

1. Language requirements for incoming Erasmus students starting 2012/13

In order to be accepted, students need to prove at least level B2 in EITHER English OR German. We need to receive an official document stating the students' level. For more detailed information see

http://www.tugraz.at/international/Incomings/IncomingExchangeStudents/Bewerbung/Sprachnachweis_Erasmus

2. Learning Agreements

The workload of dealing with the learning agreements is constantly growing, and as a result, TU Graz has come up with guidelines/regulations

- * Please instruct your students before coming to Graz if they can use the TU Graz forms or if they must use the forms provided by you. It makes no difference to us, however we won't sign the same learning agreement twice (just on different forms).
- * We will not confirm reasons why students changed their learning agreement (e.g. conflict of classes, courses no longer offered, etc.). We are simply not in a position to check if the students' statements are correct/ incorrect.
- * Our office check the information stated on the learning agreement (course number, title, ECTS credits) -- in case of mistakes, we correct them by hand! We will not ask the students to fill in a new learning agreement, and sign the same learning agreement once again.
- * Please instruct your students to change the learning agreement only once per semester.
- * As for changes in the learning agreement after the students' departure from Graz (only if needed): Deadlines for handing in changes are 1 March and 1 August.

***3. Confirmation of stay ***

Please instruct your students if a designated form is available, or if the confirmation of stay issued by TU Graz is sufficient.

- * Confirmations of stay have to be picked up in person! It is not possible to issue confirmations of stay after the students' departure -- no exceptions will be made!
- * Confirmations of stay are not issued more than 2-3 days prior to departure.
- * Only official semester dates and the dates of the pre-session intensive German course can be confirmed; should exams be held after the official end of the semester, a confirmation of stay can be issued for a longer period of time.

We will inform students about our regulations during our orientation sessions, and we send out reminders during every semester. Therefore no exceptions will be made in the future.