

Dear Student,

Thank you for choosing the Technische Universität Bergakademie Freiberg as your destination for your Erasmus exchange studies.

To facilitate your preparations, we created this **ERASMUS Guide**. Learn everything to get started with your Erasmus application.

All the best,

Your TUBAF International Office

ERASMUS

GUIDE



2022



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1. Application Deadlines

Please make sure to submit your application no later than:

IF NO VISA IS REQUIRED	Winter semester ¹	May 31 st
	Summer semester ²	November 30 th of the previous year
IF A VISA IS REQUIRED	Winter semester ¹	April 30 th
	Summer semester ²	October 31 st of the previous year

2. How to apply – Using our Online Tool “Mobility Online”

At TUBAF, your entire Erasmus mobility before, during and after your stay is handled through the online tool “Mobility Online” (MO). MO is a digital place asking you to upload all your application documents and share them with us. We then use the uploaded and complete package for further handling. Following you will find additional support to get familiar with the procedure.

Step 1 · Completing the online application form

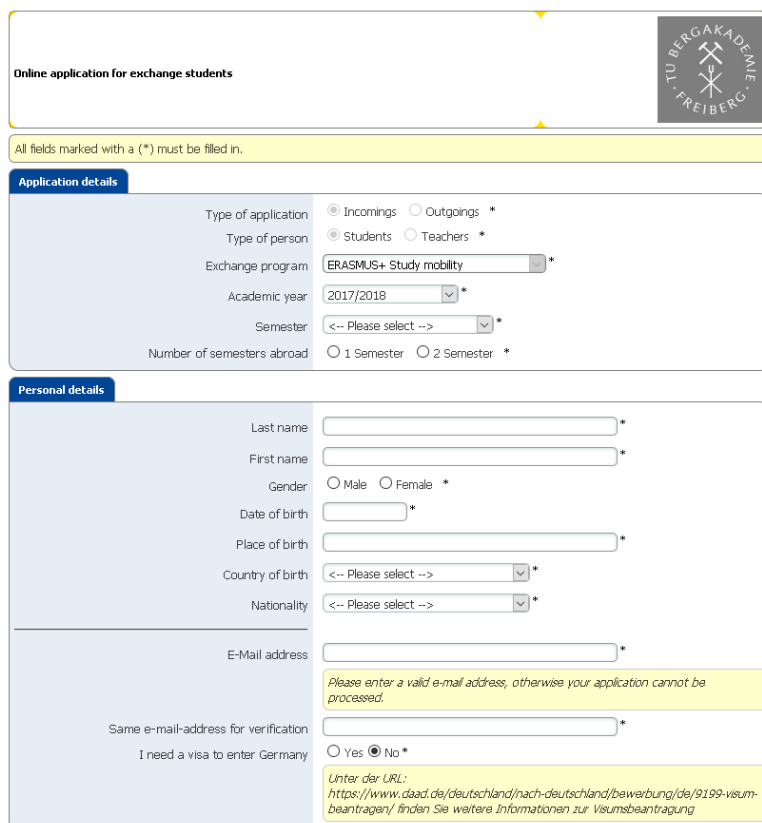


Figure 1 – Screenshot of the online application form for Erasmus students

First, please click on the **button “Apply Now!”** in the email sent to you following the official nomination by your home university. You will be redirected to our online application portal for Erasmus exchange students. The portal looks as screenshotted in the image on the left.

Please carefully complete all necessary data (obligatory fields are marked with an asterisk [*]). The entered data is necessary for organisational purposes only. If you are unsure about specific data concerning your study in Freiberg, please contact **your Erasmus coordinator at your home university**. The fields may also be changed later in your profile when logging in to your account.

¹ starting on October 1st each year

² starting on April 1st each year



Referring to the selection mask "Host institution > Study programme": Please select a degree programme at TUBAF that suits your actual study programme at your home university best. Also, there should be a valid Erasmus agreement for the specific degree programme between both your and our university. If you have any doubts, please ask your coordinator.

If you intend to take teaching units with English language of instruction only, please select an International Master's degree programme from the list of our study programmes at <https://tu-freiberg.de/en/international/study-programmes> (the flag on the left indicates the language of instruction). Please note that your choice does not necessarily bind you to the modules (teaching units/lectures) offered by the selected degree programme. You may still choose modules from other degree programmes for your Erasmus exchange semester at TUBAF. Of course, you are also free to select modules from a different Faculty at TUBAF to a certain extent. However – and this is important – modules from your subject area should be chosen primarily. Only a maximum of 25 % of the Learning Agreement's total credit points may be earned with modules from a different subject area.

Example calculation:

From a total of 25 ECTS, a maximum of 6 ECTS is allowed to be chosen from another subject area. Exceptions to this rule are possible, but must be justified.)

Step 2 · Setting up your account

Once you have completed the online application form and submitted your details (click on "Send Application"), MO will send you an automatically generated message to the email address you provided earlier. The message comprises further important information, such as further steps to follow and the registration link to finally set up your user account:

- 1 Please click on the registration link and enter your date of birth. The registration number does not have to be changed as it was allocated automatically.
- 2 Click on "Continue".
- 3 Now, please choose your desired user name and password. **Please consider that the password must consist of at least six characters containing at least one number and one capital letter!**
- 4 Please submit your registration by clicking on the button "Continue". You will get another confirmation e-mail confirming your registration. Please keep this message in your mail inbox for direct access at a later time.
- 5 Click on "Login to Mobility-Online".

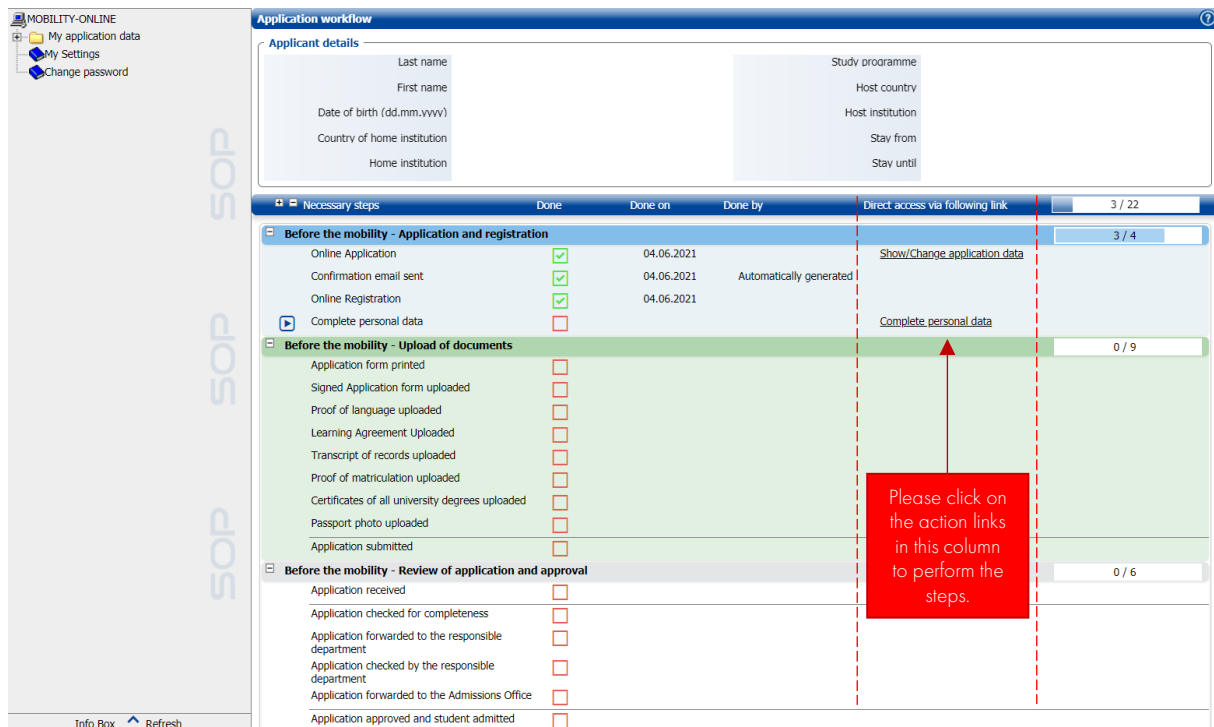


Figure 2 – View of your account in Mobility Online

Step 3 · Completing your Registration Details in Mobility Online

In the column “Direct access via following link”, please click on “Complete personal data” and then click on “Forward to update” to fill in your address details. Please confirm your entry.

Great, you have successfully updated your records. Please go on with your application according to the instructions in your workflow.

Step 4 · Uploading your Application Documents

Below is an overview of all documents that you need to upload during the process. Please read the description of each document carefully.



Application form

As one of the first steps, MO creates an application form. All data is entered automatically since the entries are based on your provided profile data. Please print the form, sign it yourself and also have it signed by the responsible person for your Erasmus exchange at your home university.



Official certificate of German and/or English language proficiency

The required language certificate depends on the chosen modules, their language of instruction as well as the skills agreed upon in the Erasmus agreement between our both universities. You will get further information on the language requirement for the exchange from your International Relations Office (usually the requirement is B1 or even B2 according to the [CEFR](#)).
The minimum level

of language proficiency is B1 which is equivalent to 450 hours of language instruction. The certificate may be issued by a university, an approved language school or an equivalent institution. We do not need a language certificate if you are not planning to attend the exams during your study in Freiberg (this may be the case when you want to do project work in preparation for your thesis, for example). We also offer language courses to our enrolled students. Those will be awarded 4 ECTS upon successful completion. You may also consider them for your Learning Agreement (see next point) in case your university recognises the participation. To find out more about our language courses, you may want to scroll down to "[Language courses](#)".



Erasmus Learning Agreement (LA)

This part will take most of your time. Please use the information provided on the subsequent pages at "[Study Degree Courses and Modules at TUBAF](#)" to learn more about the selection of modules at TUBAF. If you have any doubt, please contact your Erasmus coordinator at your home institution for help in first place.

Eventually, the LA must be signed by yourself, the responsible person at your home university and last but not least, by the responsible person at TUBAF. The responsible persons of both institutions confirm with their signatures that your chosen study plan is valid and can be carried out in this way. **Please note that the LA may be changed within five weeks after the start of the semester (section: During the Mobility).** This, however, should be considered an exception. However, sometimes the course planning requires short-term changes. This is normal and should not bother you too much!



Transcript of records

At most universities, there is an option to download your transcript from your official student account. If not, please ask your student's administration office to provide you with the transcript showing the results of your study from the very beginning of your studies. Please make sure that each page is stamped and signed by your home university.



Latest enrolment certificate from your home university

The enrolment certificate (or matriculation certificate) is a document required to prove that you are a student at your home university. It can usually be obtained by downloading it from your official student account. If not, please also ask your student's administration office.



Proof of previous university degree (if applicable)

If you already hold a Bachelor's degree, please upload your certificate as proof (a normal copy is sufficient; no certified copy is required).



Portrait photo

Please upload a photo of yourself on which your face is visible. The background should be blurred and it should not be too old. It does not have to be a biometrical photo as used in your passport. We need the photograph for your student ID card.



Important: All documents must be provided in German **or** English language. If not available, you must add a certified translation to your application.

3. Study Programmes and Modules at TUBAF

Please always refer to the respective module handbook (German = “Modulhandbuch”) to learn more about the content and structure of each module. Hereunder you will find an example of a module description.

Recommended steps to create the study plan for your Learning Agreement

1. Using the module handbook (“Modulhandbuch”) of the chosen degree programme

Data:	GEOMOD. BA. Nr. 121 / Examination number: 30715	Version: 30.10.2019	Start Year: WiSe 2020
Module Name:	Applied Geomodelling		
(English):	Applied Geomodelling		
Responsible:	Gerhards, Christian / Prof. Dr.		
Lecturer(s):	Gerhards, Christian / Prof. Dr.		
Institute(s):	Institute of Geophysics and Geoinformatics		
Duration:	1 Semester(s)		
Competencies:	The students will be made familiar with the mathematical and computer scientific aspects of 3d geomodelling and are able to use the tools in advanced geoscientific applications. They will be able to use of typical 3d geomodelling software and understand their connectional differences.		
Contents:	<ul style="list-style-type: none"> - principles of heterogeneous data - spatial geodata models, cellular partitions - interpolation and parametrization - case studies for the modeling of geological structures <p>Depending on the audience, the lecture can be held in German.</p>		
Literature:	Mallet J.-L. 2002, Geomodelling, Oxford University Press Houlding, S.W., 1994, 3D Geoscience Modeling: Computer Techniques for Geological Characterization, Springer		
Types of Teaching:	S1 (WS): Lectures (1 SWS) S1 (WS): Exercises (2 SWS)		
Pre-requisites:			
Frequency:	yearly in the winter semester		
Requirements for Credit Points:	For the award of credit points it is necessary to pass the module exam. The module exam contains: AP: Project documentation		
Credit Points:	4		
Grade:	The Grade is generated from the examination result(s) with the following weights (w): AP: Project documentation [w: 1]		
Workload:	The workload is 120h. It is the result of 45h attendance and 75h self-studies.		

Figure 3 – Example of a module description

Below is some further information with respect to the module datasheet shown above:

- **Availability (duration) of the module:** A module must be available in the specific semester of your stay abroad, i.e. summer or winter semester. If your Erasmus stay is planned for one semester only, please be sure to verify that the duration of the module is listed as “1 Semester(s)” as otherwise, you will not be able to attend the exams.
- **Bachelor or Master module:** You can determine yourself if the module belongs to a Bachelor’s or Master’s degree programme by viewing the

module code stated in the row “Data” (BA = Bachelor’s degree/ MA = Master’s degree). If you are a Bachelor’s student, please only chose Bachelor’s modules, otherwise, you risk that your Learning Agreement will not be accepted.

- **Modules from other subjects:** If you would like to attend modules from other subjects than your chosen degree programme, we have prepared an overview per subject area for you to identify modules taught in English. The collection will also be useful to identify **all** English taught modules per Faculty at a glance.

The decision of the modules is, of course, subject to your language proficiency. If you decide to take **English** modules only, please select an international degree programme (at TUBAF, we only offer Master’s degree programmes in English language) from our list of [study degree programmes](#) (indicated with a British flag). Ideally, your choice should be identical to the choice of the degree programme you selected earlier during the application in MO. It should also correspond to the Erasmus agreement between both our universities. Once you navigated to the web page of your desired course of study by following the link above, you may now want to scroll down to the very bottom and look for the PDF link “Modulhandbuch”. This module handbook includes all modules offered in this specific programme.

If your skills in **German** are good enough according to the requirements that were pre-defined in the agreement between both institutions, you may also choose modules with German language of instruction. In this case, you may select a German study degree programme from the list of study courses and proceed as mentioned above.

Whatever the case is, please make sure that – preferably – you only choose modules from one single study degree programme, if possible. This is essential to avoid unwanted surprises (an overlapping of lecture times, for example) when creating your timetable using our [course catalogue](#).

Overview of English Modules at TUBAF per Faculty



Important: The total amount of modules from fields of study other than your own **must not exceed 10 ECTS credit points** (e.g. if you are a Mechanical Engineering student and you intend to add lectures in Business Administration/Management).



A mixture of Bachelor- and Master’s modules (as well as modules from different degree programmes at one level) often results in an overlapping of modules in your eventual schedule. Thus, please be sure to only choose appropriate modules from either Bachelor’s or Master’s degree programmes or one particular study programme respectively.

2. Using the course catalogue

On our website, please click on the square button “Course Catalogue” at the bottom of the page. You will be straight taken forward to the course planning tool. We regret that it is only available in German for the time present. On the left side, please click on “Pläne nach Studiengang” (“plans by course of study”) and select one of the courses (ideally, your choice should be identical to your choice made during the application in MO). For example, we select the study programme “Geoscience”. After clicking on “Masterstudiengang Geoscience” (“Master’s degree programme Geoscience”), you will be given an overview of all the modules offered in the programme. At the top of the page, you can choose the semester. Below, you can select from the fields of specialisation (if available). To access further

information about the individual modules, you would have to open up the module handbook on the Geoscience website (search for the programme in our list of [study degree programmes](#), select your programme and scroll down to the bottom of the page of the study course > “Modulhandbuch” or “module handbook”, if the PDF is available in English).

Vorlesungsverzeichnis

Masterstudiengang Geoscience

>> [Hilfe](#)

Wintersemester 2021 / 2022

Semester

1.Semester ▾

Vertiefung / Richtung

Vertiefung Computational and Mathematical Geoscience (MGEX-CMG) ▾











Art	Titel	Lehrende	Tag	Zeit	Raum	Woche	Info
1.MGEX-CMG							
Pflicht							
Ü	Theory of Potential Methods	Börner, Ralph-Uwe	Fr	09:30-11:00	RAM-2119	2	
V	Multivariate Statistik und Geostatistik (V)	Gerhards, Christian	Di	11:30-13:00	MET-0130		
Ü	Multivariate Statistik und Geostatistik	Gerhards, Christian	Mi	11:30-13:00	RAM-2119		
P	Multivariate Statistik und Geostatistik für Geoinformatiker	Tolosana-Delgado, Raimon (LA)		00:00-00:00			
S	Scientific Communication in Geoscience	Scheytt, Traugott	Do	16:00-17:30	HUM-1115	1	
V	Theory of Potential Methods	Börner, Ralph-Uwe	Do	09:30-11:00			
Wahlpflicht							
Ü	Applied Remote Sensing in Geosciences Ü	John, André	Di	07:30-09:45			
Ü	Deutsch f. Ausl. A1/1. Sem. /Gr. 5	Bartova, Katerina	Mi	09:30-11:00			
Ü	Deutsch f. Ausl. A2/1. Sem. /Gr. 1	Bartova, Katerina	Mo	07:30-09:00			
V	Introduction to Meteorology and Climatology	Matschullat, Jörg, Zimmermann, Frank	Do	18:00-19:30	AUD-1001		

Figure 4 - Screenshot of the modules offered in the Master's degree programme "Geoscience"


4. Finishing the Application Process

You are done and you uploaded all the required application documents to your account? Perfect! Please click on “Submit application” and we will be notified right away. At the International Office, we check if your application meets the formal requirements according to the Erasmus agreement between both universities. Do not worry, we will get in touch in case of issues. After the formal checking, we will forward your application to the responsible person at the respective Faculty for a deep-in evaluation of your application and – if the Faculty accepts your application – for the signature of your Learning Agreement. As soon as we receive the Faculty’s positive feedback, we hand over your application to our Admissions Office and send you the signed Learning Agreement (your Erasmus office will be copied in). Sometimes, it may be the case that the Learning Agreement needs further amendments to facilitate your study start at our university. In this case, the Erasmus coordinator of the Faculty will liaise with you directly.

Our colleagues at the Admissions Office send you the admission letter including further information on how to proceed within a couple of days. Please note that MO will also send you a short message stating that you are admitted providing further valuable information about accommodation possibilities and our "Buddy Programme". **Please note that this is not the official admission letter!** It is simply part of the application process for which MO keeps you in the loop throughout the application process.

By the way, feel free to keep track of the current status of your application at TUBAF in Mobility Online at any time. That's all. It's as easy as that.

Please read on for further information that will help you concerning [accommodation](#) in the student dorms or to find out about our [study accompanying language courses](#) and our useful [Buddy Programme](#) that will surely be of great help to you in terms of the basic organisation of your stay from the time of your arrival at Freiberg, Saxony, Germany.

 Information for Erasmus students is also provided on our website at <https://tu-freiberg.de/en/international/erasmus-incomers>.

5. Language Courses

The language department of the International Centre offers German language courses for different target groups at different levels. If you are enrolled at the TU Bergakademie Freiberg, the German courses are at no cost to you. Feel free to check our offering by clicking on the button below:



6. Insurance for Erasmus Students

Everyone who studies or works (internships included) in Germany **must** take out health insurance. When you officially enrol at our university, you will be asked to show proof of health insurance coverage or an exemption letter (in case you have private insurance, you must ask the public health insurance to accept it and you will be handed out an exemption letter eventually).



European Health Insurance Card (EHIC)

Social security agreements are in place with the member states of the European Union and the European Economic Area. The agreements are intended to ensure that health insurance from a student's home country (within the European Union) is valid in Germany.

Please note: If possible, get the European Health Insurance Card (EHIC) from your public health insurance company at home.



From November 1st, 2021 onwards, all students from the EU must also contact the statutory health insurance in Germany upon their arrival in Freiberg and ask for confirmation that they are sufficiently insured. Please contact Ms. Cornelia JACOB from the TKK (Techniker Krankenkasse) at cornelia.jacob@tk.de.

Statutory and Private Health Insurance (for Erasmus Students from non-EU Countries)

You can take out health insurance with either a public or a private provider. For students who are younger than 30 years, we recommend taking out a statutory health insurance policy for the following reasons:

- No advance payment necessary for the costs of a visit to a medical doctor or hospital; With private insurance, you would have to pay the bill yourself and apply to the insurance company for reimbursement.
- Pregnancy, patient transport and preventive dental treatments are covered
- Family insurance: In statutory health insurance, your spouse and all children are automatically insured subject to special conditions that can be enquired by your specific health provider. These family members do not have to pay any additional fees.

Personal Liability Insurance

As a student at TUBAF, we recommend that you take out a liability insurance policy valid for Germany. If you cause damage, then this is usually paid for by the insurance company.

The TU Bergakademie Freiberg does not have liability insurance for its members. This insurance must therefore be taken out privately.

Group Insurance (combined Insurances)

The DAAD offers combined health, accident and personal liability insurance for trainees³, students and academics - as well as their partners and children - who travel to Germany. DAAD scholarship holders receive this insurance automatically (see "Letter of Award"). It is thus possible for trainees, students and academics (outgoing and incoming) to take out a *combined health, accident and personal liability insurance* through the group insurance of the German Academic Exchange Service (DAAD).



Further information about the tariffs is available at <https://www.daad.de/en/study-and-research-in-germany/plan-your-studies/health-insurance/>

³ The insurance can only be taken out by students from abroad who are doing a compulsory internship in Germany as part of their study regulations. Students doing a voluntary internship in Germany cannot take out this insurance (information last viewed on April 26th, 2021)

7. Dormitory/Accommodation in Freiberg/Sa.⁴

A separate online application is required **at least three months** before the start of your chosen semester. We recommend submitting your application as early as possible. The Studentenwerk Freiberg tries to reserve certain places for Erasmus students. To start your online application, please click on the link below.



Online Application for a Student Dorm



After completing the form, you will be registered by the dormitory administration. To reserve the place until your arrival, you have to submit your admission letter from TUBAF which you will get from our Admissions Office after the successful application process. A deposit is necessary before your arrival. Further information is provided by the Studentenwerk Freiberg. They will assist you throughout the process.

More information is available on the website of the Studentenwerk Freiberg at <https://www.studentenwerk-freiberg.de/freiberg/housing/en/>

8. Buddy Programme

TUBAF offers a highly appreciated service to our new international students. Travelling to a new city far away from your home country will make you face a whole lot of new challenges. Thus, we have set up an assistive programme where experienced students of TUBAF help you to facilitate your organisational preparations for the stay before and upon your arrival. A personal buddy also gives you a guiding hand during your stay. **For more information and to register for the programme**, please navigate to our web page by clicking on the button below:



Buddy Programme



We highly recommend that you register for this programme. A buddy can be of great help to you by...

⁴ Freiberg/Sa. = Freiberg is common name in Germany. Please be aware that we are located in the East of Germany, nearby the historical city of Dresden.

- ...picking you up from the railway station,
- ...collecting the keys to your room from the Student Union (Studentenwerk),
- ...helping you during your first formalities at the University, in the city hall and at the foreigner's authority (Ausländerbehörde)
- ...helping you to find an appropriate health insurance

We hope the above information is helpful for a smooth start in the application process. If you require further help/assistance or have any doubts whatsoever, please feel free to contact Mr. Marcus Dietrich (see "Contact" below).

9. Contact

Your contact person for all Erasmus concerns at the International Office to incoming related queries.



Marcus DIETRICH

Office: Akademiestr. 6, room EG.20
(ground floor opposite the elevator)

Phone: +49 3731 39 2651
email: marcus.dietrich@tu-freiberg.de

"Glück Auf" !

We hope to seeing you soon
at the
Technische Universität Bergakademie Freiberg
in the Silver City of Freiberg!

