Frequently asked questions for master program students concerning their exchange semester at partner universities

For what kind of exchange programs can I apply as a master program student?

Master program students can apply for the Erasmus + program, for the worldwide program and for the QTEM program. On the following website you can see which partner universities have exchange places for master program students:

Studying abroad in Europe
Studying abroad worldwide

More information for master students can be found in the “Call for applications”.

When can I apply for the exchange programs?

- Worldwide exchange programs: Call for applications start in October, the application deadline is mid-January
- Erasmus + program: Call for applications start in October, the application deadline is early February (generally first of February) in the next year.
- QTEM exchange programs: Call for applications start in October, the application deadline is mid-January

Can I participate as a foreign master student in the exchange programs?

Every master student can apply for the worldwide and QTEM program. Eligible for the Erasmus + program are:

- Students with a nationality of one of the participating ERASMUS+ participating countries (EU Member States, Iceland, Liechtenstein, Norway, Switzerland, EU candidate countries benefiting from a pre-accession strategy and other countries in the Western Balkans)
- international student with full time studies in Germany
- Or refugee/ stateless persons with right of abode (please add a copy of your passport to your application documents)

When is the best time for an exchange semester?

Master program students can decide, when they want to go abroad. The most important is to not miss the application deadline. After getting an exchange placement, you will go abroad the following winter semester. Students must have passed all fundamental courses at the end of the second master degree semester, in order to be eligible for an exchange semester abroad.

Can I apply for all three exchange programs?

Yes you can apply for all exchange programs (Erasmus +, QTEM and worldwide) as a master degree student. Please make sure that you meet the respective deadlines. In case you want to apply for all exchange programs at the same time, you may want to submit all documents until the first deadline (January 15th). You then have to enclose to your application documents three motivation letters and three application forms for each exchange program. CV, transcripts, certificates etc. have to be given in just once.

You also have the possibility to apply for the worldwide and QTEM program first (deadline January 15th) and afterwards, you can apply for the Erasmus + program
(deadline February 3rd), in case you did not get an exchange placement in the worldwide or QTEM program. Please note that you have to hand all documents each time applying.

**How and when do I apply?**
Generally speaking there has to precede a call for applications before you can apply for an exchange program. Please also have a look at the call for applications from the university's International Office and other programs from external institutions (eg. DAAD, Fulbright) and their application process. The **application deadline** for the worldwide and QTEM program is normally January 15th. The application deadline for the Erasmus + program is normally February 1st.

**How does a complete and correct application look like?**
Please read the respective call of application form carefully! All relevant information on how to apply are indicated there.

What necessarily required in your application is:

- Complete respective application form (not handwritten)
- Copy of the bachelor/ undergraduate degree certificate
- CV in the language of instruction of the partner university you are applying for. If required also German/English version, see specific details in the call of application.
- Motivation letter, in which you should state why you would like to study at your first choice partner university (for the Erasmus + program or worldwide program) / Motivation letter in which you state why you want to take part in the QTEM program (here: the motivation should not only be for a specific university). Please do not ask for help from any language instructors, when writing the motivation letter.
- For QTEM: GMAT
- Latest transcript of records
- Semester enrollment slip
- Copy of the language certificate if asked in the call for application
- If applicable other references (e.g. job reference, confirmation of volunteer work) with start and end dates and hours of work (especially volunteer work)
- PLEASE NOTE: Online registration for the ERASMUS+ program 2014/15 should be made on the International Office website. Students who apply for Erasmus and worldwide programs until Januar 15th will receive an email with the link for online registration with the feedback of the worldwide program/QTEM. Students who apply after January 15th will see the link middle of January in the Erasmus+ call for application.

All documents should be in German, English or French. Documents in other languages should be certified translated. Copies of documents are adequate, we do not need originals.

Please see also additional information in the respective call for application!

**How should my application documents look like?**
We only accept applications which are PC typed, complete and have the latest transcript of records. Please hand in all required documents in duplicate (two application dossiers). In case we invite you to an interview you might have to hand in more application dossiers. The passport photo can be a scanned version. You do not have to have a passport photo on your CV. Please do not hand in lose documents. Documents can be in
a folder or stapled. Documents handed in which do not have the required form cannot be considered.

**Which application form do I need?**

There are three different application documents:

a) Application form “Erasmus” – for all European partnerships in the scope of the Erasmus + program.

b) Application form “worldwide” – for all other worldwide partnerships.

c) Application form “QTEM” – for all partnerships in the scope of the QTEM program.

**Do I have better chances to get an exchange placement, when I submit my application earlier?**

No, we do not have the first come-first served principle when choosing exchange students. Nonetheless we do appreciate it, when the application is handed in earlier and not at the last minute. The most important is that the application is handed in within the application deadline.

**Is it possible to hand missing application documents in later?**

No. We ask for your understanding that after the application deadline is expired you cannot hand documents in, unless we ask you to.

**What happens if my TOEFL score is not sufficient?**

Unfortunately we cannot consider your application in this case.

**How good do my language skills have to be in order to study abroad?**

Please note that the required language level for each partner university, is just the minimum level you need to have in order to study abroad. We would recommend that you keep on strengthen your language skills even after getting an exchange placement, especially the technical language. You should be able to follow lectures without any difficulties and write exams in the language of instruction. For the following universities you do not have to have proficiency in the national language, the language of instruction would be enough:

**Worldwide**

- Seoul National University: Englisch
- Sun Yat-sen University (Lingnan Uni. College), Guangzhou: Englisch
- Fudan University, Shanghai: Englisch

**Europe**

- Copenhagen Business School: Englisch
- Aalto University Helsinki: Englisch
- BI Norwegian Business School, Oslo: Egnlisch
- Erasmus School of Economics, Rotterdam: Englisch
- Tilburg University: Englisch
- Solvay Brussels School of Economics and Management: Englisch
- University of Amsterdam: Englisch
- Athens University of Economics and Business: Englisch

**Can I apply again one year later, if I did not get an exchange placement the first time applying?**
Yes. In case you did not get an exchange placement in the QTEM or worldwide program, you can apply for the Erasmus + program in the same year. You can also apply for the same program in the next call for application.

**How are participants for the exchange programs selected?**

We choose participants for the exchange semester with regards to the application documents and the grades/scores in the different tests (eg. GMAT). Moreover we consider the quality of the motivation letter and extra-curricular activities and volunteer work.

QTEM: For particular programs (according to the call for applications) or particular situations we will have a 15 – 20 minutes interview to select the right candidate, in which we will check your eligibility for the exchange program. The interview will be held in the language of instruction of your partner university. Cultural information on the country will also be relevant.

**How can I prepare for the interview?**

- Enhance your language skills (the language of instruction of your desired partner university). As a preparation you can enroll for language courses for Economics at the faculty or take advantage of other language courses the university offers, which are available for all students.
- Please catch up on informations about the partner university and the study curriculum at the partner university (a good hint is to read the [reports on exchange semesters](#)).
- Information on the respective city and country (economy, politics, culture, history, society, etc.) will also be relevant.

**When will the selection phase of exchange students be over?**

The selection of exchange students will take 4- 8 weeks. You will get informed right after via e-mail.