



## Study and internship abroad with ERASMUS+

Information for students of the TUM School of Medicine and Health – Department Health and Sport Sciences



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## ERASMUS+ Study

### Program Description

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The Erasmus+ Study Program offers you the opportunity to study at selected European partner universities of the Department of Sport and Health Sciences within the Erasmus network. You will get to know the professional, linguistic and cultural aspects of your partner university.

The Erasmus program supports you with a mobility grant to cover your additional expenses due to your stay abroad and exempts you from foreign tuition fees. In addition, you will usually receive administrative assistance from the partner university in finding accommodation and dealing with the authorities.

You can study abroad in both your bachelor's and master's degrees and receive funding for three to twelve months.

You can recognize the credits you have earned at the partner university abroad to your degree program at TUM. An annotation of the stay abroad in the Diploma Supplement is possible.

To improve your foreign language skills, a variety of languages are offered in online language courses. You can receive grants for language courses in preparation for your Erasmus stay.

The fees for visa applications for non-EU students will be refunded.

### Requirements

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- Before and during the entire stay, you are enrolled in a course of study at TUM that leads to a university degree (up to and including a promotion).
- At the time of application, you have successfully completed at least two semesters of study in your degree program at TUM.
- You can provide evidence of good academic achievements in your studies.
- You have sufficient knowledge of the language in which the courses to be attended at the partner university are held (at least level B1).
- You will pass at least two of the courses at the partner university.

### Benefits

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- Payment of a mobility grant (amount depends on the destination country and the duration of the stay)
- Possibility of receiving foreign BAföG for the Erasmus+ stay abroad
- For the assigned program, the partner university will not charge you any university fees (for studies, enrollment, exams, access to labs and libraries, etc.).



- Possibility of a leave of absence during the study abroad program
- Refund of additional costs for a visa application
- Special support for students with difficult living conditions (physical disabilities; study abroad with own child)
- Support in preparing for the stay abroad in terms of subject matter (by the International Affairs Delegate and the Student Advisory Office) and culture and language (by the TUM Global & Alumni Office and the TUM Language Center)
- Usually support by the host institution regarding accommodation, language course, cultural offers etc.
- Recognizing the credits you earned at the partner university (after applying for this at the Student Advisory Office prior to your stay abroad - Equivalence Agreement)

### Before the application

- The timing of the stay abroad is up to you and depends on:
  - your individual course of study,
  - your individual study planning and
  - your project abroad and your motivation.
- Please note that the semester times at the partner universities may differ.
- The selection of partner universities should be made on the basis of subject-related

reasons and existing knowledge of the lecture language.

- A current list of partner universities of the Department of Sport and Health Sciences can be found on our homepage:  
<https://www.sg.tum.de/en/sg/departement/international-office/partner-universities/>

Please use this list as a guide when selecting your exchange options.

- **Notice:**

*Switzerland is currently not involved in Erasmus+. The application process is nevertheless the same as for Erasmus+. However, students do not receive an Erasmus+ mobility grant, but a scholarship from the Swiss partner university via the Swiss European Mobility Programme.*

### Application process

- The application is done online (possible for up to four universities) via the [MoveON application portal](#).
- Here you can upload your application documents (curriculum vitae, performance records, letter of motivation).
- The application deadline for the ERASMUS+ program for a planned stay abroad in the following academic year is usually mid-January of each year.
- The semester abroad usually begins in the winter semester.



If you are interested in participating only in the summer semester, you have to still apply by the same application deadline, as the available exchange places are allocated for the entire academic year.

- Acceptance or rejection is made by the International Affairs Delegate of the Department of Sport and Health Sciences by the end of February each year at the latest.

Selection criteria are:

1. Letter of motivation
2. language skills
3. grades

- **Tip:**

*The letter of motivation should not exceed two pages and should be written in German or English. Please refer to all the universities you have selected. Explain your choice for the university, **not** your choice for the country or city.*

- Once you have been accepted, you will be nominated by the International Affairs Delegate at the partner university (portals sometimes only open in March/April), i.e. you will be registered there as an exchange student of TUM.

Students who do not wish to go abroad until the summer semester of the following year cannot be nominated until autumn.

- Please note:

The nomination for an Erasmus place by the International Affairs Delegate is subject to the acceptance of the partner university.

The final decision on whether to accept your application therefore depends on the partner university.

- After the nomination, the partner university will contact you and send you further (application) documents to fill out. Questions such as possible places in accommodation etc. can also be clarified on this occasion.

## Preparation for the study abroad

### Online Learning Agreement

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- For your application at the partner university you have to fill out some documents, among others the Online Learning Agreement (OLA).
- Instructions for completing the Online Learning Agreement can be found here: [https://www.international.tum.de/fileadmin/w00bwe/www/Wege\\_ins\\_Ausland/Studierende/Erasmus/Ausfuellhilfe\\_OLA\\_2021\\_DE.pdf](https://www.international.tum.de/fileadmin/w00bwe/www/Wege_ins_Ausland/Studierende/Erasmus/Ausfuellhilfe_OLA_2021_DE.pdf)
- Please indicate in the OLA all the courses you intend to take at the partner university.
- To clarify the course recognition possibilities, make an appointment with the Student Advisory Office of the Department of Sport and Health Sciences. If possible, bring the module descriptions of the courses (in English or German) and the completed [form for the equivalence agreement](#) with you to this appointment.



- At the partner university, you must successfully complete at least 10 ECTS per semester as a prerequisite for the Erasmus+ grant.
- For the application at the partner university you have to prepare an OLA or Study Program **very early**. However, you have to submit **a correctly and completely filled out OLA, signed by all parties**, to the partner university in good time before the start of your studies.
- The provisional OLA that you used to apply to the partner university is not sufficient as part of the scholarship documentation.
- The completed OLA must be signed via Dashboard by the International Affairs Delegate and the partner university.
- Should changes in the OLA become necessary at the partner university, the new OLA has to be sent by the student via dashboard to the International Affairs Delegate of the Department of Sport and Health Sciences and the partner university for resigning within five weeks after the start of the semester.

### Recognition of courses

- The Erasmus program is characterized by the fact that credits earned at the partner university can be recognized at the home university.
- Therefore you should discuss the possible recognition of individual modules with the

Student Advisory Office of your degree program before your stay abroad.

- The requirement for this is a module description of the modules to be recognized by the partner university. Under certain circumstances, a lower number of ECTS credits may be granted than those envisaged abroad.

### Leave of absence

- For the duration of the stay abroad, it is possible to take a leave of absence at the Enrollment Office for a maximum of two semesters.
- The application for leave of absence has to be submitted from the beginning of the re-registration period until the first day of lectures.
- **Note:**  
The student union fee and the "Semesterticket-Solidarbeitrag" have to also be paid during a leave of absence.

A leave of absence does not interrupt or extend the time limit for repeating examinations. A possible extension must generally be applied for at the responsible examination board.

- Semesters of leave do not count as semesters of study. If, after a semester of leave of absence, an application is submitted for recognition of achievements from abroad and achievements in the



amount of more than 21 ECTS are recognized by the partner university at TUM, an upgrading will take place.

- The application for a leave of absence has to be submitted in written form to the TUM Enrollment Office.

All information on the topic of leave of absence can be found at:

<https://www.tum.de/en/studies/during-your-studies/organizing-your-studies/leave-of-absence>

- You can register for a semester off during your Erasmus stay, but you do not have to.

## Funding

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In general, each Erasmus place is linked to the mobility grant (Erasmus+ grant). The amount of the Erasmus+ grant depends on the specific country of destination and is paid in two installments:

- The first rate will be paid before the stay abroad, provided that you have submitted the Grant Agreement and the OLA (Section 1), as well as completed the OLS language test upon request. It amounts to 70 percent of the maximum Erasmus+ grant.
- The second installment will be paid after your stay abroad and is based on the actual length of stay in days. The requirement for this is the submission of the following documents:

Confirmation of Stay from the partner university, Transcript of Records from the partner university, Course Alignment, EU survey for the European Commission and the freely formulated Experience Report.

You must also take the OLS language test after mobility if you were required to take it before your mobility.

- For details on the country categories and the amount of the daily rates as well as the payment rates, please refer to the checklist of the TUM Global & Alumni Office:  
<https://www.international.tum.de/en/global/going-abroad/study/study-stays-in-europe-with-erasmus/>

### Attention:

If you have already participated in the Erasmus program or received another EU grant, please contact the TUM Global & Alumni Office.

The same applies if you receive another scholarship from a public or private organization, as these are sometimes mutually exclusive.

- Students can apply for foreign BAföG for the Erasmus stay abroad. The parents' tax-free allowances are higher for foreign BAföG than for domestic BAföG.

Even if you do not receive BAföG in Germany, it is still advisable to apply for BAföG abroad or to calculate your needs, as funding may still be possible. You can



obtain a confirmation for the foreign BAföG at the TUM Global & Alumni Office.

Information on BAföG abroad at:

[www.auslandsbafoeg.de/](http://www.auslandsbafoeg.de/)

## Insurance

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Please do not forget to inform yourself in time about the insurances you need for your stay abroad. In all EU countries as well as Iceland, Liechtenstein, Norway and Switzerland, the European Health Insurance Card is valid, which you can obtain from your statutory health insurance.

You can tell whether you already have such a card by the EU asterisk on the back of your normal health insurance card.

For more information on the exact insurance coverage, see:

<http://ec.europa.eu/social/main.jsp?catId=559&langId=de>  
<http://ec.europa.eu/social/main.jsp?catId=559&langId=de>

Private insurants should contact their health insurance company before departure to clarify the scope of insurance coverage abroad.

You also have the possibility to take out a combined health, accident and personal liability insurance as well as luggage insurance through the DAAD (tariff 726). You can find more information on this at:

<https://www.daad.de/en/study-research-teach-abroad/scholarships-funding/daad-insurance/destination-abroad/>

## Visa

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The question whether you as a TUM student need a visa for an Erasmus study stay depends on your nationality as well as on the status of the host country and the duration and purpose of the stay.

For **nationals from EU or EFTA countries**, stays in the EU area are generally unproblematic. **Outside the EU** (e.g. Turkey), however, you usually have to apply for a visa when staying for study purposes. You should therefore enquire at the consulate of your host country in good time. Do not enter the country without an appropriate visa (i.e. not a tourist visa that cannot be extended later).

**Nationals from a third EU country** usually also need a visa for the respective country for study visits within other EU countries. Please inquire at the respective consulate in time.

Please also consult the KVR to ensure that your residence title remains valid in Germany.

### Important:

Do not buy your flight ticket until you are sure that your visa application is successful. Unfortunately, TUM cannot expedite your visa process. If there are additional costs due to a visa application, you can apply for a grant of 200€ at the TUM Global & Alumni Office at:

[tumerasmus@zv.tum.de](mailto:tumerasmus@zv.tum.de)

For this purpose, please submit the corresponding application form and the copy



of the invoice by e-mail no later than four weeks after your return.

## **Search for accommodation**

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You will usually receive information on accommodation at your destination together with application/registration instructions from the partner university. At some partner universities you can apply directly for a place in a hall of residence, at others your own initiative is required.

However, the Erasmus coordinators at the partner university are the contact persons in any case.

Helpful information on housing can also be found in the field reports of TUM students who have already been abroad:

<https://tum.moveon4.de/publisher/1/eng>

Often the Facebook pages of the local ESN sections are also helpful:

<http://esn.org/>

## **Preparation for the country and its people**

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An important source of information are the testimonials of former Erasmus students. In the database you can filter the testimonials by subject:

<https://tum.moveon4.de/publisher/1/eng>

## **Language preparation**

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The TUM Language Center offers you the opportunity to prepare for your stay abroad free of charge. On the web-site you can find out which languages are offered there:

<https://www.sprachenzentrum.tum.de/en/sprachenzentrum/languages/>

Since 2014, the EU has been offering free, tutored online language courses for the following languages via an "Online Linguistic Support (OLS)" as part of Erasmus+:

English, French, Greek, Italian, Dutch, Polish, Portuguese, Spanish, Czech, Swedish, Bulgarian, Finnish, Croatian, Romanian, Slovak, Hungarian, Estonian, Irish, Latvian, Lithuanian, Maltese, Slovenian

Information on this can be found at:

<https://erasmus-plus.ec.europa.eu/resources-and-tools/online-language-support>

Another option are the language courses of the LMU Language Center. Please find out which language courses can also be attended by guest students:

<https://www.en.sprachenzentrum.uni-muenchen.de/index.html>

If you are attending a preparatory language course in Munich for a language that is not offered by the TUM Language Center, or if you are attending a preparatory language course in the country in question for which course fees are charged, you can apply to the TUM Global & Alumni Office for a subsidy towards the fees



up to a maximum of 150.00 euros ([tumerasmus@zv.tum.de](mailto:tumerasmus@zv.tum.de)).

Please submit a copy of the invoice and certificate of attendance by e-mail no later than four weeks after your return.

If you attend a preparatory language course abroad before the start of the semester (whether at the partner university or with an external provider), this stay can also be taken into account for the mobility grant. So remember to have the duration and participation in the course confirmed.

### Intercultural trainings

Intercultural trainings also offer a good opportunity to prepare for the stay abroad. The Language Center offers especially for nominated exchange students the seminar "Intercultural Communication Basic Knowledge: Fit for the Exchange".

Information about the program can be found here:

<https://www.sprachenzentrum.tum.de/en/sprachenzentrum/special-programs/intercultural-communication/>

The Carl von Linde Academy also offers workshops on intercultural communication and encounter.

## During the stay of study abroad

### Documents

When you start your stay abroad, you must have the confirmation of arrival filled out by the host university. The formular "Confirmation of Arrival" can be found on the TUM Global & Alumni Office page:

<https://www.international.tum.de/en/global/going-abroad/study/study-stays-in-europe-with-erasmus/>

You must then send the completed "Confirmation of Arrival" form to the following e-mail address:

[tumerasmus@zv.tum.de](mailto:tumerasmus@zv.tum.de)

At the beginning of your study abroad program, you will create your schedule at the partner university and may find that a desired course is cancelled or cannot be taken for some other reason. Therefore, you may need to change your OLA (which is often the case). In this case, enter all changes in Table A and Table B of the OLA and have the changed OLA signed by the partner university and the International Affairs Delegate of the Department of Sport and Health Sciences via Dashboard.

If you attended a language course prior to studying abroad, obtain a certificate stating the exact date and submit it to the TUM Global & Alumni Office.

At the end of your studies abroad, you must have the International Office of the partner university fill out the form "Confirmation of



Stay" with the exact dates of the study stay, which you must submit to the TUM Global & Alumni Office.

**Attention:**

Pre-dated certificates without exact details will not be accepted. Furthermore, private stays or vacations following or preceding the studies may not be indicated.

Finally, you have to request the Transcript of Records (including the ECTS credits) from the partner university. This is usually sent either directly to your address in Germany or to the International Affairs Delegate of the Department of Sport and Health Sciences.

The Erasmus grant is tied to the successful completion of at least two semester-long courses. This must be proven by means of a Transcript of Records.

### Prolongation / shortening of the stay

A prolongation of a stay that has already begun is generally possible if the new period of stay is covered by the bi-lateral agreement. The agreement on the extension must be made between the home and partner university before the originally planned end of the current stay.

In concrete terms, this means that you have to inform the partner university, the International Affairs Delegate of the Department of Sport and Health Sciences, and the TUM Global & Alumni Office of your interest in an extension

immediately, but **no later than 4 weeks** before the originally planned end of your stay (according to the grant agreement). Please use the form "Prolongation of Stay" for this purpose. You can find this at:

<https://www.international.tum.de/en/global/going-abroad/study/study-stays-in-europe-with-erasmus/>

If there are remaining funds, you will receive an additional Erasmus grant for the extension months. The extension must **immediately** follow the original stay (public holidays and university vacations do not count as interruptions).

The duration of the total stay may **not** exceed 12 months and may not extend beyond the end of the funding year (31<sup>st</sup> of May of the following year).

The OLA must be amended for the duration of the extension and the entire duration must be noted on the Transcript of Records and the Confirmation of Stay.

**Shortenings**, withdrawals or cancellations must be reported to the International Affairs Delegate immediately, but **no later than four weeks** before the original end date (according to the grant agreement).

It is sufficient if you inform us of this by e-mail, stating the reason. The scholarship will be reduced accordingly to the funding rate of the shortened stay. If the withdrawal is communicated before the payment of the first installment of the scholarship, a subsequent



repayment of the Erasmus grant can be prevented.

## **Combination Erasmus+ study and internship**

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If you complete an internship before or after your study abroad, this can be funded by the Erasmus+ Internship Program (SMP) from an additional stay of two months. Contact persons and information can be found at:

<https://www.international.tum.de/en/global/erasmus-internships/>

In case of an additional stay of less than two months, an internship can also be supported by the SMS scholarship if it takes place under the supervision of the partner university, i.e. an additional OLA must be filled out for the internship and this additional stay duration must be included in the "Confirmation of Stay". Please note that the total duration of the mobility period may not exceed 12 months per study cycle.

## **After the stay**

### **Documents**

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Not later than four weeks after the end of your stay abroad, you must upload your final Confirmation of Stay, the Transcript of Records issued by the partner university, and the "Course Alignment" document to the TUM Global & Alumni Office in the MoveOn application portal.

In addition, you will create a free-form experience report that will serve as an orientation for future Erasmus students. Furthermore, you will be asked by e-mail to complete the EU online questionnaire (EU Survey). If you have taken the OLS language test before your stay abroad, you will be asked by e-mail to take it after your semester abroad.

Once the TUM Global & Alumni Office has received these documents in full, the second installment of the Erasmus grant and, if applicable, a final installment will be paid to you.

## **Recognition of courses**

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For the final recognition of your achievements abroad, you must contact the Student Advisory Office after your return. This requires the submission of an official Transcript of Records (e.g. a Transcript of Records issued by the partner university) and the module descriptions for the achievements to be recognized.

## **Partner universities of the Department of Sport and Health Sciences**

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A list of the partner universities of the Department of Sport and Health Sciences as well as information about available Erasmus places can be found on our homepage at:

<https://www.sg.tum.de/en/sg/department/international-office/partner-universities/>



Here you will also find information about the studies offered and the fact sheets of the partner universities.

Please use this list as a guide when selecting your exchange options.

## Contact information

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### International Affairs Delegate of the TUM School of Medicine and Health - Department of Health and Sport Sciences

M.A. Gabriele Fried

Georg-Brauchle-Ring 60\_62

80992 München

Tel.: +49 (89) 289 - 24625

E-mail: [international.sg@tum.de](mailto:international.sg@tum.de)

<https://www.sg.tum.de/en/sg/department/international-office/>



### TUM Global & Alumni Office

Technical University of Munich

Arcisstr. 21

80333 München

Tel.: 089.289.22533 / -25461 / -25351

E-mail: [tumerasmus@zv.tum.de](mailto:tumerasmus@zv.tum.de)

<https://www.international.tum.de/en/global/global-go-ing-abroad/study/study-stays-in-europe-with-erasmus/>

## ERASMUS+ Internships

### Program description

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The Erasmus+ Internship program is a financial support, i.e. the choice of the internship location is up to you. The internship can be carried out in a company as well as in a research institution, but it must have a meaningful connection to your study program.

Unlike the Erasmus+ Student program, where students can participate in the Erasmus program at the earliest after completing their first year of study, with Erasmus+ Internship this is possible right after starting their studies.

The minimum funding period is two months (= 60 days!). You can be sponsored several times per study cycle, but not more than 12 months within one cycle. Likewise, graduate internships (internship after graduation) can be funded up to 12 months after graduation, if the application was made within the last year of the study phase.

The administration of internships abroad is handled by the **TUM Global & Alumni Office**.

### Requirements

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- You are enrolled in a degree program at TUM that leads to a university degree (up to and including a doctorate).



- You have a commitment for a self-organized internship.
- The internship has a meaningful connection to their course of study.

### Fundable internships

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- Full-time internships from 30 hours per week
- Voluntary and mandatory internships
- Types of internships: Regular internships, research internships or practice-related semester and final theses
- Meaningful connection between the internship and your course of study
- Internship duration of at least two to a maximum of twelve months
- Physical presence abroad

#### Attention:

Internships in EU institutions and institutions managing EU programs are not eligible for funding.

### Benefits

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- Financial support for self-organized full-time internships throughout the EU
- Financial support for graduate internships up to one year after graduation
- Grants for language courses to prepare for the stay abroad

- Refund of visa application costs for non-EU students
- For students with specific needs special funds are available on a limited basis to cover the additional costs associated with studying abroad.
- Support in linguistic and cultural preparation for the stay abroad (by the TUM Language Center and TUM Global & Alumni Office)
- Possibility of leave of absence during the internship abroad

### Application process

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- Applications are possible on an ongoing basis.
- After you have successfully found an internship position, please contact the International Affairs Delegate of the Department of Sport and Health Sciences with the form "Online Learning Agreement for Traineeships" (which should already be signed by the internship position) and the remaining application documents.
- The Student Advisory Office will check the subject-relatedness of the internship to your studies.
- If the internship is eligible, the "Online Learning Agreement for Traineeship" will be signed and you will be nominated for the Erasmus+ Internship program.



- All requested documents must be received four weeks prior to the start of the internship.
- An overview of the application documents can be found at:  
<https://www.international.tum.de/en/global/erasmusinternships/>
- You can apply online via the [MoveON-Application Portal](#) (form "Application for ERASMUS+ SMP "Internship") and send an e-mail to the International Affairs Delegate of the Department of Sport and Health Sciences.
- Further program processing is handled by the TUM TUM Global & Alumni Office.
- If the application is successful, students will receive an acceptance in the form of an Erasmus+ Grant Agreement through the TUM Global & Alumni Office.

## Preparation for the stay abroad

### Internship Search

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You will find suggestions and tips on internships on the following pages:

- On the homepage of the Department of Sport and Health Sciences:  
<https://www.sg.tum.de/en/sg/department/international-office/internship-abroad/>
- Tips for finding an internship abroad:  
<https://www.international.tum.de/en/global/go-international/internships/tips-for-finding-an-internship/>

- TUM Job and Internship Exchange:  
[TUM Jobportal](#)
- JOE+ - Job Offer Exchange platform of LEO-NET:  
<https://leonet.joeplus.org/en/offers/search/>
- Internship exchange of the DAAD:  
<https://www.daad.de/de/im-ausland-studieren-forschen-lehren/praktika-im-ausland/>
- Also use the contacts of the chair holders to research institutes and companies abroad, or make initiative applications to companies abroad.
- The internship reports of former TUM Erasmus students are an important source of information:  
<https://tum.moveon4.de/publisher/6/deu>

### Leave of absence

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For the duration of the stay abroad, it is possible to apply for a leave of absence at the Enrollment Office for a maximum of two semesters. If the Erasmus internship abroad is a compulsory internship, a leave of absence can be applied for without any problems for this period.

In the case of a voluntary internship, an Erasmus internship abroad only counts as a reason for assessment if the duration of the internship extends over at least half of an entire semester and a certificate of participation in the Erasmus+ SMP program is available.

**Note:**

The student union fee and the "Semesterticket-Solidarbeitrag" must also be paid during a leave of absence. Please note that only repeat examinations (an unlimited number) can be taken during a semester of leave.

Examination repetition periods are not interrupted or extended by a leave of absence. A possible extension must generally be applied for at the responsible Examination Board.

The application for leave of absence must be submitted in writing to the TUM Enrollment Office. All information on the subject of leave of absence and the application can be found at:

<https://www.tum.de/en/studies/during-your-studies/organizing-your-studies/leave-of-absence>

## **Funding**

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- The ERASMUS+ SMP ("Internship") program is a financial support in the form of an Erasmus mobility grant.
- After a successful application, you will receive a confirmation in the form of an Erasmus+ Grant Agreement. The grant agreement contains all information about the amount of funding and the rules for the payment of the scholarship.
- Students can also claim foreign BAföG for the ERASMUS+ internship abroad. The parents' allowances are higher for foreign BAföG than for domestic BAföG. Even if

you do not receive BAföG in Germany, it is still advisable to apply for BAföG abroad or to calculate your needs, as funding may still be possible.

Information on the BAföG abroad can be found at:

[www.auslandsbafoeg.de/](http://www.auslandsbafoeg.de/)

- The Erasmus grant is paid in two installments. 70 percent of the total funding amount will be transferred after receipt of the complete application documents and the signed grant agreement.

The remaining 30 percent will be paid after the following documents have been submitted no later than four weeks after the end of the internship:

Student report for the TUM Global & Alumni Office, EU questionnaire for the European Commission (access data are automatically sent to the students by the EU database) and the "Traineeship Certificate". In case of participation in the graduate internship, the certificate of exmatriculation is additionally required.

You also have to take the OLS language test online after the mobility if you had to take the OLS language test before the mobility. The invitations for the language test will be sent automatically by mail from the OLS system.

If not all signatures for the documents have been obtained before the start of the internship, funding can only be granted



from the time when the documents are complete, provided that the minimum funding period is observed.

### Search for accommodation

Helpful information on housing can be found in part in the internship reports of TUM students who have already been abroad:

<https://tum.moveon4.de/publisher/6/deu>

Often the Facebook pages of the local ESN sections are also helpful:

<http://esn.org/>

### Language preparation

The TUM Language Center offers you the opportunity to prepare for your stay abroad free of charge. You can find the range of languages on the website:

<https://www.sprachenzentrum.tum.de/en/sprachenzentrum/languages/>

Since 2014, the EU has offered free, tutored online language courses for the following languages through an "Online Linguistic Support (OLS)" within the framework of Erasmus+:

English, French, Greek, Italian, Dutch, Polish, Portuguese, Spanish, Czech, Swedish, Bulgarian, Finnish, Croatian, Romanian, Slovak, Hungarian, Estonian, Irish, Latvian, Lithuanian, Maltese and Slovenian

<https://erasmus-plus.ec.europa.eu/resources-and-tools/online-language-support>

Another option are the language courses of the LMU Language Center. Please find out which language courses can also be attended by guest students:

<https://www.en.sprachenzentrum.uni-muenchen.de/index.html>

If you are attending a preparatory language course in Munich for a language that is not offered by the TUM Language Center, or if you are attending a preparatory language course in the country in question for which course fees are charged, you can apply to the TUM Global & Alumni Office for a contribution towards the fees of max. 150.00 euros ([tumerasmus@zv.tum.de](mailto:tumerasmus@zv.tum.de)).

Please submit a copy of the invoice and certificate of attendance by e-mail no later than four weeks after your return.

### Intercultural trainings

Intercultural trainings also offer a good opportunity to prepare for the stay abroad. The Language Center offers especially for nominated exchange students the seminar "Intercultural Communication Basic Knowledge: Fit for the Exchange". Information about the program can be found at:

<https://www.sprachenzentrum.tum.de/en/sprachenzentrum/special-programs/intercultural-communication/>

The Carl von Linde Academy also offers workshops on intercultural communication and encounter:



<http://www.cvl-a.mcts.tum.de/lehrveranstaltungen/>

## Contact information

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If you have any questions about the Erasmus+ Internship Period (SMP) and the application process, there are two contact points at TUM:

- For general information about the Erasmus+ program and Erasmus scholarships:

### **TUM Global & Alumni Office**

Technical University of Munich

Arcisstr. 21

80333 München

E-Mail: [tumerasmus@zv.tum.de](mailto:tumerasmus@zv.tum.de)

<https://www.international.tum.de/en/global/erasmusinternships/>

- For questions about the nomination process:

### **International Affairs Delegate of the TUM School of Medicine and Health - Department of Health and Sport Sciences**

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