

Research stays for international students (bachelor's, master's)

at TU Berlin: Information for professors

Bachelor's and master's students from universities in other countries can come to TU Berlin (even if there is no exchange agreement between their own university and TU Berlin) to work on a research project, complete a research internship, or write a final thesis.

In general, students apply directly to a professor at TU Berlin on their own initiative. Selecting applicants and providing supervision and support is the responsibility of the relevant academic chair or research group. Unlike for exchange programs, the Department of International Affairs is not involved.

Status of students

Students can be **enrolled for a limited period** so that they can have a TUB account and access to the University's infrastructure. To do so, they should contact the Office of Student Affairs.

To enroll on a temporary basis, students require a letter of invitation from their supervising instructor at TU Berlin. In other words, students can only enroll once they have received confirmation from you.

1. The student needs to register in the online registration portal 2: <https://www.tu.berlin/go4856/> as a student of **Group B**.

2. When registering, the student receives an application number which they need to inform you of.

3. To enroll students, you then need to send an email to the Office of Student Affairs with the following information:

- Request for limited enrollment
- Last name (as in passport)
- First name(s) (as in passport)
- Date of birth
- Student's application number
- Degree program and intended qualification (e.g. bachelor's, master's)
- **Declaration of supervision/letter of invitation** (attached as PDF)

4. The Office of Student Affairs will inform the student of all necessary steps for enrollment and answer any questions.

A limited enrollment is possible both during and outside the regular semester periods. There are no deadlines for applying for limited enrollment.

Erasmus+ Traineeships

Some international students applying for an internship at TU Berlin receive a grant via *Erasmus+ Traineeships*. This is one of the many funding lines in the Erasmus+ program.

Information about Erasmus+ Traineeships

Unlike *Erasmus+ Student Mobility*, which funds study stays at partner universities, *Erasmus+ Traineeships* **does not require a cooperation** between the student's own university and the host university. This means that students on Erasmus internships are not covered by the support structures of the Department of International Affairs. They are required to organize their internship and their stay abroad themselves.

The **student's own university** organizes the application process for the Erasmus grant and the payment of the grant and also decides whether to recognize the internship abroad. The requirement for this is a learning agreement for traineeships

The **university where the student wishes to do their internship** (in this case TU Berlin) decides whether to accept the intern and organizes supervision during their internship. The selection and supervision of interns at TUB is the responsibility of the academic chair to which the intern has applied. The supervising instructor is also responsible for signing the Learning Agreement for Traineeships (for information on the Learning Agreement, see <https://erasmus-plus.ec.europa.eu/resources-and-tools/learning-agreement> > Guidelines on how to use the Learning Agreement for Traineeships).

Erasmus interns can be **enrolled for a limited period of time**. The above regulations apply.