

Bewerbungsmappe für Ihren Auslandsaufenthalt:

Studienaufenthalt an einer europäischen Partneruniversität

Mit dieser Zusammenstellung wollen wir Ihnen helfen, die Bewerbung schnell, übersichtlich und komplett zu erstellen. Bitte nutzen Sie die PDF-Formulare zum Ausfüllen der angehängten Dokumente. Diese können Sie speichern (empfohlen!) und ausdrucken.

Bitte beachten Sie die folgende Checkliste zur Vervollständigung der Bewerbung. Nicht vollständige Bewerbungen werden nicht angenommen. Sprachnachweise können nachgereicht werden, falls das Niveau zum Bewerbungszeitpunkt nicht ausreicht, oder die Bescheinigung noch nicht vorliegt.

WICHTIG: Informationen über zusätzlich notwendige Dokumente (Sprachnachweise, Transcript of Records, Letter of Recommendation etc.) müssen eigenständig auf der Homepage der Partneruniversität eingeholt werden. Die Pfade sind international ähnlich:



Etwaige Dokumente können per Mail unter Angabe des Zielortes, Namen und Matrikelnummer bei beim Team Outgoings beantragt werden:

zibmed@uk-koeln.de

Wenn Ihre Bewerbung abgegeben wurde, ist Ihr Job zunächst einmal erledigt. Bei Problemen oder Rückfragen wenden wir uns an Sie und stehen Ihnen selbstverständlich ebenso zur Verfügung. Sobald Sie eine Bestätigungen o.Ä. von der Partneruniversität erhalten, bitten wir Sie, uns diese weiterzuleiten, damit wir immer über Ihren Bewerbungsstatus informiert sind. Wir schicken Ihnen wenige Monate vor dem Beginn des Aufenthalts eine wichtige E-Mail mit den ERASMUS-Förderunterlagen und allen weiteren Informationen zu.

Bewerbungsunterlagen	Studium in der EU
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Personalbogen	<input type="checkbox"/> Bewerbungsschreiben auf der Sprache des Gastlandes, gerichtet an den Koordinator des jeweiligen International Office
<input type="checkbox"/> Bewerbungsschreiben auf deutsch an das ZIB Med	<input type="checkbox"/> Lebenslauf auf der Sprache des Gastlandes
<input type="checkbox"/> Lebenslauf auf Deutsch	<input type="checkbox"/> Learning Agreement SMS
<input type="checkbox"/> Studienbescheinigung	<input type="checkbox"/> eventuell: Sprachnachweis
<input type="checkbox"/> Physikumszeugnis in Kopie und Original mitbringen	<input type="checkbox"/> Habe mich über weitere Dokumente auf der Homepage der Partneruniversität informiert und angefügt:
<input type="checkbox"/> 2 Passfotos	<input type="checkbox"/> _____
	<input type="checkbox"/> _____

Hier Foto
draufkleben

Stadt

Studienbescheini-
gung anfügen

Name der Gasthochschule

Name	Vorname	Geburtsdatum (tt.mm.jjjj)	Geburtort	Geschlecht

Staatsange- hörigkeit	Postanschrift	Emailadresse

Telefon	IBAN	Bank

PJ oder Studienaufenthalt	Beginn des Aufenthalts (tt.mm.jjjj)	Ende des Aufenthalts (tt.mm.jjjj)	Semesteranzahl zu Beginn des Aufenthaltes	Matrikelnr.

Vorbereitender
Sprachkurs in
Köln

Zusätzliche Dokumente der
Gasthochschule beigelegt

PJ-Fach

Kommentar /
evtl.
Ersatzwunsch

Anlagen (Angaben
ZiBMed)

Datum, Kürzel
(Angaben ZiBMed)



Learning Agreement
Student Mobility for Studies

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education, Code ³
						second	0912 Medicine (12.1, 12.2.-721)
Sending Institution	Name		Faculty/Department		Erasmus Code ⁴ (if applicable)		Adress, country, country code
	Universität zu Köln		Medicine		D KOLN01		Albertus-Magnus-Platz, 50923 Köln, Germany, DE
Contact person ⁵	Last name(s)		First name(s)		Email		Phone
	Deneva		Aneta		zibmed@uk-koeln.de		+49 221 478 30713
Receiving Institution	Name		Faculty/Department		Erasmus Code (if applicable)		Adress, country, country code
			Medicine				
Contact person	Last name(s)		First name(s)		Email		Phone

Before the Mobility

Planned period of the mobility: from [month/year] to [month/year]

Study Programme at the Receiving Institution			
Table A Before the mobility	Component code ⁶ (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion
			Total: ...

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

The level of language competence⁹ in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 A2 B1 B2 C1 C2 Native speaker

Recognition at the Sending Institution			
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
			Total: ...

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]



**Learning Agreement
Student Mobility for Studies**

Academic Year, 2018/2019

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person ¹⁰ at the Sending Institution	Dr. Benjamin Köckemann	benjamin.koeckemann@uk-koeln.de	Head of ZIB Med		
Responsible person at the Receiving Institution ¹¹					

During the Mobility

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ¹²	Number of ECTS credits (or equivalent)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item: 1, 2, 3 or 4	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item: 1, 2, 3 or 4	

Exceptional changes to Table B (if applicable) for the first field of education (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

After the Mobility
Academic Year, 2018/2019

<i>Transcript of Records at the Receiving Institution</i>						
Start and end dates of the study period: from [day/month/year] to [day/month/year]						
Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution	
					Total: ...	

<i>Transcript of Records and Recognition at the Sending Institution</i>					
Start and end dates of the study period: from [day/month/year] to [day/month/year]					
Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)	
					Total: ...

- ¹ **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.
- ² **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- ³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.
- ⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.
- ⁶ An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
- ⁷ **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- ⁸ **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- ⁹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ¹⁰ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹¹ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹² **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	



**ZIB Med-Leitfaden über die Erstellung eines
Erfahrungsberichtes nach Absolvieren eines Auslandsstudienaufenthaltes
(Krankenpflegepraktikum, Semesteraufenthalt, Famulatur, PJ,
Forschungsaufenthalt) an einer Partner- oder Nichtpartneruniversität**

Schriftgröße: 12 Times New Roman oder Arial; Zeilenabstand: 1,5 pt; Umfang: mind. 3 Seiten

- 1) Titel: Art und Zeitraum des Auslandsstudienaufenthaltes
Land/Stadt und Hochschule bzw. Krankenhaus
- 2) Vorbereitung auf den Auslandsaufenthalt:
 - Motivation
 - Notwendige Bewerbungsunterlagen
 - Anerkennung des ausländischen Krankenhauses (nur beim PJ)
 - Obligatorische und empfohlene Versicherungen (Haftpflicht-, Krankenversicherung) und Impfungen
 - Nützliche Links und zuständige Ansprechpartner
 - Sprachliche Vorbereitung
- 3) Der Auslandsaufenthalt:
 - Einschreibe- und Anmeldeformalitäten evtl. angefallene Kosten/Studiengebühren
 - Wohnungssuche und Unterkunftsmöglichkeiten
 - Lebenshaltungskosten
 - Öffentliche Verkehrsmittel: Preise, Verbindungen, Zuverlässigkeit
 - Belegte Veranstaltungen und/oder Praktika/bzw. Tätigkeitsbeschreibung im Klinikalltag
 - Unterschiede zum deutschen Studiensystem
 - Gesundheitssystem vor Ort
 - Betreuung an der Hochschule bzw. im Krankenhaus
 - Fachliche und persönliche Eindrücke
 - Land, Leute und Freizeitaktivitäten
- 4) Nach dem Auslandsaufenthalt:
 - Anrechnung von Studienleistungen und/oder Praktika
- 5) Anmerkungen und Sonstiges

Es handelt sich bei dem Leitfaden um eine Hilfestellung und Empfehlung seitens des ZIB Med. Je nach Auslandsstudienaufenthalt kann der Erfahrungsbericht davon abweichen. Bei den von ZIB Med organisierten Auslandsstudienaufenthalten nimmt das ZIB Med-Team gerne Kritik und Verbesserungsvorschläge entgegen.