



Erasmus+



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

CHECK LIST for Erasmus stays in 2022/23 (as of July 26th, 2022)

Before your Erasmus stay

- Info-sheet¹** ⇒ 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 **Online Learning Agreement²** with departmental coordinators and clarify recognition. Have it signed by Heidelberg and the host university (submit changes later if necessary). Alternatively, exchange the Learning Agreement as a PDF by e-mail and submit a copy/scan to the Heidelberg departmental coordinator.
- The **Confirmation (Bestätigung) of Learning Agreement¹** form needs to be signed by the Heidelberg departmental coordinator and sent as a scan to the International Relations Office
- Sign **Grant Agreement³** and send the original to the International Relations Office
- Complete **Online-Language Test 1³** in the language of instruction of the host university. If the language is not offered, you should take the test in English. Native speakers are exempt from the language test requirement, in which case please let us know.

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“ ¹	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

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 as proof of commencement of your Erasmus studies (acceptance letters issued in advance by the host university are not an equivalent to this certificate!)
- 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 of the Erasmus stay**: The prerequisite for a possible financial support is an extension of at least 30 fundable days or to the 7-month flat rate. Funding of the extension cannot be guaranteed! Send the Application for Extension of Erasmus period with signatures of all parties involved as a scan to the International Relations Office (form available there). If you are extending your Erasmus by at least 30 non-fundable days, please let us know informally by e-mail.
- If necessary have the Host University and the Heidelberg departmental coordinator sign the changed **Learning Agreement** (during the mobility section) and send it back to the departmental coordinator

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 Erasmus period 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)¹** ⇒ 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.
- 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. If the host university has already included the course period in the certificate of attendance, we do not need the language course certificate.
- Transcript of Records⁴** ⇒ List of completed courses and grades
- Confirmation of Recognition (Bestätigung Anerkennung)¹** (Staatsexamen students are exempt)

Online

- Fill out **EU Online-Survey⁵**
- Optionally, complete **Online-Language Test 2⁶**

Send the following to your Heidelberg departmental coordinator:

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

Deadlines (International Relations Office)	End of stay until 31.3	End of stay from 1.4
Scan of Certificate of Attendance (Endbescheinigung) ¹	Straight after end of stay, 30.4. at the latest	Straight after end of stay, 30.9. at the latest
Online-Survey	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.
Scan of Transcript of Records	Upon receipt, 31.5. at the latest	Upon receipt, 31.10. at the latest
Scan of „Confirmation of Recognition“ ¹ (Staatsexamen students are exempt)	31.5.	31.10.

Deadline rules:

In case of non-compliance with the above-mentioned deadlines of the International Relations Office for documents or obligations to be completed online, a reminder procedure will come into force, at the end of which the Erasmus grant will be reclaimed (cf. Article 4.3 of the Grant Agreement).

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Calculation modalities of the scholarship rates:

Country Group 1 Daily rate 20 Euro / monthly rate 600 Euro	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden
Country Group 2 Daily rate 18 Euro / monthly rate 540 Euro	Belgium, Germany, France, Greece, Italy, Malta, Netherlands, Austria, Portugal, Spain, Cyprus
Country Group 3 Daily rate 16,33 Euro / monthly rate 490 Euro	Bulgaria, Estonia, Croatia, Latvia, Lithuania, Republic of North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey and Hungary

As mobilities to the UK had to be subsidised from old funding, a daily rate of 15 euros / monthly rate of 450 euros applies here.

Stays of up to 119 days: daily pro-rata calculation

Stays of between 120-209 days: 4 month flat-rate

Stays of 210 days and more: 7 month flat-rate

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

Example: A stay from 10.09. to 22.12. comprises 103 days, one from 01.09. to 28.02. comprises 178 days.

Calculation modalities of the Top Ups

If Green Travel was applied for during the application period: one-time 50 Euro plus, if applicable, up to four additional travel days according to the applicable daily scholarship rate.

If a Social Top Up was applied for in due time: 250 Euro/month or 8.33 Euro/day for the same period as the scholarship.

The maximum grant 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).

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.)

Shortening of the Erasmus stay can lead to a partial reclamation of the Erasmus grant in accordance with the aforementioned calculation modalities. The grant must be repaid in full if the student didn't start their Erasmus stay or if it was terminated prematurely and as a result the semester/term completion requirements were not met and/or the minimum duration of 60 days was not reached. 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:

¹ The document is available for download from our homepage.

² You can set up an online learning agreement [here](#). Alternatively, you can obtain a PDF template from the departmental coordinator.

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

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

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

⁶ You will automatically receive the invitation for the optional Online Language Test 2 via email at the end of your stay as indicated by you in the OLS database.

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