

**ERASMUS ACCEPTANCE FORM  
2011/2012  
- Student Mobility – Study Abroad (SMS) -**

The home university will keep this acceptance form. The acceptance form is part of application documents and must be submitted, duly completed, to the institutional ERASMUS coordinator together with all other application documents by the announced deadline PRIOR to the departure.

**Home Institution:** Hochschule für Technik und Wirtschaft Berlin

**ERASMUS Coordinator:** Kornelia Röhr

**Family name and first name of the student:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Bank name:** \_\_\_\_\_

**Account number:** \_\_\_\_\_

**Bank code:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_

**Intended degree at home institution:** \_\_\_\_\_

**Concluded study years at start of period abroad:** \_\_\_\_\_

**Course name:** \_\_\_\_\_

**Level:**  Bachelor (1)  Master  Diploma

**Language of instruction :**

**I attend a language course at my home institution:**  yes  no

**I shall attend a language course at the host institution:**  yes  no

**Host institution for ERASMUS programme:** \_\_\_\_\_

**Name of the advisor at the host institution:** \_\_\_\_\_

**Duration of study period abroad without practical training (Please state exact dates!):**

**From/to** \_\_\_\_\_

**ECTS:**  yes , ECTS-Credits to achieve: \_\_\_\_\_  no

**ERASMUS grants in the past:**

N (none)  S (study)  W (work placement)

I accept the Erasmus mobility support made available to me from funds of the Commission of the European Union, and commit myself

- to sign a learning agreement with the home institution and the host institution prior to the study period abroad. I am obliged to adhere to the learning agreement; any changes to the original agreement must be communicated to the home institution without delay in the form of an updated learning agreement (copy to the International Office);
- to submit the following documents to the International Office of my home university upon return:
  - **Letter of Confirmation** in which the host institution confirms the exact dates of the study period abroad  
(document in the Internet for download);
  - **a personal review of your experience;**
  - **Transcript of Records** in which the host institution lists all credits acquired at the host institution;
  - **EU Evaluation form** (form available at the International Office);If I do not submit the documents by ..... at the latest, I may be obliged to return the Erasmus mobility support received;
- to assume responsibility for adequate insurance since the programme does not cover any type of insurance;
- to use the Erasmus mobility support exclusively to cover costs for travel, living expenses and language preparation incurred in the context of the planned study period abroad.

I agree to return the Erasmus mobility support received wholly or partially if I do not commence the study period, or return earlier than agreed, or violate my obligations as listed above. I am aware that I can claim Erasmus mobility support for a full month only if at least 15 uninterrupted days were spent at the host institution, or activities relevant to the programme are required subsequently. I am also aware that any changes in the data as given in the acceptance form must be communicated in writing to the home institution without delay.

I confirm that I shall not claim any other EU funds for the duration of the period for which I receive Erasmus mobility support.

I also confirm that I have not received any ERASMUS support so far (repeated participation in the ERASMUS programme for the same type of activity is not possible).

I accept that the DAAD will assign an automatically generated identification code to me, which the DAAD requires for reporting to the European Commission.

I am aware that all forms required in the context of the programme (e.g. Learning Agreement, etc.) are available for download on the homepage of the International Office HTW Berlin:

<http://www.htw-berlin.de/Studium/International/Auslandsstudium/Download.html>

**SIGNATURE**

**Place, Date:**

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**Signature:**

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