

You applied for STUDEXA exchange studies at your home university? You were selected, and you are officially nominated by your home university at BTU Cottbus-Senftenberg? We, the STUDEXA team at the International Relations Office, look forward to welcoming you in the next semester!

## How to become an STUDEXA exchange student at BTU Cottbus—Senftenberg in 5 steps

### 1. Choose the correct study programme

BTU Cottbus - Senftenberg offers **degree programmes** in two different orientations:

**University degree programmes**, which are published with the symbol

Research-oriented

**Applied degree programmes**, which are published with the symbol

Applied

For more information (e.g. the programme description) on the different **degree programmes** please follow the link:

<https://www.b-tu.de/en/study/what-to-study/study-programmes/>

### 2. Fill out the STUDEXA online application form

You will find the application form and relevant information on the following website:

<https://www.b-tu.de/en/prospective-international-students/exchange-students/studexa-free-mover>

Register at the BTU online application portal for STUDEXA Incoming Students:

<https://btu.moveon4.de/locallogin/5ee30ffb66c4cc6eca03a282/eng>

and fill out the application form.

***Please note:*** When filling out the application form, write your name correctly and **not** in CAPITALIZED LETTERS, but in Capitalized Letters. Do not use special symbols or abbreviations.

Having completed all (mandatory) fields you will download the relevant attachments and submit your application form to us online. Now you will print the PDF-version of the application form and sign it yourself. Send that application form as well as all attachments as a hard copy to us per regular mail.

**Deadline for your application for winter semester or academic year 2020/21 is 15<sup>th</sup> July 2020**

### 3. Prepare your Learning Agreement - Before the Mobility

The **Learning Agreement - Before the Mobility** should include all **modules** within your study programme that you intend to study at BTU Cottbus – Senftenberg. That form can only be

accepted for **full module courses** containing the **code no.**, the **title** and the **number of ECTS credits**.

Send it to us, signed by you, and by the responsible persons at your home university.

- For information about the modules for University degree programmes, please use this link: <https://www.b-tu.de/qisserver3/rds?state=user&type=0&breadCrumbSource=&topitem=modules>
- The modules for Applied degree programmes at Cottbus–Sachsendorf as well as Senftenberg Campus are listed on the websites of the respective degree programmes.  
*In case of questions, please contact us under [marina.lewandrowski@b-tu.de](mailto:marina.lewandrowski@b-tu.de)*

*Please note: With the form **Learning Agreement - During the Mobility**, you will have the possibility to update your choice of modules after your arrival at our university. Make sure to inform yourself at the International Office of your home university about the procedures of recognizing module changes before you leave for your study abroad.*

#### 4. Send your application package to the BTU

Your completed application documents for BTU Cottbus - Senftenberg consist of:

- ✓ **STUDEXA application form**, signed by you and your home university
- ✓ **Learning Agreement - Before the Mobility**, signed by you and your home university
- ✓ **Transcript of Records** (a list of the current subjects and grades that you have obtained at your home university)
  - ✓ Certificate of **language proficiency** (minimum level B1 in German or English, depending on the teaching language in the selected degree programme)  
*We can only accept certificates issued by your home university or an official language institution.*
- ✓ A copy of your **passport**
- ✓ **Academic reference** from a professor or teacher of your home university

Please send the **completed application documents** to:

Brandenburg University of Technology Cottbus - Senftenberg  
International Relations Office  
STUDEXA/ Free mover Programme  
Postfach 10 13 44  
03013 Cottbus  
Germany

#### 5. Admission – You're in!

The STUDEXA Departmental Coordinator at BTU Cottbus—Senftenberg will check your application documents. Once their signature is on your Learning Agreement - Before the Mobility, your documents are accepted and you will receive a welcome package from the International Relations Office. That welcome package will be sent by regular mail to the address that you indicated on your online application form. It consists of:

- ✓ Letter of Admission

- ✓ Information on studying and living in Cottbus

### Further information about your study at our university

The application procedure is finished, and you are accepted to BTU. Now you should prepare your stay in Cottbus as soon as possible, especially housing and (if applicable) visa. For a smooth start of study, please pay attention to the following dates:

Recommended Arrival: At least 7 to 10 days before the lecture period starts

Registration (Welcome Point): From 23<sup>rd</sup> March until 30<sup>th</sup> April 2020

Start of lecture period: 12<sup>th</sup> October 2020

End of lecture period: 7<sup>th</sup> February 2021

First examination period: 15<sup>th</sup> till 28<sup>th</sup> February 2021

First Orientation: Make use of our website:  
<https://www.b-tu.de/en/international/international-students>

German Language Courses: In winter semester during your studies  
<https://www.b-tu.de/sprachen/zentralcampus-cottbus/leistungen/sprachkurse/studienbegleitend>

Welcome Events: The International Relations Office will welcome you during special events at the beginning of the semester!

Contact: Marina Lewandrowski – Coordinator STUDEXA/ free mover mobility programme  
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