Semester Abroad Guide
Outgoing students

KÜHNE LOGISTICS UNIVERSITY

November 2019
INTERNATIONAL OFFICE | EXCHANGE@THE-KLU.ORG
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Approaching Greece
Welcome to the exciting period of your semester abroad!

During your third semester as a graduate student and your fourth semester as an undergraduate student of Kühne Logistics University you can spend a period abroad. This allows you to gain deep, hands-on insights into different cultures and business paradigms that cannot be taught in classroom.

This brochure will answer your questions about practical matters regarding your exchange semester and provide advice before, during, and after your semester abroad period.
2 SEMESTER ABROAD PROGRAMS

KLU offers three different types of semester abroad programs:

**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 (approx. 360€) and is required by the EU to do some specific paper work such as an online linguistic assessment and online report.

**Non-Erasmus Exchange Program (Non-E)**

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. For some of the Non-E partners, different funding options are available.

**Free Movers (FM): individually organized semester abroad**

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 fees you also pay the host university’s tuition fee.

Follow the color code for further information on each semester abroad program in this guide!
Image: Semester Abroad Program structure
The updated list of partner institutions may be viewed on the KLU website:

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

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>PARTNER UNIVERSITY</th>
<th>AVAILABLE FOR KLU</th>
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<td>B = BACHELOR, M = MASTER</td>
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<td>IAE Business School</td>
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<td>AUSTRIA</td>
<td>Alpen-Adria Universität (AAU)</td>
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<td>AUSTRIA</td>
<td>Wirtschaftsuniversität Wien</td>
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<td>BRAZIL</td>
<td>Escola de Administração de Empresas de São Paulo (FGV-EAESP)</td>
<td>B/M</td>
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<td>CHILE</td>
<td>Universidad del Desarrollo (UDD)</td>
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<tr>
<td>CHILE</td>
<td>Universidad Técnica Federico Santa María</td>
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<tr>
<td>COLOMBIA</td>
<td>Universidad de los Andes</td>
<td>B/M</td>
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<td>DENMARK</td>
<td>Danmarks Tekniske Universitet (DTU)</td>
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<td>FINLAND</td>
<td>Kymenlaakso UAS</td>
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<td>FRANCE</td>
<td>Audencia Business School, Nantes</td>
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<td>FRANCE</td>
<td>IGR-IAE - Université de Rennes 1</td>
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<td>FRANCE</td>
<td>Ecole de Management Strasbourg</td>
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<td>FRANCE</td>
<td>KEDGE Business School, Bordeaux</td>
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<td>ALBA - American College of Greece</td>
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<td>International Hellenic University (IHU)</td>
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<td>GREECE</td>
<td>University of Macedonia</td>
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<td>HUNGARY</td>
<td>Andrassy University</td>
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<td>HUNGARY</td>
<td>Budapest Business School (BGE)</td>
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<td>Country</td>
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<td>HUNGARY</td>
<td>Budapest University of Technology and Economics (BME)</td>
<td>B/M</td>
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<tr>
<td>HUNGARY</td>
<td>Central European University (CEU) - Business School</td>
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<td>ICELAND</td>
<td>Reykjavik University</td>
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<td>INDIA</td>
<td>S.P.Jain Institute of Management and Research</td>
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<tr>
<td>ITALY</td>
<td>Università degli Studi di Trieste (UNITS)</td>
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<td>ITALY</td>
<td><em>NEW</em> Università di Pisa</td>
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<td>ITALY</td>
<td><em>NEW</em> Università degli Studi di Genova</td>
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<td>LATVIA</td>
<td>Riga Technical University (RTU)</td>
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<td>MEXICO</td>
<td>Instituto Tecnológico y de Estudios Superiores de Monterrey (Tec de Monterrey)</td>
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<td>MEXICO</td>
<td>IPADE Business School</td>
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<td>MEXICO</td>
<td>Universidad Panamericana</td>
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<tr>
<td>NAMIBIA</td>
<td>HPGSB, Namibian University of Science and Technology</td>
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<td>NETHERLANDS</td>
<td>TU Eindhoven</td>
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<td>PR CHINA</td>
<td>Dalian Maritime University (DMU)</td>
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<td>PR CHINA</td>
<td>CDHK, Tongji University (tbc)</td>
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<td>PR CHINA</td>
<td>University of Nottingham, Campus Ningbo (UNNC)</td>
<td>B/M</td>
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<td>POLAND</td>
<td>Wroclaw University of Economics</td>
<td>B/M</td>
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<td>PORTUGAL</td>
<td><em>NEW</em> University of Porto</td>
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<tr>
<td>RUSSIA</td>
<td>Higher School of Economics (HSE)</td>
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<tr>
<td>SINGAPORE</td>
<td>National University of Singapore (NUS)</td>
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<td>SOUTH AFRICA</td>
<td>Stellenbosch University (tbc)</td>
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<tr>
<td>SPAIN</td>
<td>Universidad de Alicante</td>
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<tr>
<td>SPAIN</td>
<td>Universidad de Oviedo</td>
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<tr>
<td>Country</td>
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<td>Degree</td>
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<td>Sweden</td>
<td>Chalmers University of Technology</td>
<td>B/M</td>
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<td>Sweden</td>
<td>Linnaeus University</td>
<td>B/M</td>
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<tr>
<td>Switzerland</td>
<td>Università della Svizzera italiana (USI), Faculty of Communication Sciences</td>
<td>M</td>
</tr>
<tr>
<td>Thailand</td>
<td>Thammasat Business School</td>
<td>B/M</td>
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<tr>
<td>Turkey</td>
<td>Istanbul University</td>
<td>B/M</td>
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<tr>
<td>Turkey</td>
<td>Istanbul Technical University</td>
<td>B/M</td>
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<td>Turkey</td>
<td>Koç University</td>
<td>B/M</td>
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<tr>
<td>Turkey</td>
<td>Özyegin University</td>
<td>M</td>
</tr>
<tr>
<td>USA</td>
<td>Fisher College of Business at Ohio State University</td>
<td>B (tbc)</td>
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<tr>
<td>USA</td>
<td>Quinnipiac University</td>
<td>B</td>
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<tr>
<td>United Kingdom</td>
<td>Heriot-Watt University</td>
<td>B</td>
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<tr>
<td>Uruguay</td>
<td>Universidad de Montevideo</td>
<td>B/M</td>
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<tr>
<td>Vietnam</td>
<td>University of Transport and Communications (UTC)</td>
<td>B</td>
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</tbody>
</table>

As of November 2019 – subject to change

Please note: due to temporarily circumstances, some universities might not be available.
Vienna, Austria
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 (or free mover)
- Enter your planned courses abroad
- Submit your experience report
- And much more.

**Note**

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

- KLU’s Mobility Online 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.
Iceland
ORGANIZING YOUR STAY ABROAD

A Motivation & 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 universities
- 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 fact sheets of the partner universities. You can find direct links to the universities on the Mobility Online Portal:  
  https://www.service4mobility.com/europe/MobilitySearchServlet?identifier=HAMBURG19&kz_bew_pers=&kz_bew_art=OUT&sprache=en

- The Semester Abroad and Internship fair, where many 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

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.

B 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.
C 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:

  For undergraduates:
  - Université de Rennes: only French

  For graduates:
  - CDHK (Chinesisch-Deutsches Hochschulkolleg): mainly German
  - Andrassy University: only German
  - Universidad de los Andes: mostly Spanish (if studying in Spanish B2 Level is required)
  - Tec de Monterrey: number of courses in English might be low
6 APPLICATION PROCESS

KLU application form

You need to apply internally via 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

Be prepared to enter your:

- Personal data
- Choice of three partner universities, ranked from 1st (first priority) to two 2nd choices.
- Motivation letter (max. 1 page, 3,000 characters incl. space):
  - Why did you choose the university which you have placed on top/2nd of your list?
  - How does the range of courses of the partner university fit into the focus of your personal studies?
  - Which relevance does the semester abroad have for your personal and professional development?
  - How do you prepare for your semester abroad?

Note

Use the motivation letter 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 1st choice or about all three.
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 if a specific level of English (or any other language of instruction) at the preferred partner university is necessary.

**KLU application deadline**

*Application open from 5th February, deadline 20th February*

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

**Selection criteria**

Applications will be ranked according to their average of grades at KLU (MSc: first semester, 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.

**Allocation system:**

A maximum of 50 points can be achieved with your average grade (status 20.02.2020) and the letter of motivation you handed in.

The 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 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.
The GPA will be scored as the following:

<table>
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<tr>
<th>GPA</th>
<th>Points</th>
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<tr>
<td>1.0</td>
<td>40</td>
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<td>1.1</td>
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<td>4.0</td>
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</tbody>
</table>
The motivation letter will be assessed as the following:

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

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

**Allocation to the partner universities and to the semester abroad program**

The announcement of the results of the selection process via individual emails takes place

- **end of February - early March**

For graduate students with an optional exchange semester: Your decision to go abroad during your third semester is binding by accepting your allocation to a partner university in [MOBILITY-ONLINE](#).
7 HOST UNIVERSITY

After your allocation to a partner university,

1. The KLU International Office will nominate you
2. You will need to register at your host university
3. The host university will issue the Letter of Acceptance

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.

Registration and deadlines
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.

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.
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 autumn term and in early fall for the spring term.

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.

Note
Schengen Visa for Germany allows you to stay abroad in the Schengen Area only for up to 90 days. Therefore, International Students normally have to apply for a visa even if they stay in the Schengen Area.
Safety and security

If you are concerned about the 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 & more a problem
- Are you well prepared for your semester stay abroad?
- Use links of institutions like your chosen university abroad, Ministry of Foreign Affairs and webpages that provide you with helpful review reports & further hints http://www.stexx.eu
- Crisis prevention: put yourself on the “Elfeland” list: https://elefand.diplo.de/elefandextern/home/login!form.action
- Follow the news and read the paper
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 contact KLU Student Services if you have further questions concerning the health insurance during your semester abroad.

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.

If you wish to offer your flat for incoming KLU students for the time you are abroad, please contact student services.
Orientation program at the 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.

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. Hence, language courses do not count for your KLU GPA!

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.

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.

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.
Iceland
8 SPECIFIC INFORMATION FOR EACH SEMESTER ABROAD PROGRAM
8.1 EU Erasmus+ Program

Most (not all!) European partners are ERASMUS partners. You find the ERASMUS code on the Portal of those partner universities.

A Courses and Learning Agreement

Undergraduate students (from Intake 2018)

- To fulfill the KLU requirements you have to follow courses worth at least 18 ECTS (standard track)/ 24 ECTS (intensive track).
- 12 ECTS/ 18 ECTS (intensive track) from in Business/ Economics. 6 ECTS General Studies. The International Office will prove all courses you may chose.
- **Language classes do not count** towards the 18/24 ECTS.
- Only pass/fail necessary
- 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 “general studies” module.
Graduate students

- To fulfil the KLU requirements you have to follow courses worth at least 20 ECTS of the graduate (master) level.
- Undergraduate courses do not count towards the requested 20 ECTS credit points.
- You are free to attend courses worth more than 20 ECTS. A normal semester workload would be not more than 30 ECTS. The courses with the best grades will count for your average on your transcript and for your diploma (for MSc Management: 15 ECTS graded and 5 ETCS will only be transferred with pass/fail even if graded by the partner university; for MSc GL: 20 ECTS will be graded).
- You are mostly free to choose courses from your related study area. The International Office will prove all courses you may chose.
- Language classes do not count for the 20 ECTS.
- It is not permissible to choose courses identical to those which you have passed at the KLU already.
- If the host institution allows you to attend additional courses from other areas like culture, history, arts, etc. then it is also okay for the KLU. But your focus of your course selection has to lie on courses in the above mentioned four sections. These additional courses do not count for 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.

The Learning Agreement can be printed from [MOBILITY-ONLINE](#).
EU Erasmus+ Program

B Erasmus+ Scholarship

You receive grants per month (average 360€/month), depending on the exact days abroad and on your destination (country). For that purpose, the European Commission has divided the participating countries into the three following groups:

<table>
<thead>
<tr>
<th>Group 1</th>
<th>Program Countries with higher living costs</th>
<th>Denmark, Ireland, Finland, Sweden, United Kingdom, Liechtenstein, Norway, Luxembourg, Iceland</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 2</td>
<td>Program Countries with medium living costs</td>
<td>Belgium, Germany, Greece, Spain, Cyprus, Netherlands, Portugal, France, Italy, Austria, Malta</td>
</tr>
<tr>
<td>Group 3</td>
<td>Program Countries with lower living costs</td>
<td>Bulgaria, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia, Croatia, Czech Republic, Slovenia, Turkey</td>
</tr>
</tbody>
</table>

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

C Payment of the Erasmus+ scholarship

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

- MSc: in August (for 90 days) and in February (rest)
- BSc: in January (90 days) and in July (rest).

The bursary will be credited directly to the student’s bank or postal account.
In order to fulfill your duties for ERASMUS+ please follow the work-flow steps in Mobility Online carefully.

**BEFORE your semester abroad**

- The “Learning Agreement”: You must submit the list of courses you plan to attend at the host institution by completing the ‘Learning agreement’. It is your responsibility to obtain the relevant course descriptions from your host university. **The Learning Agreement** must be approved by the **host university’s International Office and the KLU’s International Office** **BEFORE your semester abroad starts** to guarantee that the grades and credits obtained at the host institution can be recognized by KLU for your semester abroad. Scans/Copies can be accepted. 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. Be advised to choose one more course than necessary to have a fall back option.

- Give the semester dates incl. welcome session and exam period of your host university

- Generate the “Grant Agreement” which is the contract between you and KLU for your participation in the Erasmus+ program, sign it and send the original document to the International Office.

- Complete your **Erasmus+ Online Linguistic Support (OLS)** language assessment **BEFORE** you leave for your semester abroad. You will receive an email with the link to the language assessment for the language of instruction at your host university.

**Deadlines BEFORE the mobility:**

- Graduate students: July 30\textsuperscript{th}
- Undergraduate students: October 31\textsuperscript{st}
DURING your semester abroad

- **Your study plan is likely to change.** If you want to add or drop courses DURING your semester abroad and therefore have to change your learning agreement, please see the section "During the mobility" in Mobility Online. The host university and the KLU have to agree on the changes (by email).

- At the end of your semester abroad period: Have your host university sign the **“Confirmation of stay”** and upload the document in Mobility once you return from your study abroad destination.

AFTER your return

- You will have to fill in a short EU Erasmus+ online report. After the end of your mobility you receive an email with the link to the EU Mobility Tool.

- Complete your Erasmus+ Online Linguistic Support (OLS) language assessment AFTER your semester abroad. You will receive an email with the link to the assessment for the language of instruction at your host university.

- Students need to write a **“KLU Exchange report”** on their experience abroad. These reports are an essential source of information for future students considering a term abroad. You will find a link in Mobility Online for your convenience. Be honest and fair in your reflection on your study abroad semester and include some photographs.

**Deadline AFTER the mobility:**
Four weeks after your semester abroad ends
8.2 Non-Erasmus exchange programs

A Courses and Learning Agreement

Undergraduate students (from Intake 2018)
- To fulfill the KLU requirements you have to follow courses worth at least 18 ECTS (standard track)/ 24 ECTS (intensive track).
- 12 ECTS/ 18 ECTS (intensive track) from in Business/ Economics. 6 ECTS General Studies. The International Office will prove all courses you may chose.
- Language classes do not count towards the 18/24 ECTS.
- Only pass/fail necessary
- 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 “general studies” module.

Graduate students
- To fulfill the KLU requirements you have to follow courses worth at least 20 ECTS of the graduate (master) level.
- Undergraduate courses do not count towards the 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 chose.
- You are free to attend courses worth more than 20 ECTS. A normal semester workload would be not more than 30 ECTS. The courses with the best grades will count for your average on your transcript and for your diploma (for MSc Management: 15 ECTS graded and 5 ETCS will only be transferred with pass/fail even if graded by the partner university; for MSc GL: 20 ECTS will be graded).
• Language classes do not count for the 20 ECTS.
• It is not permissible to choose courses identical to those which you have passed at the KLU already.
• If the host institution allows you to attend additional courses from other areas like culture, history, arts, etc. then it is also is okay for the KLU. But your focus of your course selection has to lie on courses in the above mentioned four sections.
• Course sizes vary from partner to partner, from as small as 2 ECTS up to 15 ECTS per course or even more.

You must submit the list of courses you plan to attend at the host institution in Mobility Online.

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 the host university.

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

Your study plan is likely to change. You must ask for a new approval from KLU as soon as your study plan is definitive and signed by the host university.

Scholarships and grants
Scholarships are offered to students with good academic standing on the basis of availability. Partner universities that offer scholarships to exchange students are:

• UNNC, PR China
C Exchange report
Students are asked to write an “Exchange report” on their experience abroad. These reports are an essential source of information for future students considering a term abroad. You will find a link in MOBILITY-ONLINE after your mobility. Be honest and fair in your reflection on your study abroad semester and do not forget to include some photographs as well.
Moscow, Russia
8.3 Free Mover Program

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.

However, you should be aware that this is not encouraged by the 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 fees).**
- 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 free mover, their application for the regular KLU exchange places will be considered last.

**Check the university**

You should consider the following questions before deciding to be a free mover:

- Does the university offer a free mover program at all?
- Which deadlines have 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 university's 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)?
Free Mover Program

- 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 free-movers?
- Are there additional fees students need to consider (tuition fee, insurances, visa fees, etc.)?

B  Quality 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.

C  KLU Rules for free movers
1. Free movers organize their semester abroad themselves. They will be applying directly for an exchange place at the university of their choice, following the application guidelines of the university they apply for.
2. Free movers bear all costs themselves, incl. tuition fees at the host university.
4. The free mover 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.

D 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).

E 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:

- Gostralia/Gozealand https://www.gostralia.de/
- Institute Ranke-Heinemann http://www.ranke-heinemann.de/
- INAC www.auslandsemesterplaner.de/

Deadline:

by January 15th to the International Office of KLU
9 RETURN TO KLU

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

**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.

**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.

**Brochures from the 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.

**HVV public transportation ticket**
Students who return before 01. January (MSc) / before 31. August (BSc) are not entitled for a HVV ticket paid by KLU for the remaining weeks of that fall/spring semester.
10 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.

Conditions for grade and credit transfer
- You have passed the course (at least the minimum 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 only 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>

**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 bachelor/master degree.

Surplus courses (more than 18/24/20 ECTS) will not influence the KLU GPA.

Graduate students: for MSc Management: 15 ECTS graded and 5 ECTS will only be transferred with pass/fail even if graded by the partner university; for MSc GL: 20 ECTS will be graded.

**KLU grade and credit conversion table**

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

**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, and only by previous agreement with the KLU and the International Office of the host university, students be permitted to sit examinations of the host university on KLU campus. Inform the KLU International Office immediately if you face such a case so that we can support you.
11 QUICK FACTS ON THE SEMESTER ABROAD

Semester abroad
Undergraduates
- Semester abroad is mandatory
- during your fourth semester of your KLU studies

Graduates
- Semester abroad can be optional if certain requirements are fulfilled
- during your third semester of your KLU studies

KLU application deadline for the exchange semester
20th February

KLU application
Online in https://www.service4mobility.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 the host university.
  - Check the host university’s application deadline!
You are admitted at the host university only once they issue the Letter of Acceptance!

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 a 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 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 the sports 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 01. January (MSc) / before 31. August (BSc) are not entitled for a HVV ticket paid by KLU for the remaining weeks of that fall/spring semester.¹

Credit point and grade transfer
• ECTS and grades from your host university will be transferred to the KLU transcript of the following semester once we received all the grades.

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

¹ For further information on that matter please contact KLU Student Services
12 FAQS

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 third semester?

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

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.

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.

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.
What’s with all the paper work 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.
Thailand
## 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. 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. 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 EU 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><strong>Learning Agreement (LA)</strong></td>
<td>Your study plan at your host intuition. Needs to be approved by the KLU’s and the 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.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Status: KLU students are not yet accepted as exchange students at the partner university</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>------------------------------------------------------------------------------------------</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 months</td>
</tr>
<tr>
<td><strong>Sending Institution</strong></td>
<td>Your sending institution is KLU. Aka 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 the KLU’s International Office.</td>
</tr>
</tbody>
</table>
Mexico
CONTACTS

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Tue 1 pm - 3:30 pm
Wed 10 am - 12:30 pm
Thu 1 pm – 4pm