

Study and internship abroad with ERASMUS+

Information for students of sports and health science programs at the TUM School of Medicine and Health



Picture 1 Picture of students

Photo reference: Stock Fotos



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ERASMUS+ Study

Program Description

The Erasmus+ Study Program offers you the opportunity to study at selected European partner universities of sports and health science programs of the TUM School of Medicine and Health. You will get to know the professional, linguistic and cultural aspects of your partner university.

The Erasmus program supports you with a mobility grant to cover your additional expenses due to your stay abroad and exempts you from foreign tuition fees. In addition, you will usually receive administrative assistance from the partner university in finding accommodation and dealing with the authorities.

You can use this opportunity at all study levels and receive funding for two to twelve months.

You can recognize the credits you have earned at the partner university abroad to your degree program at TUM. An annotation of the stay abroad in the Diploma Supplement is possible.

To improve your foreign language skills, a variety of languages are offered in online language courses.

Requirements

- Before and during the entire stay, you are enrolled in a course of study at TUM that leads to a university degree (up to and including a promotion).
- At the time of application, you have successfully completed at least two semesters of study in your degree program at TUM (concerns B.Sc.).
- You can provide evidence of good academic achievements in your studies.
- You have sufficient knowledge of the language in which the courses to be attended at the partner university are held (at least level B1).
- You will pass at least 10 ECTS at the partner university.

Benefits

- Payment of a mobility grant (amount depends on the destination country and the duration of the stay)
- Possibility of receiving foreign BAföG for the Erasmus+ stay abroad
- For the assigned program, the partner university will not charge you any university fees (for studies, enrollment, exams, access to labors and libraries, etc.).
- Possibility of a leave of absence during the study abroad program

- top-ups for first-generation students, for employed students, for students with child, for students with a disability or with chronic illness
- extra funding for “green travel”
- Support in preparing for the stay abroad in terms of subject matter (by the International Affairs Delegate for the sports and health science and the Student Advisory service) and culture and language (by the TUM Global & Alumni Office and the TUM Language Center)
- Usually support by the host institution regarding accommodation, language course, cultural offers etc.
- Recognizing the credits you earned at the partner university (after applying for this at the Student Advisory service for the sports and health science prior to your stay abroad - Equivalence Agreement)

Before the application

- The timing of the stay abroad is up to you and depends on:
 - your individual course of study and your individual study planning
 - your project abroad and your motivation.
- Please note that the semester times at the partner universities may differ.
- The selection of partner universities should be made on the basis of subject-related reasons and existing knowledge

of the lecture language.

- A current list of partner universities for the sports and health science can be found on our homepage:

<https://www.mh.tum.de/en/mh/academic-programs/sport-and-health-sciences-programs/students/international-office/partner-universities/>

Please note:

Switzerland is currently not involved in Erasmus+. The application process is nevertheless the same as for Erasmus+. However, students do not receive an Erasmus+ mobility grant, but a scholarship from the Swiss partner university via the Swiss European Mobility Programme.

Application process

- The application is done online (possible for up to four universities) via the [MoveON application portal](#).
- Here you can upload your application documents (curriculum vitae, performance records, letter of motivation, language certificates).
- The application deadline for the ERASMUS+ program for a planned stay abroad in the following academic year is usually mid-January of each year.
- The semester abroad usually begins in the winter semester.

If you are interested in participating only in

the summer semester, you still have to apply by the same application deadline, as the available exchange places are allocated for the entire academic year.

- Acceptance or rejection is made by the student exchange coordinator for the sports and health sciences by the end of February each year at the latest.

Selection criteria are:

- Academic and personal motivation
- Study plans abroad
- Language skills
- Academic progress (grades, number of credits, integration into the TUM study program)
- Engagement and practical experience (e.g., participation in the peer program)
- Application documents (completeness, content, format)

Tip:

*The letter of motivation should not exceed two pages and should be written in German or English. Please refer to all the universities you have selected. Explain your choice for the university, **not** your choice for the country or city.*

- Once you have been accepted, you will be nominated at the partner university (portals sometimes only open in March/April), i.e. you will be registered there as an exchange student of TUM.
Students who wish to go abroad during summer semester of the following year will be nominated in autumn.
- Please note: The nomination for an Erasmus spot is subject to the acceptance of the partner university. The final decision on whether to accept your application

therefore depends on the partner university. After the nomination, the partner university will contact you and send you further (application) documents to fill out. Questions such as possible places in accommodation etc. can also be clarified on this occasion.

Preparation for the stay abroad

Recognition of courses and Online Learning Agreement

- For your application at the partner university you have to fill out some documents, among others the Online Learning Agreement (OLA).
- Please indicate in the OLA all the courses you intend to take at the partner university.
- At the partner university, you must successfully complete at least 10 ECTS per semester as a prerequisite for the Erasmus+ grant.
- To clarify the course recognition possibilities, make an appointment with the Student Advisory service for the sports and health science. Bring the module descriptions of the courses (in English or German) and the completed form for the equivalence agreement with you to this appointment.
- The completed OLA must be signed online by the student exchange coordinator for the sports and health sciences and by the partner university.

On the TUM side, it can only be signed after the equivalence agreement has been signed by the academic advisor.

- Most likely changes in the OLA will become necessary after your arrival at the partner institution. The new OLA has to be sent by the student again online for resigning within five weeks after the start of the semester.

Leave of absence

- For the duration of the stay abroad, it is possible to take a leave of absence at the Enrollment Office.
- The application for leave of absence has to be submitted from the beginning of the re-registration period until the first day of lectures.

- **Note:**

The student union fee and the "Semesterticket-Solidarbeitrag" have to also be paid during a leave of absence.

A leave of absence does not interrupt or extend the time limit for repeating examinations. A possible extension must generally be applied for at the responsible examination board.

- Semesters of leave do not count as semesters of study. If, after a semester of leave of absence, an application is submitted for recognition of achievements from abroad and achievements in the amount of 30 ECTS are recognized at TUM, an upgrading will take place.
- The application for a leave of absence has to be submitted in written form to the TUM Enrollment Office.

All information on the topic of leave of absence can be found at:

<https://www.tum.de/en/studies/during-your-studies/organizing-your-studies/leave-of-absence>

Funding

In general, each Erasmus place is linked to the mobility grant (Erasmus+ grant). However, you must actively apply for the grant. TUM G&A will inform you how and when to do so.

The amount of the Erasmus+ grant depends on the specific country of destination and is paid in two installments:

- The first rate will be paid before the stay abroad, provided that you have submitted all relevant documents. It amounts to 70 percent of the maximum Erasmus+ grant.
- The second installment will be paid after your stay abroad, provided that you have submitted all relevant documents.
- For details on the country categories and the amount of the daily rates as well as the payment rates, please refer to the information provided of the TUM Global & Alumni Office.

Attention:

- If you have already participated in the Erasmus program or received another EU grant, please contact the TUM Global & Alumni Office.
- The same applies if you receive another scholarship from a public or private organi-

sation, as these are sometimes mutually exclusive.

- Students can apply for foreign BAföG for the Erasmus stay abroad. Even if you do not receive BAföG in Germany, it is still advisable to apply for BAföG abroad or to calculate your needs, as funding may still be possible. You can obtain a confirmation for the foreign BAföG at the TUM Global & Alumni Office.
- Information on BAföG abroad at: www.auslandsbafoeg.de/

Insurance

Please do not forget to inform yourself in time about the insurances you need for your stay abroad. In all EU countries as well as Iceland, Liechtenstein, Norway and Switzerland, the European Health Insurance Card is valid, which you can obtain from your statutory health insurance.

You can tell whether you already have such a card by the EU asterisk on the back of your normal health insurance card.

For more information on the exact insurance coverage, see:

<http://ec.europa.eu/social/main.jsp?catId=559&langId=de>
<http://ec.europa.eu/social/main.jsp?catId=559&langId=de>

Private insurants should contact their health insurance company before departure to clarify the scope of insurance coverage abroad.

You also have the possibility to take out a combined health, accident and personal liability insurance as well as luggage insurance through the DAAD (tariff 726). You can find more information on this at:

<https://www.daad.de/en/study-research-teach-abroad/scholarships-funding/daad-insurance/destination-abroad/>

Visa

The question whether you as a TUM student need a visa for an Erasmus study stay depends on your nationality as well as on the status of the host country and the duration and purpose of the stay.

For **nationals from EU or EFTA countries**, stays in the EU area are generally unproblematic. **Outside the EU** (e.g. Turkey), however, you usually have to apply for a visa when staying for study purposes. You should therefore enquire at the consulate of your host country in good time. Do not enter the country without an appropriate visa (i.e. not a tourist visa that cannot be extended later).

Nationals from a third EU country usually also need a visa for the respective country for study visits within other EU countries. Please inquire at the respective consulate in time. Please also consult the KVR to ensure that your residence title remains valid in Germany.

Important:

Do not buy your flight ticket until you are sure that your visa application is successful. Unfortunately, TUM cannot expedite your visa

process.

Search for accommodation

You will usually receive information on accommodation at your destination together with application/registration instructions from the partner university. At some partner universities you can apply directly for a place in a hall of residence, at others your own initiative is required.

However, the Erasmus coordinators at the partner university are the contact persons in any case.

Helpful information on housing can also be found in the field reports of TUM students who have already been abroad:

<https://tum.adv-pub.moveon4.de/global-experiences/>

Often the Facebook pages of the local ESN sections are also helpful:

<http://esn.org/>

Preparation for the country and its people

An important source of information are the testimonials of former Erasmus students. In the database you can filter the testimonials by subject:

<https://tum.adv-pub.moveon4.de/global-experiences/>

Language preparation

The TUM Language Center offers you the opportunity to prepare for your stay abroad free of charge. On the website you can find out which languages are offered there:

<https://www.sprachenzentrum.tum.de/en/sz/homepage/>

Since 2014, the EU has been offering free tutored online language courses in several European languages via an "Online Linguistic Support (OLS)" as part of Erasmus.

Information on this can be found at:
<https://erasmus-plus.ec.europa.eu/resources-and-tools/online-language-support>

Another option are the language courses of the LMU Language Center. Please find out which language courses can also be attended by guest students:

<https://www.en.sprachenzentrum.uni-muenchen.de/index.html>

If you attend a preparatory language course abroad before the start of the semester (whether at the partner university or with an external provider), this stay can also be taken into account for the mobility grant. So remember to have the duration and participation in the course confirmed.

Intercultural trainings

Intercultural trainings also offer a good opportunity to prepare for the stay abroad. The Language Center offers especially for nominated exchange students the seminar "Intercultural Communication Basic Knowledge: Fit for the Exchange".

Information about the program can be found here:

<https://www.sprachenzentrum.tum.de/en/sz/intercultural-communication/>

During the stay of study abroad

Documents

At the beginning of your study abroad, you will create your schedule at the partner university and may find out that a desired course is cancelled or cannot be taken for some other reason. Therefore, you may need to change your OLA (which is often the case).

In this case, please clarify the possibility of recognition with your academic advisor again and enter all changes in Table A and Table B of the OLA and have the changed OLA signed by the partner university and the student exchange coordinator for the sports and health science.

If you attended a language course prior to studying abroad, obtain a certificate stating the exact date and submit it to the TUM

Global & Alumni Office.

At the end of your studies abroad, you must have the International Office of the partner university fill out the form "Confirmation of Stay" with the exact dates of the study stay, which you must submit to the TUM Global & Alumni Office.

Attention:

Pre-dated certificates without exact details will not be accepted. Furthermore, private stays or vacations following or preceding the studies may not be indicated.

Finally, you have to request the Transcript of Records (including the ECTS credits) from the partner university.

The Erasmus grant is tied to the successful completion of at least 10 ECTS. This must be proven by means of a Transcript of Records.

Prolongation / shortening of the stay

A prolongation of a stay that has already begun is generally possible if the new period of stay is covered by the bilateral agreement.

The agreement on the extension must be made between the home and partner university before the originally planned end of the current stay.

In concrete terms, this means that you have to inform the partner university, the student exchange coordinator for the sports and health science, and the TUM Global & Alumni Office of your interest in an extension

immediately.

The OLA must be amended for the duration of the extension and the entire duration must be noted on the Transcript of Records and the Confirmation of Stay.

Shortenings, withdrawals or cancellations must be reported to the International Affairs Delegate immediately, but **no later than four weeks** before the original end date (according to the grant agreement).

It is sufficient if you inform us of this by e-mail, stating the reason.

Combination Erasmus+ study and internship

If you complete an internship before or after your study abroad, this can be funded by the Erasmus+ Internship Program (SMP) from an additional stay of two months. Contact persons and information can be found at:

<https://www.international.tum.de/en/global/erasmusinternships/>

In case of an additional stay of less than two months, an internship can also be supported by the SMS scholarship if it takes place under the supervision of the partner university, i.e. an additional OLA must be filled out for the internship and this additional stay duration must be included in the "Confirmation of Stay". Please note that the total duration of the mobility period may not exceed 12 months per study cycle.

After the stay

Documents

Not later than four weeks after the end of your stay abroad, you must upload your final Confirmation of Stay, the Transcript of Records issued by the partner university, and the "Course Alignment" document to the TUM Global & Alumni Office in the MoveOn application portal.

In addition, you will create a free-form experience report that will serve as an orientation for future Erasmus students. Furthermore, you will be asked by e-mail to complete the EU online questionnaire (EU Survey).

Once the TUM Global & Alumni Office has received these documents in full, the second installment of the Erasmus grant will be paid to you.

Recognition of courses

For the final recognition of your achievements abroad, you must contact the Student Advisory service for the sports and health science after your return. This requires the submission of an official Transcript of Records (e.g. a Transcript of Records issued by the partner university) and relevant form.

(current form and further information [on this website](#))

Partner universities for the sports and health science

A list of the partner universities for the sports and health science as well as information about available Erasmus places can be found on our homepage at:

<https://www.mh.tum.de/en/mh/academic-programs/sport-and-health-sciences-programs/students/international-office/partner-universities/>

Here you will also find information about the studies offered and the fact sheets of the partner universities.

Contact information

Student exchange coordinator for the sports and health science of the TUM School of Medicine and Health

Valérie Lechevallier

TUM Campus im Olympiapark

Am Olympiacampus 11

80809 München

E-Mail: international.sh.sto@mh.tum.de

<https://www.mh.tum.de/en/mh/academic-programs/sport-and-health-sciences-programs/students/international-office/>

TUM Global & Alumni Office

Technical University of Munich

Arcisstr. 21

80333 München

E-mail: tumerasmus@zv.tum.de

<https://www.international.tum.de/en/global/erasmusstudies/>

ERASMUS+ Information for students of sports and health science programs at the TUM School of Medicine and Health

ERASMUS+ Internships

Program description

The Erasmus+ Internship program is a financial support, i.e. the choice of the internship location is up to you. The internship can be carried out in a company as well as in a research institution, but it must have a meaningful connection to your study program.

Unlike the Erasmus+ program for study purposes, where students can participate in the Erasmus program at the earliest after completing their first year of study, with Erasmus+ Internship this is possible right after starting their studies.

The minimum funding period is two months (= 60 days!). You can be sponsored several times per study cycle, but not more than 12 months within one cycle. Likewise, graduate internships (internship after graduation) can be funded up to 12 months after graduation, if the application was made within the last year of the study phase.

The administration of internships abroad is handled by the [TUM Global & Alumni Office](#).

Requirements

- You are enrolled in a degree program at TUM that leads to a university degree (up to and including a doctorate).
- You have a commitment for a self-organized internship.

[ERASMUS+ Information for students of sports and health science programs at the TUM School of Medicine and Health](#)

- The internship has a meaningful connection to their course of study.

Fundable internships

- Full-time internships
- Voluntary and mandatory internships
- Types of internships: Regular internships, research internships or practice-related semester and final theses
- Meaningful connection between the internship and your course of study
- Internship duration of at least two to a maximum of twelve months
- Physical presence abroad

Attention:

Internships in EU institutions and institutions managing EU programs are not eligible for funding.

Benefits

- Financial support for self-organized full-time internships throughout the EU
- Financial support for graduate internships up to one year after graduation
- For certain students, e.g. those with specific needs, special funds are available.
- Support in linguistic and cultural preparation for the stay abroad (by the TUM Language Center and TUM Global & Alumni Office)

- Possibility of leave of absence during the internship abroad

Application process

- Applications are possible on an ongoing basis.
- Information and an overview of the application documents can be found at: <https://www.international.tum.de/en/global/erasmusinternships/>
- After you have successfully found an internship position, please send (at least eight weeks prior to the start of the internship) the form "[Online Learning Agreement for Traineeships](#)" (which should already have been fully filled out and signed by the internship position) and the remaining application documents to international.sh.sto@mh.tum.de.
- If the internship is eligible, the "Online Learning Agreement for Traineeship" will be signed and you will be nominated for the Erasmus+ Internship program.
- You must then apply online four weeks prior to the start of the internship via the [MoveON- Application Portal](#) (form "Application for ERASMUS+ SMP "Internship").
- Further program processing is handled by the TUM Global & Alumni Office.
- If the application is successful, students will receive an acceptance in the form of an Erasmus+ Grant Agreement through the TUM Global & Alumni Office.

Preparation for the stay abroad

Internship Search

You will find suggestions and tips on internships on the following pages:

- On our homepage: <https://www.mh.tum.de/en/mh/academic-programs/sport-and-health-sciences-programs/students/international-office/internship-abroad>
- Tips for finding an internship abroad: <https://www.international.tum.de/en/global/go-international/internships/tips-for-finding-an-internship/>
- TUM Job and Internship Exchange: [TUM Jobportal](#)
- Internship exchange of the DAAD: <https://www.daad.de/de/im-ausland-studieren-forschen-lehren/praktika-im-ausland/>
- Also use the contacts of the chair holders to research institutes and companies abroad, or make initiative applications to companies abroad.

The internship reports of former TUM Erasmus students are an important source of information: <https://tum.adv-pub.moveon4.de/internships-abroad/>

Leave of absence

For the duration of the stay abroad, it is possible to apply for a leave of absence at the Enrollment Office.

In the case of a voluntary internship, an Erasmus internship abroad only counts as a reason for assessment if the duration of the internship extends over at least half of an entire semester and a certificate of participation in the Erasmus+ SMP program is available.

Note:

The student union fee and the "Semesterticket-Solidarbeitrag" must also be paid during a leave of absence. Please note that only repeat examinations (an unlimited number) can be taken during a semester of leave. Examination repetition periods are not interrupted or extended by a leave of absence. A possible extension must generally be applied for at the responsible Examination Board.

The application for leave of absence must be submitted in writing to the TUM Enrollment Office. All information on the subject of leave of absence and the application can be found [here](#).

Funding

- The ERASMUS+ SMP ("Internship") program is a financial support in the form of an Erasmus mobility grant.
- After a successful application, you will receive a confirmation in the form of an Erasmus+ Grant Agreement. The grant agreement contains all information about the amount of funding and the rules for the payment of the scholarship. TUM G&A will provide you with all further information regarding the scholarship payment and the required documents.
- Students can also claim foreign BAföG for the ERASMUS+ internship abroad. Even if you do not receive BAföG in Germany, it is still advisable to apply for BAföG abroad or to calculate your needs, as funding may still be possible.
- Information on the BAföG abroad can be found at: www.auslandsbafoeg.de/

Search for accommodation

- Helpful information on housing may be found in the internship reports of TUM students who have already been abroad: <https://tum.adv-pub.moveon4.de/internships-abroad/>

Often the Facebook pages of the local ESN sections are also helpful: <http://esn.org/>

Language preparation

The TUM Language Center offers you the opportunity to prepare for your stay abroad free of charge. On the website you can find out which languages are offered there:

<https://www.sprachenzentrum.tum.de/en/sz/homepage/>

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<https://erasmus-plus.ec.europa.eu/resources-and-tools/online-language-support>

Another option are the language courses of the LMU Language Center. Please find out which language courses can also be attended by guest students:

<https://www.en.sprachenzentrum.uni-muenchen.de/index.html>

Contact information

If you have any questions about the Erasmus+ Internship Period (SMP) and the application process, there are two contact points at TUM:

- For general information about the Erasmus+ program and Erasmus scholarships:

TUM Global & Alumni Office

Technical University of Munich

Arcisstr. 21

80333 München

E-Mail: tumerasmus@zv.tum.de

<https://www.international.tum.de/en/global/erasmusinternships/>

- For questions about the nomination process and the OLA:

Student exchange coordinator for the sports and health science of the TUM School of Medicine and Health

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E-Mail: international.sh.sto@mh.tum.de

<https://www.mh.tum.de/en/mh/academic-programs/sport-and-health-sciences-programs/students/international-office/>