



Erasmus+



UNIVERSITÄT  
HEIDELBERG  
ZUKUNFT  
SEIT 1386

## CHECK LIST for Erasmus stays in 2020/21 (as at July 13<sup>th</sup>, 2021)

### Before your Erasmus stay

- Info-sheet<sup>1</sup>** ⇒ Read the information und rules about the Erasmus stay
- Have you received information from your Host University?** ⇒ ask your departmental coordinator
- Submit registration documents to your Host University on time** (E.g. study, student accommodation, timetable)
- Sort out financial costs:** travel costs, language course, increased living costs; Auslands-BAföG
- Sort out Insurances** (health, accident and liability insurances are compulsory!)
- Re-register** in Heidelberg for the entire duration of your Erasmus stay. (Your student status is required to take part in the Erasmus Program)
- Apply for a **Leave of Absence** if necessary ⇒ Registrar's office (Studierendensekretariat )  
(<http://www.uni-heidelberg.de/studium/imstudium/formalia/beurlaubung.html>)
- Discuss **Learning Agreement<sup>2</sup>** and recognition for study at the Host University with departmental coordinators und have the Agreement signed at both Universities. ⇒ Copies/scans of documents (including changes) are to be submitted to the departmental coordinator in Heidelberg.
- The **Confirmation (Bestätigung) of Learning Agreement<sup>1</sup>** form needs to be signed by the Heidelberg departmental coordinator and sent as a scan to the International Relations Office
- Sign **Grant Agreement<sup>3</sup>** and send the original to the International Relations Office
- Complete **Online-Language Test 1<sup>3</sup>** in the language of instruction. Test languages include: Bulgarian, Danish, German, English, Estonian, Finnish, French, Greek, Irish Gaelic, Italian, Croatian, Latvian, Lithuanian, Maltese, Dutch, Polish, Portuguese, Romanian, Swedish, Slovenian, Slovakian, Spanish, Czech and Hungarian. Native Speakers are exempt.

Deadlines (International Relations Office)	Start of stay – Winter semester	Start of stay – Summer semester
Online application	30.4	30.4
Wet-signed Grant Agreement (via traditional mail)	Before arrival (30.9 at the latest)	Before arrival (31.12 at the latest)
Online Language Test 1	Before arrival – request with deadline is sent per email	Before arrival - request with deadline is sent per email
Scan of „Confirmation of Learning Agreement” <sup>1</sup>	Ideally before arrival (31.10 at the latest)	Ideally before arrival (30.4 at the latest)

**Contact us:** Erasmus-Outgoing, International Relations Office, Seminarstraße 2, 69117 Heidelberg,  
Email: [outgoing-erasmus@zuv.uni-heidelberg.de](mailto:outgoing-erasmus@zuv.uni-heidelberg.de)

**Downloads** and further **information** via: <http://www.uni-heidelberg.de/international/erasmus/outgoing>

**IMMEDIATELY after ENROLMENT at the Host University.**

- Send the **Confirmation of Enrolment (alternatively student ID or Certificate of Arrival)** as Scan/PDF to the International Relations Office
- If applicable, inform the departmental coordinator **and** the International Relations Office about a **reduction to the length of stay** as soon as possible (via email)
- If applicable, apply for an **extension to the Erasmus stay for the summer semester**: send *Application for Extension of Erasmus period* as Scan to the International Relations Office (contact for form)
- If necessary have the Host University and the departmental coordinator sign the changed **Learning Agreement** (during the mobility section) and send it back to the departmental coordinator
- If applicable, submit **confirmation of participation in a preparatory intensive language course** in the host country as Scan to the International Relations Office. The certified course duration can then be funded in the frame of the time period you applied for in your online registration.

Deadlines (International Relations Office)	Start of stay – Winter semester	Start of stay – Summer semester
Scan of Confirmation of Enrolment	Upon arrival, 31.10 at the latest	Upon arrival, 30.4 at the latest
Scan of application for extension of stay form (Antrag auf Verlängerung)	at least 30 days before the planned end of stay (as stated in the online application)	Extension to the following winter semester requires a new application!

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### At the end of the Erasmus stay

Send the following documents to the International Relations Office as Scan/PDF:

- Certificate of Attendance (Endbescheinigung)<sup>1</sup>** ⇒ Certificate of your Erasmus study's actual duration at the host university. Have the Certification of Attendance signed in the International Office at the Host University. The form is to be signed no earlier than 5 days before the end of the stay.
- Transcript of Records<sup>4</sup>** ⇒ List of completed courses and grades
- Confirmation of Recognition (Bestätigung Anerkennung)<sup>1</sup>** (Staatsexamen students are exempt)

### Online

- Fill out **EU Online-Survey<sup>5</sup>**
- Optionally, complete **Online-Language Test 2<sup>6</sup>**

Send the following to your departmental coordinator:

- List of completed courses and grades ⇒ Scan of **Transcript of Records** (if necessary)
- An experience report (if required by your department)

<b>Deadlines (International Relations Office)</b>	<b>End of stay until 31.3</b>	<b>End of stay from 1.4</b>
<b>Scan of Certificate of Attendance (Endbescheinigung)<sup>1</sup></b>	Straight after end of stay, 30.4 at the latest	Straight after end of stay, 30.9 at the latest
<b>Online-Survey</b>	To be completed upon receipt of automatic email request (end-date according to online application). Must be completed by 30.4	To be completed upon receipt of automatic email request (end-date according to online application). Must be completed by 30.9
<b>Scan of Transcript of Records</b>	Upon receipt, 31.5 at the latest	Upon receipt, 31.10 at the latest
<b>Scan of „Confirmation of Recognition“<sup>1</sup> (Staatsexamen students are exempt)</b>	31.5	31.10

### Deadline rules:

By failing to comply within the timeframe set by the International Relations Office for the submission of documents or the completion of the online language tests and survey default actions will take effect, resulting in students having to pay back their Erasmus scholarship.

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### Calculation modalities of the scholarship rates:

<b>Country Group 1</b> Daily rate 15 Euro / monthly rate 450 Euro	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom
<b>Country Group 2</b> Daily rate 13 Euro / monthly rate 390 Euro	Belgium, Germany, France, Greece, Italy, Malta, Netherlands, Austria, Portugal, Spain, Cyprus
<b>Country Group 3</b> Daily rate 11 Euro / monthly rate 330 Euro	Bulgaria, Estonia, Croatia, Latvia, Lithuania, Republic of North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey and Hungary

Your physical stay for study purposes in the host country is fundable on a daily pro-rata basis. Time periods you are not spending in the host country cannot be funded with the Erasmus scholarship.

The maximum scholarship amount is the amount for the duration you applied for during the online-registration. It is reduced by the certified actual duration of studies at the host university and again by the actual duration of your physical presence for study purposes in the host country (according to the Certificate of Attendance).

(1 month = 30 days; an exception is made for stays that end on the 28th or 29th of February).

Example: A stay from September 10 to December 22 is 103 days.

### Pay-out modalities and consequences of shortened stays

1st installment (70%) paid out in October for stays beginning up until December and in January for stays starting from January.

2nd installment (30%) paid out after the stay – in June if all required documents are submitted by 30.4 (stays ending up until 31.3) and in October if all documents are submitted by 30.9 (stays ending from 1.4)

The shortening of the Erasmus stay can lead to a part repayment of the scholarship money according to the modality calculations. The scholarship is to be paid back in full if the student didn't start their Erasmus stay or if the stay was prematurely ended resulting in either a duration of less than 90 days (if financed from old Erasmus generation funds), or 60 days (if financed from new Erasmus generation funds) - Terms of less than 90 days are not affected - or where the Semester completion requirements were not met. In cases of illness or due to force majeure and in agreement with the International Relations Office exceptions can be made.

**Please notify us of changes to the duration of stay or to bank or contact details:**

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<sup>1</sup> The document is available for download from our homepage.

<sup>2</sup> You will receive the Learning Agreement from your Heidelberg departmental coordinator.

<sup>3</sup> You will receive the Grant Agreement and the request for the Online Language Test 1 by email.

<sup>4</sup> Your host university will send you the Transcript of Records usually 6 weeks after your stay.

<sup>5</sup> You will receive the request for the EU Online Survey automatically via email at the end of your stay.

<sup>6</sup> You will only receive the invitation for the optional Online Language Test 2 if you not already achieved C2 level in the first test. The invitation will be automatically sent via email at the end of your stay as indicated by you in the OLS database.

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