

## INFORMATION FOR ERASMUS STAYS IN 2022/23

(as of 8<sup>th</sup> August, 2022)

Dear Erasmus scholarship holders,

Please take note of the following information regarding your Erasmus stay:

For Erasmus program participants the study fees are waived at the Partner University and an Erasmus scholarship is guaranteed where applicable. A study plan (Learning Agreement) will be agreed upon and a Transcript of Records will be created by the Host University at the end of the stay, outlining achieved results.

### Study achievements at the Host University

The general rule is that students should study at their Host University and attain course credits by meeting the requirements of the various courses, which can then be verified on the Transcript of Records. This still applies even if no credits are needed for Heidelberg University.

As part of the Bachelor and Master study programs guest students are required to obtain 30 ECTS credit points per semester/20 ECTS per Trimester. If it is not possible to meet this requirement, this should be discussed individually with the departmental coordinators in Heidelberg. All attended courses need to be confirmed by the Host University and listed on the Transcript of Records at the end of the study period and then sent to the Heidelberg University Erasmus Office.

Questions about approval and recognition of courses as well as choice of courses offered at the Host University **must be discussed before the departure** together with the departmental coordinators, subject advisors and registrar's office at Heidelberg University. The Learning Agreement and Transcript of Records form the basis of the recognition of course achievement in Heidelberg.

### Financing the stay

The Erasmus grant provides a **part scholarship** toward extra costs during the stay abroad. It is therefore important that students inform themselves about the living costs in the Host Country and investigate their financial options before the Erasmus stay.

Especially at the beginning of the stay students will need to be able to cover considerable one-off costs for things such as the rental deposit, public transport and insurances. It is also possible that there are unforeseen delays in receiving the Erasmus scholarship or the Auslands-BAföG or other scholarship money.

**The Erasmus scholarship will be paid out in two installments.** With the **first installment**, you will already receive 70% of the scholarship, including the Social Top Up if applicable (payment in October for studies beginning until December; in January for studies beginning in January or later). Additionally, you will receive the full amount of the one-time Top Up for Green Travel, if applicable. The **second installment** is transferred after the end of the stay. Those who ended their stay up until 31.3. and submitted the documents required by the deadline of 30.4. in due time will receive their second pay-out in June. Those who ended their stay after 1.4. and submitted the documents required by 30.9. in due time will receive their installment in October (refer to the check list for the document and deadline information). By failing to comply within the set timeframe, default actions will take effect, resulting in students having to pay back their Erasmus grant.

**Scholarship rates are calculated as follows** (rates according to the corresponding group of countries/source of funding):

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)

### 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).

Additional financial support of an Erasmus stay through **BAföG and other non-EU or non-DAAD financed** scholarships as well as the Erasmus grant is allowed. Further information is available at: <https://www.bafög.de/>. It is also possible to take out a **study loan** with the Deutsche Ausgleichsbank for the period of study. ([www.bildungskredit.de](http://www.bildungskredit.de)).

### Insurance protection

The Erasmus scholarship **does not cover any insurance protection**. Scholarship holders declare in the Grant Agreement that they are personally responsible for appropriate insurance protection for the duration of their stay. It is mandatory to take out a policy including the following insurances:

a) Health Insurance and additional foreign health insurance with return transport.

As a **public health insurance** member you have access to benefits whilst abroad with the European Health Insurance Card (EHIC) according to the social insurance legislation in the relevant country. Contact your health insurance company before departure and find out what is covered, fill out the paperwork and apply for the card. Often only emergency care is included in the event of an accident or for those with an illness/disease. It is therefore advised to take out additional foreign health insurance, particularly during the COVID-19 pandemic. **Private health insurance** companies generally don't include European-wide insurances as part of their standard offer. Additional protection for your stay abroad may therefore be necessary!

b) Personal Liability Insurance (workplace und private liability) with foreign protection.

c) Insurance for accidents and serious illnesses (including full or part time inability to work) with foreign protection and return transport.

Please inform yourself in relation to these insurances. The DAAD offers students the possibility of a group insurance offer for health, accident and personal liability. (Please find more information here: <https://www.daad.de/en/study-research-teach-abroad/scholarships-funding/daad-insurance/destination-abroad/>)

### Re-registration in Heidelberg / Leave of Absence

Students must be enrolled at Heidelberg University to take part in the Erasmus exchange and **must** re-register during their stay abroad for each semester that they are away.

It is **possible** to apply for a leave of absence for the duration of the stay abroad. Students need to submit the Erasmus confirmation document from the departmental coordinator or from the International Relations Office and the leave of absence form to the student registry office. Further information and the relevant forms can be found here: <https://www.uni-heidelberg.de/en/study/management-of-studies/leave-of-absence>

- Please notify us immediately of **changes** to the duration of stay or to bank or contact details.
- **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.
- **Timely submission of the documents:** Grant Agreement, Learning Agreement and Confirmation of Learning Agreement, Confirmation of Enrolment/Certificate of Arrival of Host University, Certificate of Attendance of Host University, Transcript of Records and Confirmation of Recognition, EU Online-Survey and the completion of the online language test before the stay are a requirement to receive the Erasmus grant. Non-compliance within the set timeframe will result in default actions taking effect whereby students will have to pay back their Erasmus grant.
- The submission deadlines are on the **check-list** on our **homepage** where you will also find other documents to download: <https://www.uni-heidelberg.de/en/international-affairs/erasmus/studying-abroad-outgoing-erasmus/forms-and-downloads>

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