

General schedule for studying abroad at a partner university from the first information event to your return from abroad

Summer and Fall	Information sessions of the International Office Don't forget to organize the necessary current proof of language (see more information under the data of the partner university in the Outgoing Exchange Database)
15. January	Application Deadline for studying abroad Applications must be submitted exclusively via the MoveOn application portal between December 1 and January 15. The application deadline is always in January of the current winter semester, usually for the outgoing exchange in the following winter semester. (going abroad at a later date than the winter semester in the respective academic year is only possible under special circumstances for some degree programs)
January	Applications are checked by the International Office, documented and distributed to the responsible faculties / responsible selection jury in the faculty.
February	Selection meetings in the respective faculty: The selection jury decides on the quality of the application. (CV, motivation letter, academic achievements, language skills, etc.) Examination phase at the htw saar Important! Achieve the required ECTS and submit your current transcript of records as a pdf to outgoing@htwsaar.de as soon as available.
March	You will receive the decision of the htw saar selection meeting via the MoveON application portal by email.
March - May	You will be nominated as an exchange student at the selected partner university. You will then be contacted by the partner university about the admission procedure, accommodation, module catalog, etc. and you will apply directly to the partner university. Please note the respective application deadline of the partner university and send the required documents in good time! Some universities get in touch immediately after the nomination, others only later, possibly in May/June. Please be patient!
April – July	You will be admitted at the partner university. Upload the Acceptance Letter as a PDF to the htw saar application portal MoveOn as soon as you receive the Acceptance Letter. With the acceptance letter, you will usually receive further necessary information for your stay from the partner university. The acceptance letter is the basis for your funding.

Summer before Departure Only for ERASMUS +students	ERASMUS+ Online-Language Support (OLS) You will be contacted by the international office at the appropriate time
March – July	Preparation of the study contract = Learning Agreement (LA) or OLA (Online-Learning Agreement for ERASMUS+students) - Before the Mobility - with the signature of the International Coordinator / Departmental coordinator of your faculty. You will receive the necessary information from the International Office of htw saar at the appropriate time. Some partner universities require the LA/OLA by their application deadline, for others it is sufficient if you present the LA/OLA at the start of your semester abroad. However, you must always upload a LA/OLA signed by you and htw saar to the htw saar application portal MoveOn before you leave/before the start of your study abroad period.
July	Briefing Event for all htw saar students going at Campus Rothenbühl - with information on rights and obligations and getting to know all outgoing students from all faculties for the coming winter semester
May - August	- Insurance coverage for your stay abroad: Health insurance abroad, Liability insurance, accident insurance - Re-registration for the winter semester at htw saar (for the semester abroad) - Organization of the reimbursement of the semester ticket – Contact point: AStA - Deregistration for exams at htw saar while you are abroad Valid Passport/ID card - Visa procedure
July-August	Exam period at htw saar Important! Achieve the required ECTS and submit your current transcript of records as a pdf to outgoing@htwsaar.de as soon as available. Obligatory for double degree students.
July/August/Sep- tember/October	- Last important Information and payment of the ERASMUS+ or PROMOS funding - Departure and Start of studying abroad (depending on the academic calendar of the receiving institution)
At the partner university	- Orientation, Enrollment und start of studies - Contact the International Office of the partner university - Confirmation of arrival (optional at the beginning) and confirmation of stay/Certificate of Attendance (mandatory at the end) from the partner university - Submission and confirmation of the study contract (Learning Agreement or for ERASMUS+students: Online Learning Agreement)

	Possible changes to the study contract/learning agreement no later than 4 weeks after arrival
At the partner university	Return the following documents to the International Office by uploading them to the htw saar application portal MoveOn Learning Agreement/Online Learning Agreement, also signed by the partner university - 4-6 weeks after beginning, but at the end of October at the latest
At the partner university	Experience report with photos for the next generation by uploading it to the htw saar application portal MoveOn (The International Office will contact you by e-mail) - Ambassador of htw saar and participation in information events e.g. Study Abroad Fair at the partner university to acquire students coming for an exchange to Saarbrücken - Advertising for htw saar and the Saarland
At the partner university	Exam participation at the partner university In case of non-participation in an exam, a certificate must be submitted and the International Office of htw saar and the partner university must be informed immediately.
At the partner university	Upload the Certificate of Attendance in the htw saar application portal MoveOn (no later than 4 weeks after the end of the mobility)
Shortly before return	You have received the template from the International Office of htw saar by e-mail before departure.
EU-Survey - shortly after return Only for ERASMUS students	ERASMUS+ Online Report in the Beneficiary Module (BM) of the European Commission Within 30 days after the last day of the study stay abroad. ERASMUS+ students will receive a notice via email directly from the European System (sender email-adressreplies-will-be-discarded@ec.europa.eu) This e-mail is usually sent 1-2 days after the end date listed in your ERASMUS +Grant Agreement. Please also check your spam folder!
End of your stay abroad Mandatory report	Experience report for the next generation at htw saar You will be contacted by the International Office of htw saar by e-mail and have to upload the experience report in the application portal MoveON of htw saar.
End of your stay abroad Back at htw saar Validation approx.. 4-8 weeks after return	Transmission of the results in the form of the Transcript of Records to the International Office of htw saar: Please upload your Transcript of Records in the application portal MoveOn of htw saar as soon as you have received it from the partner university (usually 4-8 weeks after the end of the mobility). Only then can the recognition process be started once the required ECTS have been achieved. After receiving the Transcript of Records (ToR), your validation can be organized. Either the Transcript of Records is only sent to the student and/or to the International Office.

The recognition procedure can be initiated at the faculty once the transcript of records has been checked and found to be correct.

The **Transcript of Records** must be uploaded to htw saar's MoveOn application portal no later than 4-6 weeks after the end of the mobility.

Only then can the recognition process be started, provided that the required ECTS have been achieved.

Please contact the head of your degree program and the responsible international representative of your faculty and not the International Office regarding compensation issues.

Back at htw saar

- Don't forget to organize your repayment of the administration fee (Verwaltungskostenbeitrag) at htw saar – Contact Point: Student Service
- Ambassador of the partner university at htw saar
- Participation in information events by the International Office at htw
- Buddy for Incoming Exchange Students
- Contact person for the next generation