

## Information for teachers on international students in the context of exchange programs

Topic	General information	Important for you as a teacher
<b>Study offer</b>	<ul style="list-style-type: none"> <li>• For information on regular course offerings in psychology, students on exchange programs can visit the faculty's "International Affairs" webpage <a href="#">HERE</a>.</li> <li>• <u>Students are guided in their course selection by the official course offerings</u>. They can choose individual courses or entire modules.</li> <li>• The English version of the "Internationales" website also contains information on the courses offered in English, translations of the module descriptions, and the module coordinators for all courses offered by the Faculty of Psychology.</li> </ul>	<ul style="list-style-type: none"> <li>• In addition to the regular participation in courses, <u>individual agreements</u> with lecturers are possible for international students at any time, e.g. regarding examinations, course language or the awarding of credit points. This becomes necessary, for example, if modules extend over several semesters. In this case, students who study at the TU Dresden for only one semester must make arrangements regarding the type and scope of the course work. For more information, please refer to the section "Studien- und Prüfungsleistungen (PL)".</li> <li>• <u>Please note</u> that according to the contracts with the partner universities, the lecturers are obliged to make every participation possible! A regular enrollment in advance is not necessary.</li> </ul>
<b>Learning Agreement (LA) &amp; Lesson plan</b>	<ul style="list-style-type: none"> <li>• Even <u>before arriving</u> in Dresden, students must prepare a so-called <b>Learning Agreement</b>, in which, among other things, the desired courses are listed.</li> <li>• The ERASMUS coordinators of both partner universities have to check and approve the Learning Agreement.</li> <li>• On the part of the TU Dresden the signing is <u>preliminary</u>.</li> <li>• The Learning Agreement is the basis for the approval of financial support for the stay abroad. It is important that the Erasmus students can prove a defined number of credit points.</li> </ul>	<ul style="list-style-type: none"> <li>• Ms. Petra Freitag (<a href="mailto:petra.Freitag1@tu-dresden.de">petra.Freitag1@tu-dresden.de</a>) advises the international students after their arrival before the start of the semester on the compilation of the final timetable.</li> <li>• The students notify the lecturers of their participation by e-mail or appear at the first meeting and, if necessary, agree on individual regulations regarding conditions of participation and examinations.</li> <li>• Regular enrollment is only <u>partially possible</u> (on time).</li> <li>• Based on the arrangements with the teachers, the course selection in the learning agreement may be changed again by the ERASMUS coordinators.</li> </ul>

<p><b>Course and examination achievements</b></p>	<ul style="list-style-type: none"> <li>• Regular PL can be officially reported to the Psychology Examination Office (via SELMA).</li> <li>• Regular PL, however, which are taken at an individual time, are applied for at the examination office by the students.</li> <li>• Individual agreements on study and examination performance between teachers and students are possible in principle.</li> <li>• Results of <u>regular examinations</u> (overview of grades via the examination office) as well as the "Certificates of Attendance" issued by the lecturers are the basis for the <b>Transcript of Records</b> to be issued at the end of the stay, which contains the courses taken, the grades and the credit points achieved.</li> <li>• After the end of the semester, the students should contact the Erasmus coordinator of the Faculty of Psychology M. Sc. Judith Josupeit (<a href="mailto:judith.josupeit@tu-dresden.de">judith.josupeit@tu-dresden.de</a>).</li> </ul>	<ul style="list-style-type: none"> <li>• All <u>individual agreements regarding study and examination achievements</u> should be determined at the beginning of the semester and finally certified at the end of the semester.</li> <li>• For the <u>certification</u> of individually agreed attendance/ examinations, please fill out the form „<a href="#">Certificate of Attendance</a>“, sign it and hand it over to the international students. Please note the instruction for filling out the form, e.g. for the correct allocation of credit points.</li> <li>• In principle, there are the following <b>possibilities for international students to obtain accreditation for study and examination credits</b>: <ul style="list-style-type: none"> <li>➤ Study achievements can be provided and recognized in the <u>regular scope</u> according to the specifications of the module descriptions.</li> <li>➤ Students can choose whether regular/individual examinations are <u>graded or ungraded</u>. This must be determined prior to the examination. If students have chosen to take a graded test performance, the grade must be included in the "Certificate of Attendance".</li> <li>➤ Recognition of the partial performance "<u>Attendance without examination</u>" is possible and is accredited with 1 ECTS. This has to be planned in advance and the attendance to each session has to be confirmed continuously by the responsible lecturer via the „<a href="#">Attendance List</a>“ form by signature, so that the regular attendance can be presented documented at the end.</li> <li>➤ In case of <u>failure of a module examination</u>, as a rule 0 ECTS will be awarded for the module taken. If the students can prove by means of the "Attendance List" that they have regularly attended the course, the partial achievement "Attendance without examination" can be accredited with 1 ECTS.</li> </ul> </li> </ul>
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