



**BLENDED INTENSIVE  
PROGRAMME**

Guide to apply for  
BIP Erasmus funding  
and processing the  
documents

## International Office

Ms. Renée Härtel

[bip@uni-weimar.de](mailto:bip@uni-weimar.de)

03643 – 582372

Presentation  
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# Erasmus application – General personal data

**Application for ERASMUS grant for participation in a BIP**

**Personal information**

Gender\*

First name(s)\*

Last name(s)\*

Date of birth\*  /  /

Place of birth\*

Citizenship\*  ⓘ

Street and house number\*

Postal code\*

City\*

E-mail address\*  ⓘ

Telephone number\*

Faculty at the Bauhaus-Uni\*

Study programme at the Bauhaus-Universität\*

Study programme at the Bauhaus-Universität (again)\*  ⓘ

Study level\*

ISCED Code\*  ⓘ

**Emergency contact**

Last name(s) emergency contact\*

First name(s) emergency contact\*

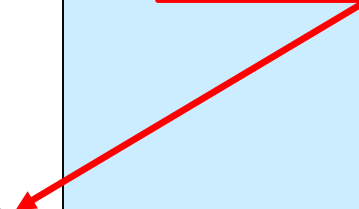
Relationship with the emergency contact  ⓘ

Emergency contact e-mail address  ⓘ

Emergency contact phone number\*

Emergency contact Telephone number (2)

Use the Info button if you are unsure. Here you will find instructions or further links.



# Erasmus application - Dates of the BIP event

**BIP Stay opportunity**

Framework

Direction

Academic year\*

Semester of the stay

Hosting country\*

Hosting university\*

Exchange opportunity\*

City of the hosting university\*

Comment Section

**BIP stay**

Title of the BIP and / or course / seminar / module\*

Language of instruction\*

Digital skills\*

Adressed priorities\*

Number of years of higher education studies I have already completed (until the start of the planned mobility)\*

**Mode of participation in the BIP**

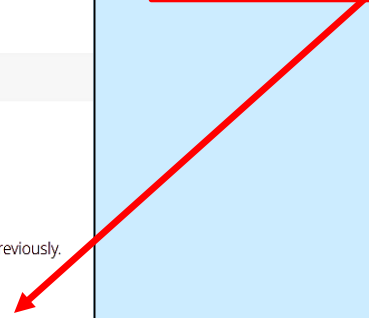
How do you take part in the BIP?\*

Please enter the exact dates from the information e-mail which we have sent to you previously.

**Start date** of the BIP's in-person phase\*  /  /

**End date** of the BIP's in-person phase\*  /  /

Enter the period of the in-person event (without travel days)



# Erasmus application – Travel days

**Application for an ERASMUS grant for my stay**

Would you like to apply for an ERASMUS grant?\*

Yes  No

I would like to apply for funding for two travel days

yes

**ERASMUS Top-Ups**

The updated eligibility criteria for the Top-Up for "Green Travel" and the Social Top-Ups can be found on our website:  
[>>> Link to the eligibility criteria](#)

In total you can apply for:  
Top-Up for "Green Travel"  
and/or  
1 "Social Top-Up"

2 travel days are automatically entered in the Erasmus application (in addition to the in-person days)

# Erasmus application – Green Travel

Would you like to apply for the "Green Travel Top-Up" and/or one "Social Top-Up"?:\*

Green Travel  
 Social Top-Up  
 Green Travel + Social Top-Up  
 No ⓘ

**Top-Up for Green Travel**

I meet the eligibility criteria and would like to apply for the Top-Up "Green Travel"  yes  no ⓘ

Additional travel days\*  ⓘ

Planned main means of transport for outward journey  ⓘ

Planned main means of transport (Info button)\*  ⓘ

If you travel by train, carpool, on foot or by bike, you are entitled to Green Travel. If you choose Green Travel, you can receive additional travel days for the outward and return journey.

# Erasmus application – Social Top-Up

Would you like to apply for the "Green Travel Top-Up" and/or one "Social Top-Up"??\*

Green Travel  
 Social Top-Up  
 Green Travel + Social Top-Up  
 No ⓘ

**Social Top-Ups**

I meet the eligibility criteria and would like to apply for one of the "Social Top-Ups"\*

Yes  No ⓘ

Please select the "Social Top-Up" you would like to apply for\*

This field is mandatory and must be filled.

Please select

Please select

- Academics | Erstakademiker\*in
- Chronic Illness | Chronische Erkrankung
- Disability | Behinderung
- Kid/s | Kind/er
- working | Erwerbstätige

Planned main means of transport

Please select ⓘ

Planned main means of transport  
(Info button)\*

Students who:

- do not have an academic family background or
- are working or
- chronically ill or
- disabled or
- have children

can choose a Social Top-Up and receive further extra funding. Proof is required for this.

**Please check eligibility criteria beforehand.**

# Erasmus application – Green Travel + Social Top-Up

Would you like to apply for the "Green Travel Top-Up" and/or one "Social Top-Up"??\*

Green Travel  
 Social Top-Up  
 Green Travel + Social Top-Up  
 No ⓘ

**Top-Up for Green Travel**

I meet the eligibility criteria and would like to apply for the Top-Up "Green Travel"  yes  no ⓘ

Additional travel days\*  ⓘ

**Social Top-Ups**

I meet the eligibility criteria and would like to apply for one of the "Social Top-Ups"??\*  Yes  No ⓘ

You can combine Green Travel with Social Top-Up



# Erasmus application – Upload files + bank details

- Please upload your:
1. Letter of Acceptance
  2. certificate of enrollment
  3. Learning Agreement

### Upload-Documents

Confirmation of acceptance for participation in the BIP*	<input type="button" value="Choose File"/>	No file Chosen	<a href="#">i</a>
Enrollment Certificate of Bauhaus-Universität*	<input type="button" value="Choose File"/>	No file Chosen	<a href="#">i</a>
Signed Learning Agreement*	<input type="button" value="Choose File"/>	No file Chosen	<a href="#">i</a>

### My previous ERASMUS stay(s)

Have you already undertaken one or more ERASMUS stays in your current study cycle?\*

Yes  No [i](#)

### My bank account details

BIC/SWIFT\*

Account holder\*  [i](#)

Name of the bank\*

IBAN\*

Do you hold the german citizenship?  Yes  No

### What happens next?

In the next step, we will calculate the amount of your ERASMUS grant at the International Office.

The exact amount of the grant will be disclosed to you in the "Grant Agreement", which is automatically sent to you by e-mail after your application has been checked. The preparation takes up to 2 weeks.

Your grant will be transferred to the specified account in two instalments. The 1st instalment comprises 70% of your promised grant. The 2nd instalment comprises the remaining 30% of your grant, which you will receive once you have submitted all the necessary documents (see [BIP form checklist](#)) on time.

Should it become apparent after your return from abroad that the actual start and/or end date of your stay differs from the information given in this application (Comparison with the information on the "Confirmation of Stay") the amount of the 2nd instalment is adjusted accordingly.

**We wish you fun and success in planning and participating in your BIP!**


# Erasmus application – Submit

Further questions?

Visit our [BIP Website](#) or send an e-mail to [bip@uni-weimar.de](mailto:bip@uni-weimar.de)

Page complete

[← Back](#) [Submit](#) [Save progress](#)



Once the application has been sent, no subsequent changes are possible. If proof of Green Travel or Social Top-Ups is missing, the funding rates will be reduced or canceled.

# Erasmus application – Upload documents for 1st installment (70%) (before the attendance phase)

- 1) **Letter of Acceptance (LoA):** You will receive the LoA by e-mail from your lecturer, upload a screenshot as png, jpg or pdf file
- 2) **current certificate of enrollment** (download via Bison)
- 3) **Learning Agreement (LA):** You need at least two of the three required signatures – yours and Bauhaus lecturer (+ host partner university)
- 4) **Anyone who chooses a Social Top-Up** will either be asked to upload proof in the application form or must send by e-mail to: [bip@uni-weimar.de](mailto:bip@uni-weimar.de)

# Documents for 1st installment – Learning Agreement (LA)

Erasmus+ Bauhaus-Universität Weimar International Office

### Learning Agreement for BIP

**Student Info – Informationen des\*der Studierenden**

Last name(s)  First name(s)   
 Date of birth  Nationality\*   
 Gender [M/F/D]  E-Mail   
 Study cycle\*  Field of education\*   
 Semester of the mobility  Academic Year

**Sending Institution – Entsendende Einrichtung (Bauhaus-Universität Weimar)**

Name  Bauhaus-Universität Weimar Faculty/Department   
 Erasmus code\*  D WEIMAR01 Country code  DE  
 Address  Geschwister-Scholl-Str. 8  
 99423 Weimar (Germany)  
 Contact person of the Faculty at Bauhaus-Universität Weimar  
 Kontaktperson in der Fakultät der BUW  E-Mail/ Phone

**Hosting Institution – Partneruniversität**

Name  Faculty/Department   
 ERASMUS code  Country code   
 Address  E-Mail/Phone   
 Contact person

Last update: 20 October 2022 1

Erasmus+ Bauhaus-Universität Weimar International Office

Student's name

### Learning Agreement for BIP

**I. Proposed Study Programme – Vorgeschlagenes Studienprogramm**

Planned length of virtual Phase(s)  from (dd/mm/yyyy)  to (dd/mm/yyyy)   
 Geplante Dauer der virtuellen Phase(n) von (tt/mm/jjjj) bis (tt/mm/jjjj)  
 from (dd/mm/yyyy)  to (dd/mm/yyyy)   
 von (tt/mm/jjjj) bis (tt/mm/jjjj)  
 from (dd/mm/yyyy)  to (dd/mm/yyyy)   
 von (tt/mm/jjjj) bis (tt/mm/jjjj)

Planned length of in-presence Phase  from (dd/mm/yyyy)  to (dd/mm/yyyy)   
 Geplante Dauer der Präsenzphase von (tt/mm/jjjj) bis (tt/mm/jjjj)

**Table A: Study programme at the Receiving Institution – Studienvereinbarung an der Gasthochschule**

Component code Kursnummer (if any)	Title of the Course / BIP – Kursbezeichnung des Kurses / BIP an der Gasthochschule	Semester	ECTS Credits Anzahl der ECTS Punkte
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Main language of instruction   
 Hauptunterrichtssprache

Weblink to BIP course description at the receiving institution   
 Weblink zur BIP Kursbeschreibung an der Gasthochschule

Erasmus+ Bauhaus-Universität Weimar International Office

Student's name

### Learning Agreement for BIP

**II. Mandatory Signatures – Obligatorische Unterschriften**

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the proposed 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. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Mit der Unterzeichnung dieses Dokuments bestätigen die/der Studierende, die Heimathochschule und die Gasthochschule, dass sie der Lernvereinbarung zustimmen und sich zur Einhaltung der von allen Parteien getroffenen Vereinbarungen verpflichten. Die Heimat- und die Gasthochschule verpflichten sich, alle Grundsätze der Erasmus-Hochschulcharta in Bezug auf die Mobilität für das Studium (oder die in der Partnerschaftvereinbarung für Einrichtungen in den Partnerländern vereinbarten Grundsätze) anzuwenden.

Die Gasthochschule bestätigt, dass die in Tabelle A aufgeführten Ausbildungskomponenten mit ihrem Vorlesungsverzeichnis übereinstimmen. Die Heimathochschule verpflichtet sich, alle an der Gasthochschule für den erfolgreichen Abschluss von Ausbildungskomponenten erworbenen ECTS Credits/Anrechnungspunkte anzuerkennen. Alle Ausnahmen von dieser Regel werden in einem Anhang dieser Lernvereinbarung festgehalten, dem alle Parteien zustimmen müssen.

Die/Der Studierende und die Gasthochschule informieren die Heimathochschule über alle Probleme oder Änderungen hinsichtlich des Studienprogramms, der zuständigen Person(en) und/oder des Studienzeitraums zu informieren.

Dear student: The Learning Agreement (before mobility) is a mandatory document in the ERASMUS Programme. Please do not forget to submit the document with all signatures to the International Office of Bauhaus-Universität Weimar  
 bip@uni-weimar.de; subject (BIP) Learning Agreement

Lieber Student:in: Das Learning Agreement (before mobility) ist ein Pflichtdokument im ERASMUS-Programm. Bitte vergessen Sie nicht, das Dokument mit allen Unterschriften im International Office der Bauhaus-Universität Weimar einzureichen  
 bip@uni-weimar.de; Betreff (BIP) Learning Agreement


Student's Signature  Date   
 Unterschrift des/der Studierenden Datum

Responsible person of the sending institution  Date   
 Unterzeichnungsbefugter an der Fakultät an der Bauhaus-Universität Datum

Responsible person of the hosting institution  Date   
 Unterzeichnungsbefugter an der Fakultät der Gasthochschule Datum

Please contact your lecturer before submitting your Erasmus application to obtain signatures

# Grant Agreement

 Erasmus+ GRIA-ILB - Grant Agreement für Teilnehmende am Programm Erasmus (KA131 und KA171) - 2023 Bereich: Hochschulbildung		 Bauhaus-Universität Weimar Dezernat Internationale Beziehungen	
Name des/der Teilnehmenden: _____			
<b>Grant Agreement für Erasmus+ Mobilitätsmaßnahmen für</b>			
<input checked="" type="checkbox"/> Outgoing <input type="checkbox"/> Incoming	<input checked="" type="checkbox"/> Studierendenmobilität	<input checked="" type="checkbox"/> (SMS) Studium <input type="checkbox"/> (SMP) Praktikum	<input type="checkbox"/> Regulär <input type="checkbox"/> UK <input type="checkbox"/> EMK <input checked="" type="checkbox"/> BIP
<input checked="" type="checkbox"/> KA131 <input type="checkbox"/> KA171	<input type="checkbox"/> Mitarbeitendenmobilität	<input type="checkbox"/> (STA) Lehrzwecke <input type="checkbox"/> (STT) Fort- und Weiter- bildungszwecke	
Bereich: Hochschulbildung	Studienjahr: 2023/2024	Kennnummer der Erasmus- Mobilität: n/a	
zwischen der Bauhaus-Universität Weimar (D WEIMAR01), Geschwister-Scholl-Straße 15, 99423 Weimar, nachfolgend bezeichnet als „die Hochschuleinrichtung“, für die Unterzeichnung dieser Vereinbarung vertreten durch Dr. Christian Kästner, Erasmus+ Hochschulkoordinator, International Office und			
Nachname(n) und Vorname(n) des/der Teilnehmenden: _____			
Geburtsdatum: _____			
Anschrift: _____			
Telefonnummer: _____			
E-Mail-Adresse: _____			
Das Bankkonto, an das die finanzielle Unterstützung aus Erasmus+ Mitteln der EU gezahlt werden soll:			
<input checked="" type="checkbox"/> bei der Online-Bewerbung angegebenes Konto			
<input type="checkbox"/> soll ein anderes Konto (in Deutschland) sein:			
Kontoinhaber:in: _____			
Name der Bank: _____			
BC-/BIC-/SWIFT-Nummer: _____			
Kontonummer/IBAN: _____			
nachfolgend bezeichnet als der/die Teilnehmende, sind übereingekommen, diese Vereinbarung zu schließen. Die Vereinbarung umfasst folgende Teile:			
Anhang I	Relevante Dokumente für Ihren Aufenthalt (Studierende und Mitarbeitende)		
Anhang II	Allgemeine Bedingungen		
Anhang III.a	Ehrenwörtliche Erklärung (für Studierende)		
Anhang III.b	Ehrenwörtliche Erklärung (für Mitarbeitende)		
Seite 1 von 12			

After your successful Erasmus application you will receive a **Grant Agreement**. Please read it carefully and make sure to **sign all signature fields in the original** (no scan/copy). Please submit the **Grant Agreement in paper form to the International Office** (1st floor in the Campus Office) or in person to Renée Härtel. Alternatively, you will find a white mailbox to the right of the secretary's office. Avoid handing it in at the counter downstairs, as sometimes the Grant Agreement does not find its way to the International Office.

# Funding amount

	Person travels green ("Green Travel Top-Up")	Person receives "Social Top-Up"	Funding amount
<b>Option 1</b>	yes	yes	<p><b>Person receives 79 Euro daily rate</b></p> <ul style="list-style-type: none"> <li>+ daily rate subsidy for 2 travel days</li> <li>+ daily rate subsidy for max. 2 additional travel days for "Green Travel"</li> <li>+ Travel allowance for "Green Travel" according to travel distance</li> <li>+ 100 euros one-off for the "Social Top-Up"</li> </ul>
<b>Option 2</b>	yes	no	<p><b>Person receives 79 Euro daily rate</b></p> <ul style="list-style-type: none"> <li>+ daily rate subsidy for 2 travel days</li> <li>+ daily rate subsidy for max. 2 additional travel days for "Green Travel"</li> <li>+ one-off 50 euros for "Green Travel"</li> </ul>

<b>Option 3</b>	no	yes	<p><b>Person receives 79 Euro daily rate</b></p> <ul style="list-style-type: none"> <li>+ daily rate subsidy for 2 travel days</li> <li>+ 100 euros one-off for the "Social Top-Up"</li> <li>+ travel allowance for "standard travel" according to travel distance</li> </ul>
<b>Option 4</b>	no	no	<p><b>Person receives 79 Euro daily rate</b></p> <ul style="list-style-type: none"> <li>+ daily rate subsidy for 2 travel days</li> </ul>

# Documents 2nd installment – Confirmation of Stay (during the in-person phase)

**Bauhaus-Universität Weimar** last update: 04. August 2022  
 Dezernat Internationale Beziehungen  
 International Office

**Confirmation of Stay for ERASMUS BIP students**  
 TO BE FILLED OUT BY THE HOSTING UNIVERSITY

Name of hosting institution:

ERASMUS code of hosting institution:

Hereby, we confirm that Ms./Mr.   
 took part in a BIP with the title

The presence phase of the BIP started on

**first day of presence for academic or organisational reasons**  
 (dd.mm.yyyy)

The presence phase of the BIP ended on

**last day of presence for academic or organisational reasons**  
 (dd.mm.yyyy)


As part of the student's participation in the BIP, he/she took part in online  
 phase(s). Amount of online phase(s)

Duration of online phase(s)

Online Phase	Start date of online phase (dd.mm.yyyy)	End date of online phase (dd.mm.yyyy)
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

Full name of signatory at hosting institution:

E-Mail address of signatory at hosting institution:

  
 Signature of hosting institution Date Stamp of hosting institution

Please take the **Confirmation of Stay (CoS)** with you and ask the host university to confirm your stay.

You will find **all relevant links** that lead to downloads or explain the criteria for document processing in the **information emails** you receive from [bip@uni-weimar.de](mailto:bip@uni-weimar.de)

**READ CAREFULLY AND OBSERVE THE DEADLINES!**

# Documents 2nd installment – Confirmation of Stay (during the in-person phase)


**avans**  
university  
of applied sciences

Transcript of Records  
BIP Dukenet Marketing Simulation  
2024

Surname of Student \_\_\_\_\_  
First name \_\_\_\_\_  
Name of Home Institution \_\_\_\_\_

Title of the course unit	Grade Home Institution	Grade Host Institution	ECTS credits
BIP Dukenet Marketing Simulation	1	9,5	3

Date: May 16th 2024

  
Signature Internationalization Coordinator AWO Avans:

**Avans Hogeschool**  
PO Box 90316  
4800 RA Breda  
Phone: +31 (0)88 525 6295  
www.avans.nl

Stamp:

Have a **Transcript of Records** issued by the host partner university so that your ECTS can be recognized in Weimar. Without a **Confirmation of Stay (CoS) plus Transcript of Records (ToR)**, there will be problems with the recognition procedure later and the **second installment will not be paid out.**



# Documents 2nd installment – Recognition by your faculty (after the in-person phase)

**Bauhaus-Universität Weimar**  
Fakultät Kunst und Gestaltung

**Antrag auf Anerkennung von im Ausland erbrachten Studienleistungen zur Vorlage bei der Fachstudienberatung und dem Prüfungsamt**

Hinweis:

1. Die Studierenden reichen das Anerkennungsformular zusammen mit dem Transcript of Records (ToR) bei der Fachstudienberatung ein.
2. Die Fachstudienberatung prüft die erworbenen Leistungen und entscheidet über die vorzunehmende Anerkennung.
3. Die Anrechnung erfolgt zentral durch den International Counsellor. Von dort werden die Noten an das für den Studiengang zuständige Prüfungsamt der Fakultät gemeldet.

Name, Vorname

Matrikelnr.

Studiengang

Antrag für Semester

Kurs im Ausland	Note Ausland	Credits Ausland	Credits BUW	Wertung als Modul	Note BUW (von IC auszufüllen)

Land des Auslandsaufenthalts

Aufnehmende Hochschule

Datum, Unterschrift Fachstudienberatung

Datum, Unterschrift International Counsellor

Eintrag Prüfungsamt Datum

Unterschrift Prüfungsamt

Contact the person responsible for recognition at your faculty and submit an application for recognition together with CoS and ToR.

<https://www.uni-weimar.de/en/university/international/for-students-go-abroad/study-abroad/counselling-study-abroad/recognition-crediting/>

# Got lost? No problem!

Document		Exchange Category			
		<u>KA131</u> <u>+ EMK</u> Europe	<u>KA171</u> worldwide	<u>Bilateral</u> worldwide	<u>BIP</u> short-term
<b>1. Rate ERASMUS (70%)</b>	Application documents for Bauhaus-Uni	<b>X</b> <b>EMK<sup>1</sup></b>	<b>X</b>	<b>X</b>	-
	Application for ERASMUS scholarship Grant Agreement <sup>2</sup>	<b>X</b>	<b>X</b>	-	<b>X</b>
	Declaration of Honor für Top-Ups <sup>3</sup>	<b>X<sup>a</sup></b>	<b>X<sup>a</sup></b>	-	<b>X<sup>a</sup></b>
	Acceptance confirmation of partner university <sup>4</sup>	<b>X</b> <b>EMK<sup>5</sup></b>	<b>X</b>	-	<b>X</b>
	Enrolment certificate of Bauhaus-Uni	<b>X</b>	<b>X</b>	<b>(x)<sup>6</sup></b>	<b>X</b>
<b>2. Rate ERASMUS (30%)</b>	Confirmation of Arrival	<b>X</b> <b>EMK<sup>7</sup></b>	<b>X</b>	-	<b>X</b>
	Confirmation of Departure	<b>X</b>	<b>X</b>	-	<b>X</b>
	Participation in the OLS language test of EU <sup>8</sup>	<b>X</b>	-	-	-
	If applicable current enrolment certificate of Bauhaus-Uni <sup>9</sup>	<b>X</b>	<b>X</b>	-	-
	Online Learning Agreement (before mobility)	<b>X</b> <b>EMK<sup>10</sup></b>	<b>X</b>	-	<b>X</b>
	Online Learning Agreement (changes / during mobility) <sup>11</sup>	<b>X</b>	<b>X</b>	-	-
	Transcript of Records <sup>12</sup> OR Learning Agreement (after mobility)	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
	Participation in the EU Survey <sup>13</sup>	<b>X</b>	<b>X</b>	-	<b>X</b>
	Personal experience report for the International Office <sup>14</sup>	<b>X</b>	<b>X</b>	<b>X</b>	-
Proof(s) for Top-Ups <sup>15</sup>	<b>X</b>	<b>X</b>	-	<b>X</b>	
Anerkennung der Kurse an der Bauhaus-Fakultät <sup>16</sup>	<b>X</b>	<b>X</b>	-	<b>X</b>	

Download Checklist





## One week abroad was fun? How about a whole semester?

Choose between 250 partner universities  
each year in November.

Next online info event:  
October 2024

more info



## International Office

Ms. Renée Härtel

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