



Erasmus+



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

CHECK LIST for Erasmus stays in 2023/24 (as of July 27th, 2023)

Before your Erasmus stay

- Info-sheet**¹ ⇒ 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 registration, student accommodation)
- 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>). Get advice on this in your department.
- Discuss the **digital Learning Agreement**² with the departmental coordinator and clarify recognition, have it signed by Heidelberg and the host university in the online system Mobility Online/EWP before the start of the stay (later changes are possible). In exceptional cases, exchange the Learning Agreement as a PDF/paper version by e-mail after consultation and submit a copy/scan of the LA signed by all parties to the Heidelberg departmental coordinator before the start of the stay.
- Confirmation Learning Agreement**¹, only necessary for PDF/Paper Learning Agreements or Learning Agreements concluded via the old platform learning.agreement.eu / Dashboard: Have the confirmation form signed by the Heidelberg departmental coordinator and send it as a scan to the International Relations Office.
- Sign **Grant Agreement**³ and send the original to the International Relations Office
- Online-Language Test 1**³ You are advised to take an online language test in the OLS system in the language of instruction of the host university if it is not your mother tongue. If the language is not available, it is best to take the test in English.

Deadlines (International Relations Office)	Start of stay – Winter semester	Start of stay – Summer semester
Online application	30.4.	30.4.
<u>Wet-signed</u> Grant Agreement (send via traditional mail!)	Before start of stay, but 15.8. at the latest	Before start of stay, but 15.12. at the latest
Online Language Test 1 (optional)	Before start of stay, invitation via email	Before start of stay, invitation via email
Learning Agreement ²	Before start of stay	Before start of stay
Scan of „Confirmation of Learning Agreement” ^{1,2} (only for LAs that weren't concluded via Mobility Online)	Ideally before start of stay, but 31.10. at the latest	Ideally before start of stay, but 30.4. at the latest

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 6-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. We don't need notification on shorter extensions.
- If necessary have the Host University and the Heidelberg departmental coordinator sign the changed **Learning Agreement** (during the mobility/Changes section)

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

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 Records (Host University)⁴** ⇒ 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, but 30.4. at the latest	Straight after end of stay, but 30.9. at the latest
EU Online-Survey	To be completed upon receipt of automatic email request around the end-date according to online application. Must be completed by 30.4.	To be completed upon receipt of automatic email request around the 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 5.1 of the Grant Agreement).

Calculation modalities of the scholarship rates:

Stays of up to 89 days: daily pro-rata calculation

Stays of between 90-179 days: 3 month flat-rate

Stays of 180 days and more: 6 month flat-rate

(1 month = 30 days; an exception is made for stays that end on the last day of February)

Example: A stay from 10.09. to 22.12. comprises 103 days, one from 01.09. to 29.02. comprises 179 days. In both cases you'd receive a scholarship of three monthly rates.

Country Group 1 Daily rate 20 Euro / monthly rate 600 Euro	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom
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

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 (according to the Certificate of Attendance).

Pay-out modalities and consequences of changes in duration of stay

1st installment (80%) paid out at the end of September for stays beginning up until December and in January for stays starting from January.

2nd installment (20%) paid out after the stay – at the end of June if all documents that are required by 30.4. have been submitted on time (stays ending until 31.3.), at the end of October if all documents that are required by 30.9. have been submitted on time (stays ending from 1.4.)

Shortening the period of stay may lead to partial repayment in accordance with the aforementioned calculation modalities of the scholarship. The scholarship must be repaid in full if the stay abroad is not taken up or if it is terminated prematurely and as a result the semester/term is not completed properly and/or the minimum duration of 60 days is not reached.

Likewise, the scholarship must be repaid in full if the personal Erasmus contingent is exceeded or if the maximum duration of a single Erasmus stay of 360 days is exceeded. In cases of force majeure and illness, exceptions apply in consultation with the International Relations Office.

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 After consulting your Erasmus departmental coordinator, you set up a Digital Learning Agreement via your account in our Mobility Online database and obtain the signatures of all parties involved before the start of your stay. In exceptional cases you may, after consultation with your departmental coordinator, conclude a non-digital LA (PDF template available there). In this case, submit the PDF containing the signatures of all parties to your departmental coordinator before the start of your stay. Only in the case of LAs not concluded via Mobility Online, have the form "Confirmation Learning Agreement" signed by your departmental coordinator and submit it to us by email.

³ You will receive the Grant Agreement and the request for the voluntary 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 voluntary Online Language Test 2 via email at the end of your stay as indicated by you in the OLS database.

Postal address: Erasmus-Outgoing, Dezernat Internationale Beziehungen, Seminarstraße 2, 69117 Heidelberg,

Visitor address: Am Fischmarkt 2, 69117 Heidelberg, **E-Mail:** outgoing-erasmus@zuv.uni-heidelberg.de

Downloads and further Information: <https://www.uni-heidelberg.de/de/international/erasmus/outgoing>