

Guidelines for nominated ERASMUS students 2018/19 programme Erasmus+ partner countries (non-EU)

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 subject 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, it cannot be guaranteed 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. 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. You should **make sure** that you have the following types of insurance: travel insurance, liability insurance, insurance for accident and severe illness, life insurance which covers appropriate risks (including repatriation).

In addition, you must have valid health insurance for the host country. 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 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 the Central Office for International Affairs (this is possible until September 2019). Please also check your spam e-mail folder regularly as important e-mails from the Central Office for International Affairs or the EU may be there.



Country specific information

Country specific information regarding the current situation in destination countries can be found on the pages of the German Federal Foreign Office in German (<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/reise-und-sicherheitshinweise>). Participants should register on the pages of the Foreign Federal Office of their country especially when travelling to regions with critical travel security. The system for German nationals is called ELEFAND – <https://elefand.diplo.de/elefand-extern/home/login!form.action>



Funding

Your mobility grant is calculated according to the period stated on your grant agreement. It consists of a monthly subsistence grant and a travel grant. At the beginning of your stay abroad and after you have submitted all documents (grant agreement, certificate of enrolment at FAU, learning agreement), 70% of the planned subsistence grant as well as 100% of the travel grant will be transferred to the German bank account stated in your grant agreement. You will receive the remaining 30% (or the new 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 (confirmation of stay, online survey, final written report). In addition, you must also submit a transcript of records (see point II) in order to avoid a request to return the grant.

Grant amounts:

Funding amount: 700 € per month (equivalent to 30 funding days, regardless of whether the calendar consists of 28 or 30 days, i.e. per funding day $700 \text{ €} : 30 = 23,33 \text{ €}$ (rounded up)).

Travel Grant:

Single distance (km) according to EC distance calculator	Flat rates
10 – 99	EUR 20
100 – 499	EUR 180
500 – 1999	EUR 275
2000 – 2999	EUR 360
3000 – 3999	EUR 530
4000 – 7999	EUR 820
8000 or more	EUR 1500



Grants can only be given for the period 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 stay period, it may be shorter. If you receive too much grant money, you are required to return the excess and must return it immediately after you have been requested to do so.



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).



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.

Example: Mobility in Israel from 1 September 2019 to 31 January 2020, i.e. 5 months and 0 funding days or 150 funding days = 3.500€ in total. 2.450€ = 70% (first payment) and 1.050€ = 30% (second payment). However, after the end of the stay abroad, the duration according to the confirmation of stay is now from 1 September 2019 to 23 December 2019, i.e. 113 days in total. The new total grant is $113 \times 23,33\text{€} = 2.636,29\text{€}$. Since 2.450€ were already transferred as the first payment, the second payment is now $2.636,29\text{€} - 2.450,00\text{€} = 186,29\text{€}$ instead of 1.050 € as originally planned.

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



Special funding

Information on additional funding within the Erasmus programme for single parents and students with a degree of disability (Grad der Behinderung – GdB) assessed as at least 30% is available from the Central Office for International Affairs.



Shortening or extending periods spent studying abroad with the Erasmus programme

SHORTENING: an Erasmus stay must last a minimum of 3 months (90 days) and a maximum of 12 months (360 days). Exceptions are made for trimesters or terms lasting less than 3 months, which are offered in some countries. However, this does not automatically mean that you may shorten or extend your stay as you wish, as the key factor is the nomination which you have been given by your Erasmus Departmental co-ordinator at FAU and the Central Office for International Affairs.

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 case there is a valid reason. In this case, please inform your Erasmus co-ordinator at your university, the host university and, in particular, the Central Office for International Affairs in good time.

EXTENDING:

If you have been nominated for one semester and, once you are in the host country, 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 an e-mail application for an extension to the Central Office for International Affairs 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 ('zero grant'). If you extend your stay, you will be provided with an extension to your grant agreement by the RIA. Furthermore, a second learning agreement must be completed and submitted within the deadline.

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 to the RIA. 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 want to or have to withdraw from the Erasmus programme before your departure, you must inform the Central Office for International Affairs immediately and in writing; state your reasons.

If you terminate your Erasmus stay after less than 3 months (90 days) in your host country **without stating a reason**, you must return the full amount of your Erasmus grant you already received. 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, terrorist attack or other situation that puts your safety at risk. If you are not able to inform the RIA 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 LLP 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 subject 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.de/studium/wege-ins-ausland/studieren-im-ausland/anerkennung-von-leistungen/>.



Internships/placements abroad

We recommend the Erasmus+ grant if you are doing a placement/internship (which you have organised yourself) lasting 2 months (60 days) or more. Erasmus grants are not available for shorter placements/internships. There are specific conditions for internships in partner countries. Please see <https://www.fau.de/studium/wege-ins-ausland/praxisaufenthalt-im-ausland/erasmus-praxisaufenthalt-in-partnerlaendern> for more information.



Re-registration and leave

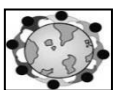
Please do not forget to re-register at FAU for the semesters, which you will be spending abroad. You must be enrolled at your home university in order to take part in the Erasmus programme. In addition, you can request leave for the appropriate semester/year.

The Student Records Office is responsible for this: <https://www.fau.de/studium/wege-ins-ausland/studieren-im-ausland/planung/> → Beurlaubung



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 Euros per month are not included in calculations. More information is available at www.bafög.de.




Helping other Erasmus students

Would you like to meet and help newly-arrived international students at FAU once you have returned? Register for our international buddy programme or for our student initiative FAU Volunteers for Internationals at www.fau.de/studium/aus-dem-ausland-an-die-fau/willkommensangebote-fuer-internationale-studierende/


II. 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 the Central Office for International Affairs. 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 make and keep a copy of all completed and signed forms for yourself.



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. The Central Office for International Affairs will obtain the signature from the FAU Erasmus Institutional Co-ordinator and will send you a scanned copy for your records afterwards. If your bank details change during your stay abroad, please inform us immediately.


 **DEADLINE:** no later than 15 July 2019 for mobility periods starting in the winter semester 2019/20 and 15 December 2019 for mobility periods beginning in the summer semester 2020 (you must submit the original document)

2. Learning agreement


This document lists what you will be studying at your host university. Find out about the courses on offer at your host university before you go and discuss this with your Erasmus subject 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). If your Erasmus subject 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.




The Central Office for International Affairs 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 the FAU template if possible. The learning agreement is on pages 1 to 2 of the template. Page 3 should be used to record any changes that are made to your course programme at a later date. Page 4-5 contains information to help you fill in the document.



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

 **DEADLINE:** pages 1–2 must be submitted no later than **15 August 2019 for mobility periods starting in the winter semester 2019/20** and **15 December 2019 for mobility periods beginning in the summer semester 2020**. If any changes are made, page 3 ('changes') must be submitted with signatures no later than 5 weeks after the start of the lecture period. Documents handed in after the deadline cannot be recognized. For stays lasting one year, a new learning agreement for the second semester (if applicable) must be submitted within the deadline. Please submit a good quality copy of the document via Mobility Online. You should keep the original copy.

3. Confirmation of stay – part 1: 'arrival sheet'

This document must be completed immediately after registering at your host university (international office, registration office or Erasmus co-ordinator) and confirms the official start of your mobility. Please note the instructions on the back of this document. The dates of orientation courses/days may be used as the start date of the mobility period.



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

4. Confirmation of stay – part 2: 'departure sheet'

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. Please note the instructions on the back of this document. You will either be given the approved original document immediately by your host university (this is the preferred option) or your host university will send the original document to the Central Office for International Affairs by post.



DEADLINE: immediately after issue, at latest 3 weeks after the confirmed last day; submit a good quality copy via Mobility Online.

5. 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 any differing 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 submit a copy of this survey to the Central Office for International Affairs.

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

6. Detailed report

Please use the FAU template in Mobility Online and answer the questions for publication detailed (at least 5 sentences per question)! The reports will be published online with your consent. WiSo students must also submit this document to the Central Office for International Affairs.



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

7. 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: by 1 September 2020 at the latest; submit a scanned copy of the document via Mobility Online.



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

Postal address:

FAU Erlangen-Nürnberg
International Affairs
Schlossplatz 4
91054 Erlangen

Visiting address:

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

E-mail: exchange-overseas@fau.de

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

Office hours: Mon, Tue, Thu, Fri: 9 a.m. to 12 p.m. (afternoons by arrangement; closed to students on Wednesdays)

Administrative advice and consultation (general questions, document approval before departure):

Ms. Jasmin Singh, room 1.017 (Africa and Middle East)

Phone: +49 9131 85-65147

Mr. Julius Wiedersich, room 1.013 (Eastern Europe and Russia)

Phone: +49 9131 85-65176

Administrative advice and consultation (administration of documents after the start of your stay and grant administration):

Ms. Petra Welsch, room 2.014

Phone: +49 9131 85-65150

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



Check list: documents and deadlines

Before your departure:

- ☐ **Grant agreement** (original version; deadline: 15 July 2019 (starting in the winter semester) or 15 December 2019 (starting in the summer semester) submitted on.....
- ☐ **Certificate of enrolment at FAU** (Mobility Online; as soon as available) submitted on.....
- ☐ **Learning agreement** (Mobility Online; deadline: 15 August 2019 (starting in the winter semester) or 15 December 2019 (starting in the summer semester) submitted on.....

After your departure to the host university:

- ☐ **Confirmation of stay: 'arrival sheet'** (Mobility Online; immediately after registering in person at your host university) submitted on.....
- ☐ **Edited learning agreement ('changes')** (Mobility Online; within 5 weeks after the start of the lecture period) submitted on.....
- ☐ **(if applicable) Second certificate of enrolment at FAU and/or Second Learning Agreement (summer semester 2020)** (Mobility Online, as soon as available) submitted on.....

After your return:

- ☐ **Confirmation of stay: 'departure sheet'** (Mobility Online, immediately after the confirmed end of your stay) submitted on.....
- ☐ **EU online survey** (online; immediately after request from the EU) submitted on.....
- ☐ **Report** (Mobility Online; max. 3 weeks after the end of your stay) submitted on.....
- ☐ **Grade transcript (Erasmus and SEMP)** (Mobility Online; no later than 1 September 2020) submitted on.....

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 issues with Mobility Online contact support-mobility-online@fau.de

For administrative issues contact your host university or exchange-overseas@fau.de

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