



Outgoing Guide

For Constructor University students studying abroad

**More
Information**



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Welcome!

Your study abroad journey starts here



USA
China
Japan
France
Spain
Italy
Israel
Poland
Sweden
Republic of Korea
Argentina
Netherlands
UK
Norway
Australia

Houston, Miami, Philadelphia, Pullman
Macau, Ningbo, Shanghai
Kofu
Paris, Rheims
Madrid, Sevilla/Cordoba
Milano, Trento
Haifa, Herzliya, Jerusalem
Warsaw
Umea
Seoul, Ulsan
Buenos Aires
Utrecht
Aberdeen, Edinburgh, Warwick
Kristiansand, Grimstad
Canberra

Find out more
about our
partners here:



Academic Requirements



- GPA of 2.0 or better. Students with a slightly lower GPA may still apply, but a study spot is not guaranteed and is subject to the partner institution's admission regulations.
- At the time of applying or throughout the application process, a minimum B2 level language proficiency if studying in a language other than English (proof and confirmation are required).
- Applicants are in their second year, first semester.

Application Process



- The selection of student abroad placement is carried out by a Study Abroad Committee.
- The Committee selects the nominated students in January.
- Students will receive a written notification about the approval, the period of funding, and the amount of the estimated grant by March.
- Applications are only accepted through CampusNet.



Timeline

The final submission deadline for nomination applications is **December 15** unless otherwise stated by the International Office.

CampusNet Application

How To Submit your CN Application:

Step 1: Apply to study abroad

Step 2: If you have been accepted, you will be nominated and should apply to the host university.



*The quality of uploaded documents needs to be high resolution and in color.
Please use university printers to scan documents as needed.*



ECTS from Study Abroad Semester

You should earn a minimum of 22.5 ECTS to complete the study abroad semester. It is recommended to take advanced major-related courses (equivalent to Specialization Modules) as well as interdisciplinary courses that are equivalent to the Constructor Track Modules.

You may earn additional credits during the study abroad semester, but Constructor University will only recognize those credits that are equivalent to curricular requirements and needed to complete the degree.

The Study Program Chair for Specialization Modules and the Constructor Track Coordinator for Constructor Track Modules must approve the course list on the Study Abroad Form (SAF).



Grades from studying abroad will not be transferred, only applicable and approved ECTS.



For those studying in the UK or USA, please familiarize yourself with the host university's requirements as some require 25-30 ECTS per semester to be enrolled as a international student or a full-time student (usually due to visa regulations).

Credit Transfer Process

The study abroad transfer process is as follows:

1. Successfully complete the approved course plan at your host university.
2. Request your transcript to be sent to Constructor University's Registrar Office and keep the International Office in CC.
3. The study abroad transfer will be processed in accordance with the study abroad transfer guidelines and the approved form.



Grant Funding

Promos



Promos grant recipients must submit the following documents:

- Completed PROMOS Grant Agreement
- Official Transcript (of the study achievements at the host university)
- Completed and up-to-date Study Abroad Form (SAF)



Deutscher Akademischer Austauschdienst
German Academic Exchange Service



Promos Criteria

PROMOS grant funds are issued in 1 installment.

Partial grants are available within the funding schemes of ERASMUS (when studying at Erasmus partner institutions) and PROMOS (for studying outside of the EU at non-Erasmus institutions). These grants will be awarded through the International Office upon consultation with the Study Abroad Committee.

While the tuition fees at the Partner Institution are waived (excluding room and board fees), you will continue to pay tuition to Constructor University. Students are automatically considered for partial grants upon their application submission.



Erasmus+

About Erasmus please continue on page 7.



Erasmus

ERASMUS and PROMOS grants are limited and given out on a competitive basis:

- ERASMUS+ grants are subject to availability and students with a 2.0 GPA or higher will be the most competitive.
- PROMOS grants are subject to availability and students with a 1.67 GPA or higher are eligible.

Grant funds are issued only after the student completes and signs the grant agreement and provides it to the international office within their communicated timeline.

Erasmus grant recipients must submit the following documents:

- Completed Erasmus Grant Agreement pre-departure
- Arrival/Departure Form signed and stamped by the host university which confirms the study program and the dates of the stay pre and post-departure
- Official Transcript (of the study achievements at the host university) post-departure
- Completed ERASMUS Survey post-departure
- Completed and signed Learning Agreement (OLA) post-departure
- Completed Study Abroad Form (SAF)

Erasmus grant funds are issued in 2 installments, 80% prior to the semester start, and 20% following the end of the semester, only after the International Office has received all required documents.

All forms can be found in Moodle



Before Mobility, create a Learning Agreement (OLA) - How to Create OLA
<https://www.youtube.com/watch?v=palKpHJvTIg>



At the beginning of Mobility, check that the Study Abroad Form (SAF) and Learning Agreement match accordingly. How to make changes to Learning Agreement (OLA): <https://www.youtube.com/watch?v=DJQrbAD7038>.
If changes were made to course selection, update both documents and resend for approval.



Towards the end of Mobility, confirm signatures for Learning Agreement (OLA) and Arrival/Departure Form, request for your transcript to be sent to CU's Registrar Office, and complete the Erasmus survey which will be emailed.



Top Ups

- First-generation college students
- working students
- students who are also parents
- students with disabilities and certain chronic illnesses

are all eligible for special financial contributions to additional costs arising abroad.
If this applies notify the International Office by email.

**Erasmus Inclusion and
Green Mobility Top Up
Criteria and Form**



Top Up for Erasmus Green Travel

- **Green travel** is being financially rewarded by Erasmus+.
- If you do not use airplanes in favor of lower-emission options such as trains, buses or carsharing for your journey, this will be regarded as green travel.
- Email the International Office with your green travel plans well before the grant agreement is completed.

Erasmus Online Linguistics Support (OLS)

OLS mandatory program is for all Erasmus+ participants who are planning to study in their host country language if this language is not English or their mother tongue. The program supports language learning for Erasmus+ mobility participants and assesses your skills in the foreign language of your host country.



Health Insurance



Please note that acquiring health insurance is entirely the student's responsibility. Students must acquire sufficient health insurance for the entire study abroad period in their host country.

Holders of German health insurance cannot temporarily interrupt it for a semester. Holders of European (German) health insurance cards do not need to purchase additional insurance if traveling within the EU.

You will be required to have additional insurance of comprehensive coverage for studies if traveling outside of the EU (ask TK/AOK or your health provider for options).



It is advisable to check if you are covered for accidents and third-party liability (some universities provide such services).



We strongly advise checking national health insurance requirements of your destination and institutional requirements of your host university.

Health Care and Wellness

- Consult your doctor in advance if you have ongoing medical conditions, physical and/or psychological.
- Check on how to keep your supply of prescription drugs while abroad, and any necessary medications including birth control and/or contraceptives.
- Carry copies of your prescription and ensure the bottles/packages have original labels.
- Check that your immunizations are up-to-date and take your vaccination report with you.
- Ensure you have all required vaccinations for all regions you plan to visit.
- Take an extra pair of glasses and a copy of your current vision prescription.
- Check on customs and airport regulations regarding the transportation of medication.



Visas and Residence Permits



Apply for a visa well in advance and understand the visa regulations in your host country. Consult the embassy of your host country for specific documentation and identify the embassy in Germany or your home country where you apply for your visa.



EU citizens remaining in the EU do not require a visa but will need to register locally.

Please ensure that your residence permit does not expire during your study abroad and that your residence permit remains valid during the time that you will obtain a study visa.

If you do plan to complete an internship or language courses in the country before your study abroad semester begins, ensure that you are aware of visa regulations and that you have all required Constructor University documentation for the duration of your stay.

If you have already interned abroad or plan to intern abroad prior to your study abroad semester, please notify the international office.



Citizens of the USA, Canada, South Korea, Japan, Australia, New Zealand, and Israel can return to Germany without a visa and apply for a residence permit in the country.



Packing



- It is advised to carry a secure backpack with your most important documents while traveling (passport, residence permit, credit cards, money, medications).
- Common documents that may be required to enter your host country include: passport, student visa, round trip itinerary (train, bus, airplane tickets), proof of housing, proof of finances, proof of health insurance, and admission letter.
- Please consult the German Federal Foreign Office or your national authority on possible travel advice, alerts, and warnings.



Leave at home any valuables (keys, equipment, documents) that you will not need while abroad.

Data Safety



- Make photocopies of all important documents (passport, residence permit, birth certificate, driver's license, insurance policies, credit cards, etc.) and compile them into an emergency file/binder.
- Leave one copied set with a family member or trusted friend. Carry a hard copy in your carry-on during your travels and keep an electronic version (email, trusted cloud platform).
- Don't forget to inform your bank of your travels, which should include the locations, and duration of stay. Plan in advance for currency conversions, money transfers, and the best ways to withdraw cash.

Emergency Plan



- When embarking on your travels, please take care to note where to go and what transportation is available and required for a smooth trip (airport, bus, train, taxi).
- Save emergency contacts into your phone: home and host university's emergency line, police, fire, hospital, insurance line, consulate/visa office, and translator service (if necessary).

Arriving at Host University



- Be informed about welcome and pick-up services offered by your host university
- Arrive on the official welcome day and complete the entire welcome orientation
- Take care of all formalities: residence permit, registration with local authorities, enrollment requirements
- Understand and comply with academic policies, codes of conduct, and emergency procedures at your host university
- Be fully aware of what is required to learn and retain far before the exam period
- Be fully aware of how your grade is broken down (participation, attendance, assignments, exams, etc.)
- Double check the exam period, dates and times, and the policy for retaking or re-scheduling in case of an emergency

Study Abroad Form (SAF)

If you make changes to your course plan, after arrival to your host university, you must email the updated SAF form and get it re-approved.

Email the Registrar the re-approved form and Cc the International Office.

Departing Host University



Check with your Host University's International Office for check-out regulations, required paperwork, and any sensitive timelines.

- Request your transcript from the Student Record's office and confirm the timeline for receiving it.
- Make note of the names and emails of individuals you will need to keep in contact with once you leave.
- Successfully complete the check-out procedure required by the university.

For Erasmus+ Grant Recipients:

- Complete the Erasmus+ Survey
- Receive signatures for Learning Agreement and Arrival/Departure Form



Returning to Constructor University

Review the checklist to make sure you have completed all of the required paperwork.



If you are fond of your study abroad experience and host university, consider serving as an ambassador and study abroad peer to interested Constructor University students.



Returning to Housing

If you have decided to partake in fall intersession courses, be aware of the timing and arrange accommodation as needed, according to when the courses are offered (first half or second half of January).



Contact housing@constructor.university before moving back to Bremen.



Photo Competition

We invite all of our study abroad students to partake in the International Office's photo competition!

1. While taking your amazing photos, we only require that one Constructor University item is visible (lanyard, t-shirt, sticker) in your submitted photo.
2. Top 3 photos will win an Amazon gift card:
1st place: 25 euros
2nd place: 20 euros
3rd place: 15 euros

You may submit multiple photos but each one will be treated as a separate submission. One prize per person. Please submit no later than the first day of Spring semester.



Checklist



October	<input type="checkbox"/> Attend the Study Abroad Fair and check application procedure on CampusNet <input type="checkbox"/> Find out more about our partner Universities on our website
November	<input type="checkbox"/> Complete up to three applications – indicate first, second, and third priority
December	December 15th is the nomination application deadline
January	The Study Abroad Committee allocates placements and scholarships; the International Office confirms your acceptance and nominates you to study at a partner institution
February - March	<input type="checkbox"/> Apply to the partner university to which you were nominated (some institutions have a deadline as early as March 1 st)
April - May	<input type="checkbox"/> Attend Pre-Departure Info-Session <input type="checkbox"/> Officially accept placement at partner university <input type="checkbox"/> Create Learning Agreement (for Erasmus grantees) <input type="checkbox"/> Complete grant agreements (PROMOS, Erasmus+ and IO) (see pg. 7) and fill in Arrival/Departure Form
June - August	<input type="checkbox"/> If you need a visa, schedule a visa appointment at the respective embassy <input type="checkbox"/> Plan travel according to welcome day/orientation and exams period at the host university <input type="checkbox"/> Purchase flight (flex or fully refundable recommended) <input type="checkbox"/> Plan accommodation
September - October	<input type="checkbox"/> By now your course plan should be confirmed. If the courses differ from your original SAT form, please update and send for re-approval
December	<p>As your study abroad semester wraps up, the following items should be complete or almost completed before departing for your host university:</p> <input type="checkbox"/> Study abroad transcript emailed to CU's Registrars Office/CC International Office
applies only to Erasmus grant recipients	<input type="checkbox"/> Study Abroad Transfer Form reflects accurate courses and approved <input type="checkbox"/> Learning Agreement reflects accurate courses with required signatures <input type="checkbox"/> Arrival/Departure form has precise dates and required signatures <input type="checkbox"/> Erasmus+Survey
January next year	<input type="checkbox"/> Participate in the photo contest 😊 and please share your study abroad experiences. We'd love to hear from you.

Congratulations on moving one step closer to studying abroad

On behalf of Constructor University, we wish you a brilliant time! Please don't hesitate to reach out with any questions, comments, or concerns at any point during your application process and/or study abroad semester.

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