



# Guidelines for nominated Erasmus students in programme countries (Europe)

## - Mobilities beginning in summer semester 2022 –

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 the 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](http://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 2022). 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 maximum 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 period stated on your Grant Agreement – depending 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 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. In addition, you must also submit a Transcript of Records with a minimum of 10 ECTS per semester (see point II) in order to avoid a request to return the grant.

### Grant amounts:

**Country group 1:** 450 Euros per month (15 Euros per day)

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

**Country group 2:** 390 Euros per month (13 Euros per day)

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

**Country group 3:** 330 Euros per month (11 Euros per day)

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

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 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.

According to EU regulations, for the purposes of grants, one month is taken to mean 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.**

Example: Mobility in Spain from 1 September 2021 to 31 March 2022, i.e. 7 months. The grant is calculated for 5 months for a physical stay of one semester, i.e. 150 days. 150 x 13 Euros (group 2) = 1950 Euros in total. 1365 Euros = 70% (first payment) and 585 Euros = 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 2021 to 23 January 2022, i.e. 143 days in total. The new total grant is 143 x 13 = 1859 Euros. Since 1365 Euros were already transferred as the first payment, the second payment is now 1859 – 1365 = 494 Euros instead of 585 Euros 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 also allowed to accept an 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 or train, you are eligible to apply for a travel lump sum of 50 Euros 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.



### Special funding

Information on additional funding within the Erasmus programme for parents and students with a degree of disability (Grad der Behinderung – GdB) assessed as at least 20 as well as chronic diseases is available from S-International.



### 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 which you have been given 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:

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 extension to S-International 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 S-International. 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 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 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

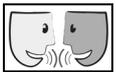
You may go abroad with the Erasmus programme (for study and/or placements/internships) during each phase of study, i.e. during your Bachelor's degree, Master's degree and PhD, for a maximum of 12 months. In certain degree programmes (Lehramt,

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 linguistic support courses (OLS courses) in several languages (currently BG, CZ, DK, EN, ES, EST, FI, FR, GR, HR, HU, IT, LV, LT, MT, NL, PL, PT, RU, SE, SK and SLO). The licences for participation in the courses are distributed by S-International based on the OLS language test result (see point II). Please be informed that not every student can receive a licence.



### **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 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 Euros per month are not included in calculations. More information is available at [www.bafög.de](http://www.bafög.de).

## **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](http://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”)!  
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 01.12.2021 for mobility periods starting in the summer semester 2022 (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](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/nCoV_node.html))

On Mobility Online you can download the form for safety instructions. 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.

Please send us this document with your original signature via post or hand it in personally.



DEADLINE: 01.12.2021 for mobility periods starting in the summer semester 2022

## 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 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: **01.12.2021 for mobility periods starting in the summer semester 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 EU Online Linguistic Support (OLS) asking you to participate in the test. This is an online language test which consists of two parts: part 1 to be completed before the mobility and part 2 to be completed after the mobility. Neither your FAU Departmental Co-ordinator nor your host university will receive the result. At the moment the test is available for these languages: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish Gaelic, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish. The Central Office for International Affairs decides which language you will be tested on. After completing the test you will receive an automatic confirmation of the level achieved. This is not an official language certificate and cannot be used as such. It is only meant for your personal records.



**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.

After completing the test (part 1) some students will receive a licence for a free voluntary online language course via e-mail (see information under point 1).

#### 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. If at least one of your travel journeys (arrival and/or departure) takes place by bus or train, you are eligible to apply for this travel subsidy. Please fill in the declaration truthfully and hand it in together with your travel proofs. 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. The latest possibility is to hand it in together with the proof of your departure journey.

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

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. 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. The first official day can be held online or physically in the host country or online from Germany. The first official event at the host university may be confirmed in this section (Welcome event, courses, starting of lecture e.g.)

In the part ‘**Arrival**’ your host university must confirm your physical ARRIVAL to the host county.

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 copy via Mobility Online. You should 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.

The part '**Last academic day**' confirms the end 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.)

Please take note of the instructions on the back of this document.

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

### 8. OLS test – part 2: 'after the mobility'

This is part 2 of the OLS test and is to be completed after the mobility. The regulations listed under point 3 also apply here. Please do not forget to update your end date on the OLS Webpage. Please note that students who achieved a level of C2 in the first test will not receive an invitation for test 2.

 DEADLINE: within 1 month after receiving the e-mail request; the test must be completed online. The test lasts approximately 40-50 minutes. Please use headphones so that you can hear the audio parts well.

### 9. 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.

If you receive an invitation for an additional survey, please answer the questions within the given deadline. You do not need to send the online-report to S-International!

### 10. Detailed report

Please use the FAU template in Mobility Online and answer the questions for publication detailed. 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.

### 11. 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 March 2022 for mobilities during the winter semester 2021/22 and 1 September 2022 for mobilities during the summer semester 2022 at the latest; submit a scanned copy of the document via Mobility Online.

### III. Important information for students going to Switzerland (SEMP)



Due to the result of the referendum on limiting immigration, Switzerland's participation in Erasmus+ has been suspended and we cannot provide you with an Erasmus grant.

The Swiss government has set up the Swiss European Mobility Programme (SEMP) as a replacement and will provide funding for participants in the programme. Please refer to information on this matter provided by your host university. The same regulations explained in these guidelines apply to students in Switzerland with the following **four exceptions**: 1) You are not required to submit a grant agreement. 2) You are not required to submit a learning agreement. 3) You do not have to take the OLS test. 4) You are not required to complete an EU online survey.



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

**Postal address:**

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

**Visiting address:**

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

**Team e-mail-address: [mobility@fau.de](mailto:mobility@fau.de)**

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

**Visiting hours:** Tue 1 pm to 3 pm, Wed and Thu: 9 am to 12 pm (in presence of via zoom, depending on the pandemic situation; please check the website for reference)

Information about the Team of S-International: [https://www.fau.de/education/beratungs-und-servicestellen/referat-fuer-internationale-angelegenheiten/austauschstudierende/#collapse\\_0](https://www.fau.de/education/beratungs-und-servicestellen/referat-fuer-internationale-angelegenheiten/austauschstudierende/#collapse_0)

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: 24.11.2021



## Check list: documents and deadlines

### - Mobilities beginning in summer semester 2022 -

- Grant Agreement (Erasmus)** (original version; deadline: 01.12.2021 (starting in the summer semester))
- Safety instruction `Sicherheitsbelehrung`** (original version; deadline: 01.12.2021 (starting in the summer semester))
- Learning Agreement (Erasmus)** (Mobility Online; deadline: 01.12.2021 (starting in the summer semester))
- OLS test part 1 (Erasmus)** (online; within 2 weeks after receiving EU request)
- Sufficient insurance cover** for your study abroad (see page 1)
- Confirmation of travel to the host country `Einreisebeleg`** (together with Confirmation of stay)
- Sworn declaration for Green Travel (Erasmus)** (in original, latest together with your proof of departure)
- Confirmation of stay: Part 1 'Start' (Erasmus and SEMP)** (Mobility Online; immediately after registering in person at your host university or start your online study)
- Edited Learning Agreement ('changes') (Erasmus, if applicable)** (Mobility Online; within 5 weeks after the start of the lecture period)
- Second Learning Agreement (if applicable)** (Mobility Online, before the beginning of the second semester)
- Confirmation of stay: 'End' (Erasmus and SEMP)** (Mobility Online, immediately after the confirmed end of your stay)
- Confirmation of departure from the host country `Abreisebeleg`** (together with Confirmation of stay)
- OLS test part 2 (Erasmus)** (online; within 1 month after receiving EU request)
- EU online survey (Erasmus)** (online, immediately after request from the EU)
- Report (Erasmus and SEMP)** (Mobility Online; max. 3 weeks after the end of your stay)
- Grade transcript (Erasmus and SEMP)** (Mobility Online; no later than 1 September 2022)

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](mailto:support-mobility-online@fau.de).

For administrative issues contact your host university or [mobility@fau.de](mailto:mobility@fau.de).

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