

Guidelines for nominated Erasmus students in programme countries

This document is a contractual document and is part of the Grant Agreement

I. General information



Registration and enrolment at the host university

After successfully applying to the Erasmus programme and being nominated by the Erasmus Departmental Co-ordinator, you must register at your host university before certain deadlines. You can usually find information about this on your host university's website or it may be sent to you by e-mail. Make sure that you submit your registration forms before the deadlines. If you miss the registration deadline, there is no guarantee that you will be able to take part in the Erasmus programme. Stay in contact with your host university in order to clarify any questions regarding arrival dates, deadlines, accommodation, course selection, enrolment, orientation programmes, etc.



Accommodation

Students taking part in the Erasmus programme cannot be guaranteed accommodation. You must look for your own accommodation, either in your host university's student accommodation or private accommodation in the city where you will be staying. You can find information about this on your host university's website. Please note that rooms are usually leased on a first come, first served basis and that there is a severe lack of accommodation in large cities such as Paris, London and Madrid, and also in most Scandinavian cities. It is therefore important to start looking for accommodation as early as possible.



Insurance

The Erasmus mobility grant does **not** include any kind of insurance. Neither the EU nor FAU shall be held liable for damages resulting from illness, death, accident, injury, or loss or damage of possessions which occur during time spent abroad. You are responsible for making sure that you have sufficient insurance cover and confirm this with your signature on your "Grant Agreement". You should **make sure** that you have the following types of insurance: travel insurance, liability insurance, insurance for accident and severe illness (including repatriation). In addition, you must have a valid health insurance for the host country. If you have statutory health insurance in Germany, you are covered by the European Health Insurance Card (EHIC), which is accepted in all EU countries as well as in Liechtenstein, Norway, Iceland and Switzerland. You will receive an EHIC from your statutory insurance company. To find out whether you already have an EHIC, check the back of your insurance card for the EU star sign. More information is available at <http://ec.europa.eu/social/main.jsp?catId=559&langId=en>. If you are going to Turkey, you will generally need a private international health insurance. If you have private health insurance, you should contact your health insurance company before your departure to find out about the extent of your insurance coverage during your stay abroad. You may require additional insurance. For example, you may apply for the DAAD's group insurance scheme: www.daad.de/versicherung.



Contact details and spam folder

Please inform the Central Office for International Affairs (S-International) immediately of any changes to your personal contact data (address, phone, e-mail, emergency contact, bank account), even if your mobility period is over but you have not submitted all the required documents or they are still being processed by S-International (this is possible until September 2023). Please also check your spam e-mail folder regularly as important e-mails from S-International or the EU may be there.



Funding

Your mobility grant is calculated per day for a maximum of 5 months for a stay lasting one semester or 10 months for a stay lasting two semesters (excluding additional travel days in case of Green Travel). It therefore does NOT necessarily correspond to the maximum duration of stay stated in your Grant Agreement. This depends on the period you actually studied abroad physically (see point II documents to be submitted). At the beginning of your physical stay abroad and after you have submitted all documents requested in article 4.1 of the Grant Agreement, 70% of the planned amount will be transferred to the German bank account stated in your Grant Agreement. You will receive the remaining 30% or the newly calculated amount (see example below) once you have completed your stay abroad and submitted all of the documents required according to article 4.2 of the Grant Agreement. In addition, you must also submit a Transcript of Records of the host university with a minimum of 10 ECTS per semester (see point II) in order to avoid a request to return the grant. Of these 10 ECTS, at least 5 must be done in subject-related courses.

Grant amounts:

Country group 1: 600 Euro per month (20 Euro per day)

Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxemburg, Norway, Sweden

Country group 2: 540 Euro per month (18 Euro per day)

Austria, Belgium, Cyprus, France, Greece, Italy, Malta, Netherlands, Portugal, Spain

Country group 3: 490 Euro per month (16.33 Euro per day)

Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Türkiye



Grants can only be given for the period physically spent abroad and officially confirmed by your host university. This means that the final length of your stay can only be determined after you have returned from the host country (see confirmation of stay). However, the grant period does not have to be the same as the official mobility period, it may be shorter. If you have received more money than you are entitled to, you are required to return the excess immediately after you have been requested to do so.



According to EU regulations, for the purposes of grants, one month is calculated as 30 days.



You cannot receive a grant for any time spent abroad before and after the study period (e.g. while looking for accommodation or attending language courses before the start of the semester) or for online studies from Germany or any other than the host country.



All documents are obligatory also for mobilities without Erasmus funding ("zero grant")! If you do not submit the documents listed under point II before the deadline, you will lose your Erasmus spot and will no longer be eligible for an Erasmus grant or Erasmus spot. Any funding already paid must be refunded in this case.

Example: Mobility in Spain from 1 September 2022 to 31 March 2023, i.e. 7 months. The grant is calculated for 5 months for a physical stay of one semester, i.e. 150 days. 150×18 Euro (group 2) = 2700 Euro in total. 1890 Euro = 70% (first payment) and 810 Euro = 30% (second payment). However, after the end of your physical stay abroad, the duration according to the confirmation of stay is now from 1 September 2022 to 23 January 2023, i.e. 143 days in total. The new total grant is 143×18 Euro = 2574 Euro. Since 1890 Euro were already transferred as the first payment, the second payment is now $2574 - 1890 = 684$ Euro instead of 810 Euro as originally planned.

Students who receive funding from other organisations (DFH, funding for gifted students, academic foundations, etc.) must find out from the organisation which provides the funding whether they are allowed to accept an additional Erasmus mobility grant.

Funding for Green Travel

If at least one of your travel journeys (arrival or departure) is “green”, meaning you travel by bus, train, or in a car pool, you are eligible to apply for a travel lump sum of 50 Euro in total. Travel by plane cannot be funded! If due to Green Travel your journey takes longer than by plane, additional travel days can be funded according to the daily rate of the corresponding country group. In order to apply for the funding, please hand in the sworn declaration that you receive with your Grant Agreement as well as corresponding proofs of travel.



Top-up for students with fewer opportunities

Under certain conditions, students with fewer opportunities can apply for a top-up within the framework of the Erasmus programme.

The individual top-ups cannot be combined with one another.

Top-up for disability and chronic illness

You can apply for a top-up for disabilities and chronic illnesses if you have a degree of disability of at least 20% or (a) chronic illness(es) that will cause additional costs during your stay abroad. Please note that you must submit evidence of the existing disability or chronic illness at the request of S-International.

Top-up for students with a child/children

You can apply for a top-up for Erasmus studies with a child if you are planning on taking your own child(ren) abroad with you. Please note that you will need to submit the birth certificate(s) of the child(ren) you are taking abroad with you to S-International at a later date upon request. S-International can also request additional documents at the request of the EU.

Top-up for first-time academics

You can apply for a top-up for first-time academics if ALL of the following criteria apply to you: Both parents or both (former guardian) caregivers of the student (hereinafter referred to as parents) do not hold a university or college degree.

The following additional conditions regarding parents apply:

- 1) A degree from a university of cooperative education leading to a degree comparable to a university degree is to be considered an academic degree (a master craftsman's diploma is not considered equivalent to an academic degree in this context).
- 2) A course of study completed abroad which is not recognized as such in Germany (e.g. physiotherapy), is considered an academic degree for Erasmus eligibility purposes. Therefore, in this case we cannot grant a financial top-up.

Please note that by applying for financial support for first-time academics you confirm the existence of supporting documents (e.g. informal information of your parents' educational certificates, sworn declarations by your parents) and agree to present them in full when requested by S-International. You are required to keep these documents for a period of at least 5 years after the end of your stay abroad.

Top up for working students

You can apply for a top-up for working students while studying if ALL of the following criteria apply to you:

- 1) You have been working continuously alongside your studies for at least 6 months prior to submitting your Erasmus application at your FAU department.
- 2) You will continue working until the beginning of your mobility without any gaps.
- 3) During your mobility, you will not continue working in your current job (also not online from your destination country) or pause working for the entire period of stay.
- 4) Your monthly income for the whole period before your mobility (see 1 and 2) is between 450 and 850 Euro net.
- 5) Your employment is subject to social security contributions.

Please note that by applying for financial support for working students while studying you confirm the existence of supporting documents (e.g. salary slips, tax returns etc.) and

agree to present them in full when requested by S-International. You are required to keep these documents for a period of at least 5 years after the end of your stay abroad.



Shortening or extending periods spent studying abroad with the Erasmus programme

SHORTENING: an Erasmus study mobility must last a minimum of 2 months (60 days) and may last a maximum of 12 months (360 days). Please note that two trimesters correspond to one FAU semester, which means that you will receive the funding only for one semester.

However, this does not automatically mean that you may shorten or extend your stay as you wish, as the key factor is the nomination by your Erasmus Departmental co-ordinator at FAU and S-International.

If you have been nominated for a year and, once you are in the host country, decide to only stay for one semester, this is possible in cases where there is a valid reason. In this case, please inform your Erasmus co-ordinator at your university, the host university and, in particular, S-International in good time.

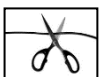
EXTENDING:

Extending for one semester

If you have been nominated for one semester and decide to stay for a second semester, this is only possible if you wish to extend your stay during a winter semester into the following summer semester. It is not possible to extend a stay during a summer semester into the following winter semester. Please submit timely an application for extension to S-International (see template) at least one month before the planned end of your stay. If your stay is extended, this does not mean that your grant will automatically be extended. Decisions about extending grants will be made on the basis of the funding available (eventually 'zero grant'). You will be provided with an extension to your Grant Agreement by S-International. Furthermore, a second Learning Agreement must be completed and submitted via Mobility Online within the deadline.

Extending for less than one semester

If for academic purposes, you need to stay longer at the host institution (one week, one month) than the originally planned end date according to the Grant Agreement you will have to submit a request for extension via Mobility Online to S-International. This request must be submitted at least one month before the planned end of your stay, otherwise only the end date mentioned in the Grant Agreement can be recognized as official end date of your stay.



Withdrawal or discontinuation of studies

If you want to or have to withdraw from the Erasmus programme before your departure, you must inform S-International and your Erasmus coordinator at FAU immediately and in writing stating your reasons.

If you terminate your Erasmus stay after less than 2 months (60 days) in your host country **without stating a reason**, you must return the full amount of your Erasmus grant which you have received up until this time. You will not be required to return your grant if you terminate your stay due to illness, on the condition that you provide a doctor's certificate, or due to a natural disaster, pandemic, terrorist attack or other situation that puts your safety at risk. If you are not able to inform S-International yourself please make sure that a third person gets in contact.



Taking part in the Erasmus programme multiple times

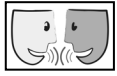
You may go abroad with the Erasmus programme (for study and/or placements/internships) during each phase of study, i.e. during your Bachelor's degree, Master's degree and PhD, for a maximum of 12 months. In certain degree programmes (Lehramt, Staatsexamen, Diplom), the maximum is 24 months. The minimum length of stay applies to each individual stay. Participation in the former Erasmus+ programme also counts.



Accreditation of course and examination achievements

The Erasmus programme is designed to ensure that course and examination achievements which are obtained at your host university can be accredited at your home university. You must apply for accreditation yourself. The relevant chairs/departments in conjunction with the relevant Examinations Committee are responsible for accreditation. We strongly recommend that you discuss what you intend to study with your Erasmus Departmental

Co-ordinator, the accreditation commissioner and all affected professors and clarify in advance which achievements should be obtained while you are abroad (e.g. examinations, length of written assignments) so that they can be accredited at FAU. Agreements must be documented in writing in the Learning Agreement. More information is available at <https://www.fau.eu/education/international/going-abroad/studying-abroad/accreditation-of-achievements/>



EU online language courses

The EU offers online language support courses in several languages. The licences for participation in the courses are distributed by S-International based on the language test result (see point II). More detailed information regarding the OLS will be sent to you via email.



Internships/placements abroad

We recommend the Erasmus+ grant if you are doing a fulltime placement/internship (which you have organised yourself) lasting 2 months (60 days) or more <https://www.fau.eu/education/international/going-abroad/internships-and-placements-abroad/>. Erasmus grants are not available for shorter placements/internships. The study abroad period has to be completely finished by the time you start the internship. The duration of the internship will be added to the maximum duration allowed to participate in the Erasmus programme.



Re-registration and study leave

Please do not forget to re-register at FAU for the semesters which you will be spending abroad. You must be enrolled at your home university in order to take part in the Erasmus programme. In addition, you can request leave for the appropriate semester/year. The Student Records Office is responsible for this: <https://www.fau.eu/education/international/going-abroad/studying-abroad/planning-a-study-exchange/> → Leave



BAföG while abroad

Students who are entitled to BAföG funding are also entitled to this funding while studying abroad with the Erasmus programme. EU grants of up to 300 Euro per month are not included in calculations. You will receive a document stating your expected grant that you can use for official matters via Mobility Online. More information is available at www.bafög.de.

Documents to be submitted



If you lose your documents, you can download new copies via the Mobility Online portal or at: **www.fau.info/erasmus-europa** → Erasmus+ Dokumente und Formulare



All documents are to be submitted to S-International. Documents that have to be submitted digitally have to be uploaded in Mobility Online. Documents that have to be submitted as original versions must be submitted in person or sent via post (see contact details at the end of these guidelines; WiSo students may also submit their documents to the International Office in Nuremberg).



Please keep a copy of all completed and signed forms for yourself.



All documents are obligatory also for mobilities without Erasmus funding ('zero grant')!

'Zero grant' students (all students that do not receive Erasmus funding and thus are going abroad as a so called 'zero grant' mobility) are still required to hand in all necessary documents. Even if you do not receive Erasmus funding, you are still holding an Erasmus spot and are participating in the Erasmus programme and therefore must fulfil all requirements.

If you do not submit the documents before the deadline, you will lose your Erasmus spot and will no longer be eligible for an Erasmus grant.

1. Grant Agreement

This document confirms the sum of your Erasmus grant and the conditions involved. You must sign this document yourself. S-International will obtain the signature from the FAU Erasmus Institutional Co-ordinator and will provide you via Mobility Online with a scan for your records afterwards. If your bank details change during your stay abroad, please inform us immediately.



DEADLINE: no later than 31.07.2022 for mobilities starting in winter semester 2022-23 and 01.12.2022 for mobilities starting in summer semester 2023 (you must submit the original document)

2. Safety instruction 'Sicherheitsbelehrung'

Already when you start planning your studies abroad you should get information about the safety situation in your host country. Please check regularly any safety instructions, travel warnings and travel alerts. We are pointing out that health and security take the top priority. Before your travel please inform yourself about the safety situation and check the entry regulations for the host country.

Please take care that you have sufficient health insurance coverage in the host country and that it covers also pandemic situations i.e. If necessary, please register prior to leaving Germany into the crisis prevention list of the Federal Foreigners Office (<https://elefand.diplo.de/elefandextern/home/login!form.action>).

Please consider that FAU recommends you not to travel to countries with existing travel warnings and/or risk areas regarding the Covid-19 pandemic.

(https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/nCoV_node.html)

Before your stay, you will receive from S-International an email regarding safety instructions. Please read this email thoroughly. At the same time, you will be able to download via Mobility Online a form for safety instructions that you need to complete. By signing this form you confirm that you informed yourself about the safety situation in your host country and you are going abroad at your own risk.



DEADLINE: 15.07.2022 for mobilities starting in winter semester 2022-23 and 15.12.2022 for mobilities starting in summer semester 2023

3. Learning Agreement (LA)

This document contains your study plan at your host university. Inform yourself about the courses on offer at your host university before you go and discuss it with your Erasmus Departmental Co-ordinator and/or the accreditation commissioner at FAU. In most cases, you are required to take courses amounting to 20–30 ECTS credits per semester (guideline amount). **Please note that in order to receive your Erasmus funding it is obligatory to attend courses and exams of at least 10 ECTS per semester during your study abroad! Please note that at least half of those ECTS have to be obtained in specialised courses for your studies at FAU.** If your Erasmus Departmental Co-ordinator or your host university requires you to take more ECTS credits, you must choose additional courses from those on offer which amount to the required additional credits. The Learning Agreement has to be completed before your departure. If you signed an additional Faculty Learning Agreement (WiSo-LA i.e.), please submit this document together with the Erasmus Learning Agreement.



S-International is not authorised to sign the Learning Agreement as Departmental Co-ordinator and may only sign it in exceptional cases where the signature of the Institutional Co-ordinator is required.



Please use (as far as possible) the digital Learning Agreement or the FAU template, which you can download on Mobility Online. Please check the LA guidelines you received from us via e-mail for further information. If your host University asks you to use their own template, please let us know.



Please make sure you obtain the required signatures from all parties. We will not accept incomplete documents and will not forward them to your Erasmus Departmental Co-ordinator.



DEADLINE: 15.08.2022 for mobilities starting in winter semester 2022-23. For summer semester 2023, the deadline is 01.12.2022. Any changes need to be submitted with signatures within 5 weeks after the start of the lecture period abroad. Documents submitted after the deadline cannot be accepted. For stays lasting one year, a new Learning Agreement for the second semester (if applicable) must be submitted within the deadline. Please submit a pdf-file of the document in good quality via Mobility Online.

4. OLS test – part 1: 'before the mobility'

You will receive an e-mail request from the Online Language Support asking you to participate in the test. This is an online language test which the EU requests for statistical purposes. Beforehand, you will receive an email with all necessary information about the test via email by S-International.



DEADLINE: Within 2 weeks after receiving the e-mail request, the test must be completed online. The test takes approximately 40-50 minutes. Please use headphones so you can hear the audio parts well.

5. Sworn declaration for Green Travel

Together with your Grant Agreement you will receive the template for the sworn declaration necessary to apply for the Green Travel subsidy via Mobility Online. If at least one of your travel journeys (arrival and/or departure) takes place by bus, train or car pool, you are eligible to apply for this travel subsidy. Please fill in the declaration truthfully and submit it to S-International together with all necessary travel receipts via Mobility Online. If due to the “green” travel the travel journey takes longer, you can apply for a maximum amount of 4 additional funded travel days (max. 2 per travel journey) with the sworn declaration. The travel subsidy will be granted after you handed in the relevant documents.



DEADLINE: The sworn declaration has to be handed in in original together with your Grand Agreement or as a scan in good quality via Mobility Online.

6. Confirmation of stay – part 1: 'start'

This document must be completed immediately after registering at your host university (by the international office, registration office or Erasmus co-ordinator) and confirms the official start of your mobility.

It consists of two sections. The section '**Start**' confirms the official beginning of your mobility period at the host university. The partner university must confirm your first official academic day.

In the part '**Arrival**' your host university must confirm your physical ARRIVAL to the host country. Please note that the funding will only be paid after your physical arrival in the host country and after your host university confirmed the beginning of your studies abroad. Private activities or holidays before the beginning of the semester must not be certified!

Please submit an additional proof of your travel abroad ("Einreisebeleg") (plane ticket, bus ticket, e.g.).

Please read the instructions on the back of the document carefully. Welcome activities/days offered by the host university may be confirmed as the start date of the mobility period.

In case of online studies or a mixture of online studies and studies in presence, the part "online studies" needs to be filled in by the host university accordingly.



DEADLINE: immediately after issue; submit a good quality scan via Mobility Online. You keep the original which will be completed at a later date.

7. Confirmation of stay – part 2: 'end'

This document must be completed immediately before your last official day at your host university (international office, registration office or Erasmus Co-ordinator) and confirms the official end of your mobility.

It consists of three sections: The part '**Last academic day**' confirms the end of the academic period of your mobility. This last day can be held online or in physical presence in the host country or online from Germany (last course, lecture, exam). Private activities or holidays after the end of the semester must not be certified!

The section '**Departure**' confirms your departure in person to Germany.

In case of online study the specific dates need to be confirmed in the confirmation of stay – section 'Online Studies' accordingly. Please note that the funding will be finally calculated after your return to Germany and only if the part to 'departure' is filled in by the host university accordingly. **Please note, that we need a confirmation of your departure 'Abreisebeleg' (plane ticket, bus ticket e.g.).** If you want to go on vacation after the end of your academic period of your stay before return to Germany, please use the first document that proves the departure of the place of study.

If you exclusively studied online, or took part in blended mobility make sure to fill in the corresponding sections of the confirmation of stay regarding your online activities. Please take note of the instructions on the back of this document.



DEADLINE: immediately after issue; submit a good quality scan via Mobility Online.

8. European Union online survey

After the end of your stay, you will receive an e-mail from the EU asking you to complete an online survey. This will take approximately 15 minutes.



DEADLINE: please follow the instructions given in the e-mail from the EU and complete the survey online immediately after you have received the e-mail. You do not need to send the online-report to S-International!

If you receive an invitation for an additional survey, please answer the questions within the given deadline.

9. Detailed report

Please use the FAU template in Mobility Online and answer the questions for publication in detail. The reports will be published online with your consent. WiSo students must also submit this

document to the Central Office for International Affairs. After handing in your report, you will have the possibility to download the report via Mobility Online as a pdf.



DEADLINE: within 3 weeks after the confirmed last day; fill in the document in the Mobility Online Portal.

10. Grade transcript (Transcript of Records, Relevé des Notes)

Proof of achievements obtained abroad. This is required from **all** Erasmus students, regardless of whether achievements are to be accredited or not.



DEADLINE: 31.03.2023 for mobilities during the winter semester 2022/23 and 01.09.2023 for mobilities during the summer semester 2023 at the latest; submit a scanned copy of the document via Mobility Online.

II. Important information for students going to Switzerland and the United Kingdom

Switzerland

Due to the result of the referendum on limiting immigration on 9.2.2014, Switzerland's participation in Erasmus+ has been suspended meaning that Switzerland has now the status of an Erasmus partner country instead of a programme country.

As a result, there are two options for funding depending on the exchange agreement:

- Erasmus+ International Mobility: the funding corresponds to the country group 1 of the programme countries. The funding modalities are identical to programme countries, only the upper limit for the maximum duration of funding of 150 or 300 days does not apply.
- SEMP: The Swiss government has set up the Swiss European Mobility Programme (SEMP) as a replacement and the universities will provide funding for participants directly. Please refer to information on this matter provided by your host university.

United Kingdom

From project year 2022, the United Kingdom is no longer a programme country. For specific exchange agreements a funding within Erasmus is still possible in the framework of the Erasmus+ International Mobility programme. The funding corresponds to the country group 1 of the programme countries. The funding modalities are identical to programme countries, only the upper limit for the maximum duration of funding of 150 or 300 days does not apply.



Any questions? Here are the contact details for the Central Office for International Affairs:

Postal address:

FAU Erlangen-Nürnberg
International Affairs (S-International)
Team Mobility
Schlossplatz 4
91054 Erlangen

Visiting address:

Central Office for International Affairs
Helmstr. 1, entrance A (via Einhornstr.)
91054 Erlangen
Germany

Team email address: mobility@fau.de

You will not receive a confirmation of receipt; please do NOT send the same email multiple times.

Open office hours via Zoom: Mo, 9 to 11 am

<https://www.fau.eu/education/advice-and-services/contacts-central-office-for-international-affairs/contacts-for-exchange-students/>

Open office hours: Tue, 1 to 4 pm, Wed and Thu from 9 am to 12 pm, visitor's address see above

Information about the Team of S-International: <https://www.fau.eu/education/advice-and-services/contacts-central-office-for-international-affairs/contacts-for-exchange-students/>

Subject-specific advice: Erasmus Co-ordinators for individual subjects, international offices at the faculties and the accreditation commissioner in your department

Subject to change without notice! Last updated: 20.07.2022



Check list: documents and deadlines

Mobilities in academic year 2022-23

- ☐ **Grant Agreement** original version; deadline: 31.07.2022 (start in winter semester), 01.12.2022 (summer semester)
- ☐ **Safety instruction 'Sicherheitsbelehrung'** via Mobility Online, deadline: 15.07.2022 (start in winter semester), deadline 15.12.2022 (start in summer semester)
- ☐ **Learning Agreement** via Mobility Online; deadline: 15.08.2022 (start in winter semester) 01.12.2022 (start in summer semester)
- ☐ **OLS test part 1** online; within 2 weeks after receiving EU request
- ☐ **Sufficient insurance cover** for your study abroad (see page 1)
- ☐ **Confirmation of stay: Part 1 'Start'** via Mobility Online; immediately after registering in person at your host university or start your online study
- ☐ **Confirmation of travel to the host country 'Einreisebeleg'** via Mobility Online, together with the Confirmation of stay
- ☐ **Sworn declaration for Green Travel** in original together with Grant Agreement or as Scan via Mobility Online, at latest together with your confirmation of departure
- ☐ **If applicable: edited Learning Agreement ('changes')** via Mobility Online; within 5 weeks after the start of the lecture period
- ☐ **If applicable: second Learning Agreement** via Mobility Online, before the beginning of the second semester
- ☐ **Confirmation of stay: Part 2 'End'** via Mobility Online, immediately after the confirmed end of your stay
- ☐ **Confirmation of departure from the host country 'Abreisebeleg'** via Mobility Online together with Confirmation of stay
- ☐ **EU online survey** online, immediately after request from the EU
- ☐ **Report** via Mobility Online; max. 3 weeks after the end of your stay
- ☐ **Transcript Of Records** via Mobility Online; deadline 31.03.2023 (start in winter semester), 01.12.2023 (start in summer semester)

Please note that with your signature on the Grant Agreement you agree to hand in all Erasmus+ documents within the deadlines in order to receive your funding. If you do not commit to the Grant Agreement and do not inform the RIA about your noncompliance, **you will lose your Erasmus spot and will no longer be eligible for an Erasmus grant.** It is essential that you inform the RIA if you cannot meet any deadlines, if your given data changes or if you face any problems. If you do not tell us about your issues, we are not able to help you or to extend your deadlines.

For administrative issues contact your host university or mobility@fau.de.

For study-related issues contact your departmental coordinator at FAU or at your host university.