

BIOLOGICAL CHEMISTRY - GO BUDWEIS ...

Necessary steps

HOW ... to apply

Fill in the **online-Application** (<http://www.jku.at/insausland/bewerbung>) completely.
Information about grade point average is not required!

WHAT ... to upload

- Academic transcript (available at KUSSS)
- Passport photo

UNTIL WHEN ... to apply

- **May 5, 2017**

ANYTHING ELSE ... to do

- Attend the info session of the International Office (upon invitation)
- Read the reports of previous Budweis-students: www.jku.at/insausland/berichte

- **by May 15th:**

- **Student Application form + Housing form**

Registered students at SBU fill in form **Student Application/Housing form 2017** (Download: <http://www.jku.at/orc/content/e58828/e92957/e92997/>) Submit the form to Michal Kamenicky, room T0331 and also send it in doc/docx format via email to michal.kamenicky@jku.at

Unregistered students at SBU complete the online application and housing form: https://wstag.jcu.cz/portal/studium/uchazec/ects-prijezdy.html?pc_lang=en

- **by June 1th:**

- Complete the **Learning Agreement** - with courses according to the curriculum for Biological Chemistry and then email it to katharina.muellner@jku.at (Download: <http://www.jku.at/orc/content/e58828/e92957/e92997/>)
 - Complete the online **application for scholarship** ("Stipendienantrag für Austauschprogramme / Scholarship application for exchange programs"): <https://jku.moveon4.de/form/516e518e9ac25e0c3e000000/eng> (Recognition details are not required)

Students receiving a "Studienbeihilfe" are required to apply additionally for a grant ("Beihilfe für ein Auslandsstudium") with the Studienbeihilfenbehörde. A confirmation issued by the International Office replaces the 2nd page of the form "Antrag auf Beihilfe für ein Auslandsstudium".

■ Before your stay at the University of South Bohemia

- A minimum of **40 ECTS-Credits** must be achieved at JKU (30 ECTS thereof should be from the subject area Chemistry including the course “Praktikum aus Allgemeiner Chemie”) by the end of July
- The course “Laboratory in Analytical Chemistry” should be passed by the end of June!
- ÖAD: **Erasmus online registration** (July / August); Sign the Erasmus agreement within 45 days before departure
- Pay the student union fee at JKU (**ÖH-Beitrag**)!

■ Within 2 months after your stay at the University of South Bohemia

- Upload your „**Summary of Student Data**“ from Budweis in the Online Application Platform of JKU („Transcript Upload und Feedback“)
(<https://jku.moveon4.de/form/516e518e9ac25e0c3e000000/eng>)
- Submit the „**Summary of Student Data**“ from Budweis to the JKU Examinations and Recognition Service where you get the courses transferred to your JKU records. Only for courses not corresponding to the curriculum you are required to submit an application for recognition.
- Enter a **Report** in the Online Application Platform of JKU
(<https://jku.moveon4.de/form/516e518e9ac25e0c3e000000/eng>)
- Submit the required documents for the respective scholarships (Erasmus, IPS, “Beihilfe für ein Auslandsstudium”,...) in due time
- Students receiving a “Studienbeihilfe” are required to submit the JKU transcript of records (including the courses passed at the SBU in Budweis) and a copy of the “Letter of confirmation” to the Stipendienstelle.

If you have any further questions please do not hesitate to contact the JKU International Office by phone 0732/ 2468-3209 or by email katharina.muellner@jku.at respectively. You can find us in Bank Building, room BA0222.

The contact persons at the Institute of Organic Chemistry at JKU are: Michal Kamenicky, michal.kamenicky@jku.at and Univ.-Prof.Mag.Dr.Norbert Müller, biologicalchemistry@jku.at .