

Dear Partners,

We would like to inform you about requirements and specific issues regarding the Erasmus+ application of **your outgoing** students at TU Berlin.

Please find [attached](#) some useful guideline.

Generally we would ask you to take notice of following aspects:

Nomination: Please provide us with all necessary information - corresponding to the attached excel file.

Starting from academic year 2016/17 we introduced **nomination** deadlines:

30th April for winter semester

31st October for summer semester.

Application: Unfortunately an online application is still not possible.

We'll provide all nominated students and you with the application forms, which have to be sent (together with the other documents)

by post within the deadlines.

Application deadlines:

1st June for winter semester

1st December for summer semester

Language requirements:

- Please make sure that your selected students will reach **German A2 level** before our application deadline.

The final certificate (not just a participation confirmation!) must be issued in German or English and shouldn't be older than three years.

We require this level from all applicants - including those who will prepare a part of their Bachelor/Master Thesis.

Those students who will attend courses are strongly recommended to reach at least B1 level before the semester starts.

Please acknowledge that at TU Berlin over 90% of courses are given in German!

- There are restrictions for **Bachelor Architecture students** regarding the course choice at TU Berlin. Please find attached a list of

the specific courses for incoming exchange students. For further information, please contact Mrs Katharina Beckmann: katharina.beckmann@tu-berlin.de

- If your university has an Erasmus+ Bilateral Agreement for **Urban Planning**, your students can only be registered for this study field - not for Architecture.

- Erasmus+ Learning Agreement: Please make sure that your students – or your office- fill in the form corresponding to our attached guideline. We also send it to all accepted students.

We wish to your selected students a succesfull application and will be glad to welcome them at TU Berlin!

Sincerely

Beatrice Vinci

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Beatrice Vinci

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