>
<td>HUNGARY</td>
<td>Andrassy University (ONLY in German)</td>
<td>Sept – Jan</td>
<td>2</td>
</tr>
<tr>
<td>HUNGARY</td>
<td>Central European University (Campus: tbc – Budapest/Vienna)</td>
<td>Sept - Dec</td>
<td>2</td>
</tr>
<tr>
<td>ICELAND</td>
<td>Reykjavik University</td>
<td>end of Aug - Dec</td>
<td>2</td>
</tr>
<tr>
<td>ITALY</td>
<td>Universita de Genoa</td>
<td>Sept - Dec</td>
<td>3</td>
</tr>
<tr>
<td>ITALY</td>
<td>Universita de Pisa</td>
<td>Sept - Dec</td>
<td>1</td>
</tr>
<tr>
<td>LATVIA</td>
<td>Riga Technical University</td>
<td>Sept – Jan</td>
<td>1</td>
</tr>
<tr>
<td>Country</td>
<td>University/Courses</td>
<td>Start – End</td>
<td>Duration</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------</td>
<td>-------------------</td>
<td>----------</td>
</tr>
<tr>
<td>NETHERLANDS</td>
<td>TU Eindhoven</td>
<td>Sept – end Jan</td>
<td>1</td>
</tr>
<tr>
<td>POLAND</td>
<td>Wroclaw University of Economics</td>
<td>Sept – early Feb</td>
<td>1</td>
</tr>
<tr>
<td>PORTUGAL</td>
<td>University of Porto/FEUP (2/3 of courses at FEUP)</td>
<td>Sept - Jan</td>
<td>2</td>
</tr>
<tr>
<td>SWEDEN</td>
<td>Chalmers University of Technology</td>
<td>Aug – Jan</td>
<td>2</td>
</tr>
<tr>
<td>TURKEY</td>
<td>Istanbul University</td>
<td>Oct – Jan</td>
<td>1</td>
</tr>
<tr>
<td>TURKEY</td>
<td>Istanbul Technical University</td>
<td>Sept – mid Jan</td>
<td>2</td>
</tr>
<tr>
<td>TURKEY</td>
<td>Koc University</td>
<td>Sept – mid Jan</td>
<td>1</td>
</tr>
<tr>
<td>TURKEY</td>
<td>Özyegin University</td>
<td>Oct – mid Jan</td>
<td>2</td>
</tr>
</tbody>
</table>

Please note:

| Country        | NO ERASMUS+ PARTNER UNIVERSITY            | |
|---------------|-------------------------------------------| |
| GREECE        | ALBA – American College of Greece         | |
|               | This University is located in Greece, but follows the American school system and is **not eligible** for Erasmus Scholarship! | |

The updated list of partner institutions may be viewed on the KLU website: [https://www.the-klu.org/university-services/international-office/](https://www.the-klu.org/university-services/international-office/)

As of November 2020 – subject to change! Due to temporarily circumstances, some universities might not be available.

Have fun to discovering our European Universities!
2.3 Your steps BEFORE your stay

In order to fulfill your duties for ERASMUS+ please follow the workflow steps in Mobility Online carefully. These Online Tool guides you through your different tasks step by step, starting before your stay.

https://www.service4mobility.com/europe/LoginServlet

• It only allows you to continue with your tasks in a specific order – sometimes the International Office need to check and approve your entered data before you are able to continue.

• In case you have fields with “XY” (because you have not entered your data properly during the application process in February), please replace this fields with your correct data.

• Please let us know in case you have technical problems with the system.

Please note:

In order to enter data, please click “Forward to update”, otherwise the system won´t allow you to enter any data.

➢ NEXT STEP: NOMINATION/ APPLICATION

• KLU´s International Office will nominate you at your host institution during September/October, so the host university knows which KLU student is coming to study there in spring.

• The host university will contact you with further information on what you need to do in order to apply (application = data/documents they need from you in order to enrol you).
• It may take a few days for the host institutions to contact you. Some of them get in touch after the individual nomination deadline, which might be the end of October – just be patient. 😊
• All partner universities have different application systems – please follow their individual instructions on how to apply.

Please note:
It is YOUR responsibility to hand in all data/documents/forms requested by your host institution in time! Make sure you know the application deadline!

- **NEXT STEP: ERASMUS + ONLINE LINGUISTIC SUPPORT (OLS)**

You will receive an email with the link to the language assessment for the language of instruction at your host university.

• OLS is designed for Erasmus + students to help them improve their knowledge of the main language of instruction before and during their stay abroad to ensure a better learning mobility experience.

• For mobility measures between program countries and for the languages covered by OLS, the student must take an OLS language test before the mobility phase and a final test at the end of the mobility phase.

• Performing the OLS test before departure is a prerequisite for the mobility phase. The test takes place after the student is selected and before the learning agreement or, alternatively, the grant agreement is signed.

• Based on the results of the OLS test, the sending institution assigns students an OLS language course if they want to improve their language skills.

• Further options for participants following the OLS language courses (OLS Live Coaching: MOOCs, forum and tutoring sessions) can be found at [http://erasmusplusols.eu](http://erasmusplusols.eu)
NEXT STEP: LEARNING AGREEMENT

You must submit the list of courses you plan to attend at the host university by completing the Learning Agreement. It is your responsibility to obtain the relevant course description from your host university.

Insert your courses into Mobility Online and make sure that:

- There is no content overlaps with courses at the KLU
- Courses are worth at least 20 ECTS
- Language courses do not count towards your mandatory amount of ECTS

- KLU’s International Office will check and approve your course choice. Afterwards, you will be able to print your LA.

- Get your Learning Agreement signed:
  1. You
  2. KLU’s International Office
  3. Host institution’s International Office

Please note:

Please upload the signed (all three parties!) LA on Mobility Online – digital signature allowed.
➢ **ADDITIONAL INFORMATION LEARNING AGREEMENT:**
You are allowed to change (add/drop) courses at the beginning of your stay in consultation with us and the host institution. (SEE: 2.4 Steps DURING your stay)

➢ **NEXT STEP: ENTER SEMESTER DATES**
Please enter your exact semester dates incl. welcome session and exam period of your host university.

➢ **NEXT STEP: GRANT AGREEMENT**
Grant Agreement = Contract between you and the KLU for your participation in the ERASMUS+ program

The guidelines for receiving the Erasmus grant are set out in the Erasmus + Grant Agreement.

• Please make sure:
  
  • All contact details and bank account details are correct.
  
  • The entered semester dates correspond with the official semester dates at your host university.
  
  • Generate, sign it and send the Original document of the Grant Agreement before your departure to the International Office.

  Please note:

  Hand in the original signed Grant Agreement at the International Office (via mail or directly into the postbox) – no pdf/scanned version allowed!

**DEADLINE:** do these tasks BEFORE mobility!
2.4 Your steps DURING your stay

- **NEXT STEP: ADD/DROP COURSES**

Your study plan is likely to change. You are allowed to change (add/drop) courses at the beginning of your stay in consultation with us and the host institution:

- Let us know via Mobility Online that you want to make changes to your LA and we will check and approve your new course list (the same criteria for course selection apply as for the original LA.)
- KLU’s International Office will check and approve your course choice. Please download your changed LA.
- Get the changes to your LA signed:
  1. You
  2. KLU’s International Office
  3. Host institution’s International Office

**Please note:**
Please replace the signed LA in Mobility Online.

- **NEXT STEP: CONFIRMATION OF STAY**

The actual start and end dates of the study period should be listed according to the following definitions:

- The **start date** of the mobility phase is the first day on which the student is present at the host institution.

This could be, for example, the first day of lectures, a welcome event organized by the host institution, an information event for students with special needs or an intercultural course organized either by the host institution.
• The last day of the mobility phase is the day on which the student is present at the host institution and not the actual departure date.

This is, for example, the end of the examination period, last day of classes or the last day of compulsory attendance.

The template of the „Confirmation of Stay“ document can be found on Mobility Online.

Please note:

Please upload your confirmation of stay on Mobility Online after your semester abroad.
2.5 Your steps AFTER your stay

- **NEXT STEP: TRANSCRIPT OF RECORDS**

In order to get your semester abroad accredited you need to upload your transcript of records on Mobility Online:

- Your semester abroad counts:
  - Courses must be passed with the equivalent of a 4.0 or better
  - Only 20 ECTS will be recognized by KLU: the courses with the best grade will count for your average.

- The current conversion scheme for credits (in case of a different credits system than ECT) and grades can be found on moodle.

**Please note:**

Please upload your transcript of records on Mobility Online.

- **NEXT STEP: EXPERIENCE REPORTS**

1. **European Commission Mobility tool:**
   You will receive an email for this questionnaire on your KLU mail account.

   - EU data collection questionnaire and compulsory within the framework of Erasmus
   - For purely statistical purposes
2. **Mobility Online: Student Experience Report:**

- Various questions on your semester abroad on student life, the partner institution, courses, etc.

- The aim is to give following KLU students the opportunity to get a first impression on the partner university and to support them in their decision-making process.

- Be honest and fair in your reflection on your study abroad semester. We would be happy if you add some pictures to your report.

### DEADLINE

To do these tasks AFTER mobility:

4 weeks after your semester abroad!

### 2.6 Checklist

Feel free to use our checklist to organize your semester abroad within the ERASMUS+ program. You will find them below.

If you have further questions, don’t hesitate to contact the International Office of KLU at any time:

✉️ exchange@the-klu.org

### REMINDER:

Please make a copy of all your documents for yourself!
<table>
<thead>
<tr>
<th>Done</th>
<th>To do</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>IO Info-Session for your semester abroad</td>
<td>September/October</td>
</tr>
<tr>
<td>☐</td>
<td>Inform YOURSELF (IO, Mobility Online Portal, Semester Abroad GUIDE)</td>
<td>As soon as possible!</td>
</tr>
<tr>
<td>☐</td>
<td>Inform yourself and take part at the Semester Abroad Fair</td>
<td>January</td>
</tr>
<tr>
<td>☐</td>
<td>Apply at IO for your stay at one of our partner universities via Mobility Online</td>
<td>20 February</td>
</tr>
<tr>
<td>☐</td>
<td>Application at Host University</td>
<td>See deadline of the Host University</td>
</tr>
<tr>
<td>☐</td>
<td>Complete your Data on Mobility Online</td>
<td>Before the start of your semester abroad</td>
</tr>
<tr>
<td>☐</td>
<td>Complete the 1. OLS language assessment (no test!) and confirm on MO</td>
<td>After you received an autom. generated email from the EU Erasmus+ program</td>
</tr>
<tr>
<td>☐</td>
<td>Enter Credit Point System at Host University on Mobility Online</td>
<td>Before the start of your semester abroad</td>
</tr>
<tr>
<td>Task</td>
<td>Deadline</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------------------</td>
<td></td>
</tr>
<tr>
<td>Fill out your <strong>Learning Agreement (LA)</strong> „Before the Mobility“ on Mobility Online, print it and get it signed - needs to be signed by you, the KLU International Office and your host university</td>
<td>Before the start of your semester abroad</td>
<td></td>
</tr>
<tr>
<td>Upload your signed Learning Agreement on Mobility Online</td>
<td>Before the start of your semester abroad</td>
<td></td>
</tr>
<tr>
<td>Enter Semester Dates of your Host University on Mobility Online</td>
<td>Before the start of your semester abroad</td>
<td></td>
</tr>
<tr>
<td>Enter your Bank Details for ERASMUS+ grant</td>
<td>Before the start of your semester abroad</td>
<td></td>
</tr>
<tr>
<td>Print the Grant Agreement, sign it and hand it in at the IO (only the original document can be accepted, no copies or scans)</td>
<td>Before the start of your semester abroad</td>
<td></td>
</tr>
<tr>
<td>International insurance to clarify: Duty: Health insurance, recommended: travel, accident and liability insurance</td>
<td>In time before departure</td>
<td></td>
</tr>
<tr>
<td>Take care of accommodation and flights – it is your responsibility to take care of this in a good time</td>
<td>In time before departure</td>
<td></td>
</tr>
<tr>
<td>If needed: Applying for visa</td>
<td>At least 2-4 month before departure</td>
<td></td>
</tr>
</tbody>
</table>
# CHECKLIST: DURING YOUR MOBILITY

<table>
<thead>
<tr>
<th>Done</th>
<th>To do</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>If needed: Changes in course selection on Mobility Online „During the Mobility“ <strong>AND</strong> on the ERASMUS+ Learning Agreement (Table A2)</td>
<td>Within 5 weeks after the beginning of the lecture period</td>
</tr>
<tr>
<td>✗</td>
<td>Get your Confirmation of Stay signed (to be signed by your host university)</td>
<td>At the END of your stay</td>
</tr>
<tr>
<td>✗</td>
<td>Collect information material from Host university and bring it back to KLU for upcoming outgoing students</td>
<td>At the END of your stay</td>
</tr>
<tr>
<td>Done</td>
<td>To do</td>
<td>Due</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>☑</td>
<td>Upload your Confirmation of Stay on Mobility Online</td>
<td>Within 4 weeks after the completion of your semester abroad</td>
</tr>
<tr>
<td>☐</td>
<td>Upload your Transcript of Records of your Host University on Mobility Online</td>
<td>Within 4 weeks after the completion of your semester abroad</td>
</tr>
<tr>
<td>☐</td>
<td>If needed: Complete the 2. OLS language assessment (no test!) and confirm on Mobility Online</td>
<td>After you received an automatically generated email from the EU Erasmus+ program</td>
</tr>
<tr>
<td>☐</td>
<td>Study Abroad Experience Report on Mobility Online</td>
<td>Within 4 weeks after the completion of your semester abroad</td>
</tr>
<tr>
<td>☐</td>
<td>Complete the EU Survey (Mobility Tool report) and confirm it on Mobility Online</td>
<td>After you received an automatically generated email from the EU Erasmus+ Mobility Tool program</td>
</tr>
</tbody>
</table>
STUDY ABROAD GUIDE
ACADEMIC YEAR 2021/2022
FOR OUTGOING
MASTER STUDENTS

NON - ERASMUS PROGRAM (NON - EU)
3 NON-ERASMUS EXCHANGE PROGRAM (NON-EU)

3.1 About the program

3.1.1 General Information

We have established a broad network based on exchange agreements around the world. While you remain a matriculated student at KLU, you may also spend a semester studying at a university linked to KLU through a bilateral partnership agreement.

On the basis of the agreement signed, there are no additional tuition fees to be paid at the partner university. The KLU students may attend classes and take examinations at KLU’s partner universities.

3.1.2 Requirements

To fulfill the KLU requirements you have to

- Follow courses worth at least 20 ECTS of graduate level
- Undergraduate courses do not count towards requested 20 ECTS credit points!
- You are mostly free to choose courses from related study area. The International Office will prove all courses you may choose.
- A normal semester workload would not be more than 30 ECTS. The courses with the best grade will count for your average on your transcript and for your diploma.
- Language classes do not count towards the 20 ECTS.
- It is not permissible to choose courses identical to those which you have passed at the KLU already.
- You are free to attend courses worth more than the above listed ECTS.
- If the host institution allows you to attend additional courses from other areas like culture, history, arts etc, they could be recognized for the “personal development” module. Additional courses do not count towards the requested 20 ECTS.
- Course sizes vary from partner to partner, from as small as 2 ECTS up to 15 ECTS per course or even more.
### 3.2 Overview Host Universities

Welcome to our Partner Universities in our Non-Erasmus Exchange Program (Non-E):

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>PARTNER UNIVERSITY</th>
<th>(Estimated) Fall Term</th>
<th>Available places</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARGENTINA</td>
<td>IAE Business School</td>
<td>Aug - Nov</td>
<td>2</td>
</tr>
<tr>
<td>BRAZIL</td>
<td>FGV-EAESP</td>
<td>July/Aug - Dec</td>
<td>1</td>
</tr>
<tr>
<td>COLOMBIA</td>
<td>Universidad de los Andes</td>
<td>End July - Dec</td>
<td>3</td>
</tr>
<tr>
<td>INDIA</td>
<td>S.P. Jain institute</td>
<td>Mid July - Nov</td>
<td>2</td>
</tr>
<tr>
<td>MEXICO</td>
<td>Instituto Tecnológico y Estudios Superios de Monterrey</td>
<td>July – Nov</td>
<td>1 (tbc – subject to contract ext.)</td>
</tr>
<tr>
<td></td>
<td>(Tec de Monterrey, TDM)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEXICO</td>
<td>IPADE</td>
<td>Early Oct - Dec</td>
<td>2</td>
</tr>
<tr>
<td>NAMIBIA</td>
<td>Harold Pupkewitz Graduate School of Business, NUST</td>
<td>Mid July - Dec</td>
<td>2</td>
</tr>
<tr>
<td>PERU</td>
<td>Universidad del Pacifico</td>
<td>Aug – Dec</td>
<td>2</td>
</tr>
<tr>
<td>PR CHINA</td>
<td>University of Nottingham, Campus Ningbo (UNNC)</td>
<td>Sept – mid Jan</td>
<td>5</td>
</tr>
<tr>
<td>PR CHINA</td>
<td>Dalian Maritime University</td>
<td>Sept – mid Jan</td>
<td>4</td>
</tr>
<tr>
<td>PR CHINA</td>
<td>Chinesisch-Deutsches Hochschulkolleg (CDHK), Tongji University</td>
<td>Sept – mid Jan</td>
<td>5</td>
</tr>
<tr>
<td>Country</td>
<td>University</td>
<td>Months</td>
<td>Duration</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------</td>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td>RUSSIA</td>
<td>HSE University Moscow</td>
<td>Sept - Dec</td>
<td>2</td>
</tr>
<tr>
<td>SINGAPORE</td>
<td>National University of Singapore</td>
<td>Aug – Dec</td>
<td>1 (tbc – subject to contract ext.)</td>
</tr>
<tr>
<td>SOUTH AFRICA</td>
<td>Stellenbosch University</td>
<td>Mid July - Dec</td>
<td>tbc</td>
</tr>
<tr>
<td>SWITZERLAND</td>
<td>Università della Svizzera Italiana</td>
<td>Sept – Jan</td>
<td>2</td>
</tr>
<tr>
<td>THAILAND</td>
<td>Thammasat Business School</td>
<td>Aug – Dec</td>
<td>1</td>
</tr>
<tr>
<td>URUGUAY</td>
<td>Universidad de Montevideo</td>
<td>Aug - Dec</td>
<td>1</td>
</tr>
</tbody>
</table>

Please note:

**NO ERASMUS+ PARTNER UNIVERSITY**

This University is **not eligible** for Erasmus Scholarship! You will receive the "SEMP scholarship" – an Erasmus-like scholarship from Swiss government for students coming to Switzerland for their semester abroad.

The updated list of partner institutions may be viewed on the KLU website: [https://www.the-klu.org/university-services/international-office/](https://www.the-klu.org/university-services/international-office/)

As of November 2020 – subject to change! Due to temporarily circumstances, some universities might not be available.

Have fun to discovering our Non-European Universities!
3.3 Your steps BEFORE your stay

- **NEXT STEP: LEARNING AGREEMENT**

Students must complete the “Learning Agreement” form, listing titles of subjects and their ECTS value. It is your responsibility to obtain the relevant course description from your host university.

Bear in mind that acceptance to the courses in the host university is not guaranteed and that it will depend on the course openings available at the host university!

Insert your courses into **Mobility Online** and make sure that:

- There is no content overlaps with courses at the KLU
- Courses are worth at least 20 ECTS
- Language courses **do not count** towards your mandatory amount of ECTS

- KLU’s International Office will check and approve your course choice. Afterwards, you will be able to print your LA.
- Get your **Learning Agreement** signed:
  1. You
  2. KLU’s International Office
  3. Host institution’s International Office

**Please note:**

Please upload the signed (all three parties!) LA on Mobility Online – digital signature allowed.
➤ **ADDITIONAL INFORMATION LEARNING AGREEMENT:**

You are allowed to change (add/drop) courses at the beginning of your stay in consultation with us and the host institution. (SEE: 3.4 Steps DURING your stay)

➤ **NEXT STEP: ENTER SEMESTER DATES**

Please enter your exact semester dates incl. welcome session and exam period of your host university.

3.4 Your steps DURING your stay

➤ **NEXT STEP: ADD/DROP COURSES**

Your study plan is likely to change. You are allowed to change (add/drop) courses at the beginning of your stay in consultation with us and the host institution:

- Let us know via Mobility Online that you want to make changes to your LA and we will check and approve your new course list (the same criteria for course selection apply as for the original LA.)
- KLU’s International Office will check and approve your course choice. Please download your changed LA.
- Get the changes to your LA signed:
  1. You
  2. KLU’s International Office
  3. Host institution’s International Office

Please note:

Please replace the signed LA in Mobility Online.
3.5 Your steps AFTER your stay

➢ **NEXT STEP: TRANSCRIPT OF RECORDS**

In order to get your semester abroad accredited you need to upload your transcript of records on Mobility Online:

- Your semester abroad counts:
  - Courses must be passed with the equivalent of a 4.0 or better
  - Only 20 ECTS will be recognized by KLU: the courses with the best grade will count for your average.

- The current conversion scheme for credits (in case of a different credits system than ECT) and grades can be found on moodle.

Please note:

Please upload your transcript of records on Mobility Online.

➢ **NEXT STEP: EXPERIENCE REPORTS**

Students are asked to write an “Exchange report” after their experience abroad.

**Mobility Online: Student Experience Report:**

- Various questions on your semester abroad on student life, the partner institution, courses, etc.

- The aim is to give following KLU students the opportunity to get a first impression on the partner university and to support them in their decision-making process.

- Be honest and fair in your reflection on your study abroad semester. We would be happy if you add some pictures to your report.

**DEADLINE** to do these tasks AFTER mobility:

4 weeks after your semester abroad!
3.6 Checklist

Feel free to use our checklist to organize your semester abroad within the ERASMUS+ program. You will find them below.

If you have further questions, don’t hesitate to contact the International Office of KLU at any time:
✉️ exchange@the-klu.org

**REMINDER:**
Please make a copy of all your documents for yourself!
### CHECKLIST: BEFORE YOUR MOBILITY

<table>
<thead>
<tr>
<th>Done</th>
<th>To do</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>IO Info-Session for your semester abroad</td>
<td>September/October</td>
</tr>
<tr>
<td>☐</td>
<td>Inform YOURSELF (IO, Mobility Online Portal, Semester Abroad GUIDE)</td>
<td>As soon as possible!</td>
</tr>
<tr>
<td>☐</td>
<td>Inform yourself and take part at the Semester Abroad Fair</td>
<td>January</td>
</tr>
<tr>
<td>☐</td>
<td>Apply at IO for your stay at one of our partner universities via Mobility Online</td>
<td>20 February</td>
</tr>
<tr>
<td>☐</td>
<td>Application at Host University</td>
<td>See deadline of the Host University</td>
</tr>
<tr>
<td>☐</td>
<td>Complete your Data on Mobility Online</td>
<td>Before the start of your semester abroad</td>
</tr>
<tr>
<td>☐</td>
<td>Enter Credit Point System at Host University on Mobility Online</td>
<td>Before the start of your semester abroad</td>
</tr>
<tr>
<td>☐</td>
<td>Fill out your <strong>Learning Agreement (LA)</strong> „Before the Mobility“ on Mobility Online, print and get it signed - needs to be signed by you, the KLU IO and host university</td>
<td>Before the start of your semester abroad</td>
</tr>
<tr>
<td>☐</td>
<td>Upload your signed Learning Agreement on Mobility Online</td>
<td>Before the start of your semester abroad</td>
</tr>
</tbody>
</table>
Enter Semester Dates of your Host University on Mobility Online | Before the start of your semester abroad
---|---
International insurance to clarify: Duty: Health insurance, recommended: travel, accident and liability insurance | In time before departure
Take care of accommodation and flights – it is your responsibility to take care of this in a good time | In time before departure
If needed: Applying for visa | At least 2-4 month before departure

<table>
<thead>
<tr>
<th>Done</th>
<th>To do</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If needed: Changes in course selection on Mobility Online „During the Mobility“ AND on the ERASMUS+ Learning Agreement (Table A2)</td>
<td>Within 5 weeks after the beginning of the lecture period</td>
</tr>
<tr>
<td></td>
<td>Collect information material from Host university and bring it back to KLU for upcoming outgoing students</td>
<td>At the END of your stay</td>
</tr>
<tr>
<td>Done</td>
<td>To do</td>
<td>Due</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>☑</td>
<td>Upload your Transcript of Records of your Host University on Mobility Online</td>
<td>Within 4 weeks after the completion of your semester abroad</td>
</tr>
<tr>
<td>☐</td>
<td>Experience Report on Mobility Online</td>
<td>Within 4 weeks after the completion of your semester abroad</td>
</tr>
</tbody>
</table>
STUDY ABROAD GUIDE
ACADEMIC YEAR 2021/2022
FOR OUTGOING
MASTER STUDENTS

FREE MOVER (FM)
4 FREE MOVER (FM)

4.1 About the program

4.1.1 General Information

In case that you do not find a suitable exchange destination among KLU’s partner universities, you can choose to be a Free Mover student at a different university. That means you go abroad independently to a university of your choice.

However, you should be aware that this is not encouraged by KLU:

- You will have to gain admittance to an institution abroad on your own.
- Tuition fees to be paid to the chosen institution are to be borne by you (in addition to KLU’s tuition fee!)
- You will not be eligible for an Erasmus+ scholarship (if applicable)
- Only very little assistance can be provided by the KLU International Office for Free Movers.
- Free Movers have to prove a place at the host university on the day of the deadline for the semester abroad application. If they cannot document, that they have managed to acquire a place, but still want to go as a Free Mover, their application for the regular KLU exchange places will be considered last.

4.1.2 Requirements

When considering a free mover exchange it is crucial that you make sure the academic content and quality at the exchange destination corresponds with that of KLU.

As a general rule, free movers of KLU should be enrolled as non-degree students at the host university. Moreover, degrees awarded by the host university should be accepted by the German “Zentralstelle für ausländisches Bildungswesen” (Central Office for Foreign Education).

The proposed host university must be either a partner university of KLU or has to be approved by the KLU’s International Office.
4.1.3 KLU Rules for Free Mover

Free Mover:

- Organize their semester abroad themselves. They will be applying directly for an exchange place at university of their choice, following the application guidelines of the university they apply for.
- Bear all cost themselves, incl. tuition fee at the host university.
- Free movers cannot attend a university located in their home country. Is also required to acquire sufficient information on the credit transfer so that s/he will be able to complete the required number of credits during his/her exchange. Course contents are made comparable by the usage of the ECTS system. Whenever this system is not applicable equivalence will be evaluated based on workload and course content by the Board of Examiners.

4.1.4 Internal Application

If a student wants to be a free mover, in addition to the direct application for your host university, s/he has to summit to the KLU International Office:

- a course overview plus course descriptions of the planned courses
- information about the applied (ECTS) credit system
- the grading scheme
- the procedure for retry exams

This study plan then has to be approved by the KLU Board of Examiners (BoE).

Please note:
Deadline: by January 15 th to the International Office!
4.1.5 Agencies

There are several agencies providing their assistance for free mover students, normally specialized for one or a few specific countries. For example, for Australia and New Zealand these are:

- Gostralitia/Gozealand [https://www.gostralia.de/](https://www.gostralia.de/)
- INAC [www.auslandssemesterplaner.de/](http://www.auslandssemesterplaner.de/)

4.2 Host University

4.2.1 Check the university

You should consider the following questions **before you decide** to be a Free Mover:

- Does the university offer a Free Mover program at all?
- Which deadlines to be met?
- How long does the program in question exist?
- Is the university’s position in the relevant rankings?
- Is there a match between the other universities offering and the KLU program?
- What is the language of instruction?
- What are the courses offered to Free Movers?
- Do they offer retry exams for Free Movers (timing, extra costs)?
- Does the other university have a formal exchange program and what is its structure? Is there a Free Mover program and a separate partner university program?
- Is there an International Office and what kind of services do they offer incoming exchange students (Help finding accommodation, guidance with applying for visa)?
- What facilities do they offer to exchange students?
- How is the accommodation arranged (costs, quality, etc.)?
- What are their rules and regulations concerning safety?
- What are the average living expenses per month for a Free Mover?
- Are there additional fees students need to consider (Tuition fee, insurance, visa fees, etc…)?
4.3 Your steps

As you choose the option go to abroad as a Free Mover only you are responsible for the organization.

We recommend to inform you about the possible universities as early as possible and read the guideline carefully. Do not forget to inform the International Office about your decision. Your study plan has to be approved by the KLU Board of Examiners (BoE).

Please bear in mind that during your exchange it must be feasible to complete the required number of ECTS credits. For accreditation of your results, you have to submit your transcript of records after your stay.

4.4 Checklist

Feel free to create your own checklist. You are welcome to orientate on the Checklist of the Erasmus/Non-Erasmus program.

Make sure to inform yourself as much as needed and don´t miss deadlines.

If something is not clear to you regarding the procedure as a Free Mover, of course you are welcome to contact the International Office of KLU.

Have fun abroad!
5 QUICK FACTS ON THE SEMESTER ABROAD

➢ Semester Abroad for Graduate

= Semester abroad can be optional if certain requirements are fulfilled, during your third semester of your KLU studies.

➢ KLU application deadline

= 20th of February 2021

➢ KLU application

= Online in https://www.serve4mobility.com/europe/LoginServlet

= Log in credentials will be provided via email in time by KLU International Office.

➢ Selection

= The selection process is conducted by the International Office and the respective Program Manager.

➢ Registration at Host University

= Once you have been nominated for a place at a partner university by KLU’s International Office, you need to register at a host university!

  o Check the host universities application deadline!
  o You are admitted at the host university only once they issue the Letter of Acceptance!
  o Contact your host university for visa advice, course lists, accommodation and the academic calendar!
 Passport & Health insurance

= Make sure that your passport and health insurance are valid for the whole period of travel.

 Apply for visa

= Check visa rules. It is your own responsibility to apply for a student visa authorization to the appropriate consular service as soon as you receive the acceptance letter from the host university.

 Fees

= All of the KLU exchange agreements are based on a bilateral agreement to waive payment of tuition fee by the partner university. You are however responsible for all other costs related to your semester abroad. Other costs may include course material, using of sport facilities, membership in a student union and other.

= You remain a matriculated student at KLU and pay the KLU tuition fee whilst being abroad. Free Mover also pay the tuition costs of their host university.

 Return to KLU

= At the end of your stay, KLU students are required to prepare semester abroad program-specific documents.

= The host university will issue an official transcript.

= Students who return before 1st of January are not entitled for a HVV ticket paid by KLU for the remaining weeks of Fall semester. For further information on that matter please contact KLU Student Services.

 Credit point and grade transfer

= ECTS and grades from your host university will be transferred to the KLU transcript on the following semester once we received all the grades.

= The KLU Grade and Conversion Table is available on Moodle in the International Office section.
6 FAQ´s

➢ According to my Certificate of Admission, my semester abroad is optional. What do I have to do if I want to stay at KLU during my 3rd semester?

= You simply do not hand in an application in Mobility Online or, if you applied online you reject the offered study abroad place.

➢ Why is the amount of places at some universities higher/lower than at others and can you ask for more places?

= All our agreements are based on a balanced exchange rate which we try and have to obtain. Asking for more places when the rate is already unbalanced would not be sufficient.

➢ My partner university hasn’t been in touch yet. Why not?

= Getting in touch with the students is very different from university to university. Some will be in touch sooner than others, depending on academic calendar, staff resources, summer/ winter breaks.

➢ Why do I have to hand in another application/ registration at my host university?

= Each partner university needs to administer their exchange students the same way the KLU does. For that, students need to provide information to the partner, sometimes similar to the ones already given to KLU.

➢ Where can I find out about courses?

= Please check the website of the partner university. Further we can offer you to have a look at the courses former KLU students attended.

➢ What if I get ill during my semester abroad?

= Please let us know as soon as possible so that we can make individual arrangements regarding your courses and examinations.
What’s with all the paperwork for ERASMUS?

- The paperwork is necessary to verify the use of the funding we have received from the EU.

I have failed the exam and do not have the required ECTS. What now?

- Check the re-sit dates at your host university first. Then get in touch with the KLU International Office asap.

Can I write my host university’s re-sits at KLU?

- That depends on individual arrangements between you and your host university. With some partners it is required that you go back for re-sit exams. In case you have to retake an exam, please let us know as soon as you do.

My semester abroad interferes with my internship. What can I do?

- Please speak to the CDO as well as the partner university to see whether a) your arrival at the host university can be postponed  
  b) an exception can be made in terms of your internship duration

I want to enclose my exchange transcript in my job/internship application. Is that ok?

- Of course it is ok, we even recommend it. HR managers are usually well acquainted with international transcripts.
# Glossary

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic year</strong></td>
<td>1 Academic year consists of 2 semesters</td>
</tr>
<tr>
<td><strong>Confirmation of stay</strong></td>
<td>Document/ proof that you will have to hand in at the KLU International Office to calculate your individual amount of Erasmus+ funding</td>
</tr>
<tr>
<td><strong>ECTS</strong></td>
<td>European Credit Transfer System</td>
</tr>
<tr>
<td></td>
<td>All Erasmus universities operate on this scheme to improve comparability of workload</td>
</tr>
<tr>
<td><strong>ERASMUS Code</strong></td>
<td>Our Erasmus Code is D HAMBURG19</td>
</tr>
<tr>
<td></td>
<td>The respective Erasmus codes for the partner universities can be found on their fact sheet.</td>
</tr>
<tr>
<td><strong>ERASMUS report</strong></td>
<td>Mandatory report for the EU to evaluate your Erasmus experience</td>
</tr>
<tr>
<td><strong>First cycle</strong></td>
<td>Bachelor students</td>
</tr>
<tr>
<td><strong>Grant Agreement (GA)</strong></td>
<td>The contract between you and KLU in order to participate officially in the Erasmus+ program</td>
</tr>
<tr>
<td><strong>Home university</strong></td>
<td>Your home university is KLU</td>
</tr>
<tr>
<td><strong>Host university</strong></td>
<td>The (partner) university you are going to</td>
</tr>
<tr>
<td><strong>Incoming/ inbound student</strong></td>
<td>From the partner university’s perspective you are an incoming student</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Learning Agreement (LA)</strong></td>
<td>Your study plan at your host institution. Needs to be approved by the KLU’s and host university’s International Office before you leave Hamburg</td>
</tr>
<tr>
<td><strong>Mobility</strong></td>
<td>Term describing a person/student going on a study abroad term for a specific amount of time</td>
</tr>
<tr>
<td><strong>Nomination</strong></td>
<td>Done by KLU’s International Office: the official communication to the partner universities about the planned semester abroad of KLU students. Status: KLU students are not accepted as exchange students at partner university</td>
</tr>
<tr>
<td><strong>OLS</strong></td>
<td>Mandatory online linguistic language assessment. Needs to be completed by the student before and after the semester abroad</td>
</tr>
<tr>
<td><strong>Outgoing/outbound student</strong></td>
<td>From the KLU’s perspective you are an outgoing student</td>
</tr>
<tr>
<td><strong>Second cycle</strong></td>
<td>Master students</td>
</tr>
<tr>
<td><strong>Semester</strong></td>
<td>Half an academic year = 6 month</td>
</tr>
<tr>
<td><strong>Sending institution</strong></td>
<td>Your sending institution is KLU (home institution)</td>
</tr>
<tr>
<td><strong>Transcript of records (ToR)</strong></td>
<td>The listing of your accomplished grades. Will be sent either to you and/or to the KLU’s International Office</td>
</tr>
</tbody>
</table>
Dear KLU student,

we hope that this guide will help you to have a fantastic experience abroad.

If you need further help before, during or after your stay, feel free to contact us any time – we will support you as much as we can!

We will be delighted if you share your experience with us after your stay and looking forward to see some incredible pictures.

Travel safe and have a good trip!

Your International Office of KLU!
IMPRESSUM

Kühne Logistics University

International Office
Friederike Bölle/ Claudia Albrecht
4th floor, Room 4.40
Großer Grasbrook 17
20457 Hamburg