

## Guidelines for nominated Erasmus+ program students

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

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## A. General information for all mobilities

### 1. Application and enrollment at the partner university

After the successful application and nomination through the Erasmus departmental coordinator, you must apply to the partner university within a certain period of time. There is often information about this on the homepage of the partner university or it will be sent to you by e-mail. Make sure you meet the deadlines for submitting the entry forms! If you miss the application deadlines, participation in the Erasmus program cannot be guaranteed! Stay in touch with the partner university to clarify questions/appointments regarding travel, accommodation, course selection, enrollment, orientation weeks, etc.

### 2. Tuition fees at the host university

Studying abroad as part of the Erasmus+ program at a partner university entails a tuition fee waiver at the target university. However, there may be administrative or other fees that you have to pay for yourself. You also bear all other costs such as travel expenses, living expenses, etc. yourself.

### 3. Accommodation

Participation in the Erasmus+ program does not guarantee that accommodation will be provided. So you have to look for accommodation yourself – either in a hall of residence at the partner university or on the free housing market in the respective city. You can usually find information about this on the homepage of the partner university. Please note that in various regions - especially large cities - the housing situation is very tense and there is an acute shortage of accommodation. It is therefore important to take care of this necessity at an early stage!

### 4. Insurance

There is **no insurance cover** associated with an Erasmus mobility grant. Neither the European Union (EU) nor Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU) are liable for damages arising from illness, death, accident, personal injury, loss of or damage to property in connection with your stay abroad. You must ensure that you have adequate insurance cover yourself and confirm this by signing the financial contract "Grant Agreement".

You **must have health insurance** that is valid in the host country.

- Students under German statutory insurance:  
The "European Health Insurance Card (EHIC)" is valid in all EU countries as well as Liechtenstein, Norway, Iceland and Switzerland. You can obtain an EHIC from your statutory health insurance company. You can tell whether you already have an EHIC by looking at the EU asterisk on the back of your health insurance card. You can find further information under:

<https://ec.europa.eu/social/main.jsp?catId=559&langId=en>

For all other countries, private international health insurance must usually be taken out.

- Students under private insurance:  
Privately insured persons should contact their health insurance company in due time before departure to inquire about the scope of the insurance cover.

You should have the following insurance policies in addition to your health insurance: **travel insurance, liability and accident insurance and, if necessary, supplementary private health insurance.**

Please inquire to what extent rescue, search and return transport costs are covered. As a participant in the Erasmus study exchange program, you also have the option of being included in the group insurance of the DAAD and thus acquiring comprehensive insurance cover

(<https://daad.de/versicherung>).

## 5. Contact details & spam folder

Please report any changes to your personal contact details (address - semester and home address, telephone, e-mail, emergency contact, account details) to the Central Office for International Affairs in the Presidential Staff (S-International) immediately, even if the mobility has ended, but documents have not yet been submitted in full or have not been processed by S-International (this is possible until September 2024)! Please also check your spam folder regularly, as important e-mails from S-International or the EU could end up there!

## 6. Passport and identity card

Please take care of travel documents in good time. A passport is required for travel to non-EU countries! If you do not yet have a passport, please apply for one as soon as possible. If you already have a passport, please check its validity.

You should also be in possession of a valid identity card when entering an EU country. Please check the validity and reapply if necessary.

Travel documents often have to be valid for at least 6 months upon entry (in many countries even longer).

## 7. Visa

Please find out in good time on the websites of the relevant consulates/embassies whether you need to apply for a visa for your stay in the destination country. If so, please apply for it by yourself and in good time at the appropriate embassy/consulate. Please consider that the processing times are often very long, at least 6-8 weeks.

## 8. Shortening or extending of the Erasmus+ study stay

An Erasmus student mobility must last at least 2 months (60 days, whereby the EU calculates each month to be 30 days worth) and may not exceed 12 months (360 days) in the target country. Please note that two trimesters abroad correspond to one FAU semester and you will therefore only receive funding for one FAU semester!

However, this does not automatically mean that you can shorten or lengthen your stay as you wish, because the nomination made by the Erasmus departmental coordinator: in the FAU and S-International is relevant.

- Shortening your stay:
  - If you are nominated for a whole year and decide to stay for only one FAU semester, this is possible in well-founded cases. In this case, please inform your local Erasmus departmental coordinator, the host university and especially S-International in good time.
  
- Extending your stay:
  - Monthly or daily extensions
    - If you need to extend your study period abroad for academic reasons by a few days or weeks beyond the end date specified in the grant agreement, you must submit an application for an extension to S-International via Mobility Online. This must be submitted at least one month before the originally planned end date of the stay, otherwise only the date in the Grant Agreement can be recognized as the official end date. You can apply for an extension as part of our query about the dates of your stay towards the end of your mobility.
  
  - Semester extensions
    - If you have been nominated for one semester and decide on site that you would like to extend your stay by another semester, this is only possible from the winter to the following summer semester, but not from the summer to the following winter semester. Please contact us by e-mail in good time so that the application for an extension can be provided in Mobility Online. The application must be submitted to S-International at least one month before the end of the originally planned stay. However, an extension of the length of stay does not mean an automatic extension of the scholarship. The latter will be decided on the basis of the available funds (possibly “zero grant”)! In the event of an extension by another FAU semester, S-International will create an addendum to the Grant Agreement. Furthermore, a second learning agreement for the following semester must be completed in good time.

## 9. Withdrawal or cancellation of studies

If you want to/have to withdraw from your Erasmus study place before you leave, you must notify S-International and your Erasmus coordinator at FAU immediately and justify this in writing.

If you cancel your Erasmus study stay **without justification** after less than 2 months (60 days) in the host country, the entire Erasmus grant paid out up to that point must be repaid. Cancellation of the stay due to illness or force majeure can only be funded if a medical certificate is available or if the continuation of your stay poses a safety hazard due to natural disasters, terrorist attacks, pandemics or similar. If you are not able to inform S-International yourself, please ensure that someone else reports to us on your behalf instead.

## 10. Required Documents

**A mandatory prerequisite for participation in the Erasmus program is the timely submission of all required documents and compliance with the program specifications with regard to documents (e.g. transcript of records).** These must also be submitted for mobilities without funding ("Zero Grant")! If you do not submit the documents listed under point E (checklist) or do not submit them by the deadline, you may not take up the Erasmus study place and lose your entitlement to Erasmus funding or your Erasmus study place! Any funding already paid out must be reimbursed in this case.

## 11. Multiple participations in the Erasmus program

Students can take part in the Erasmus program more than once. You have 12 months of mobility (study and/or internships) at your disposal for each phase of study (BA – MA – PhD). This corresponds to a maximum of  $3 \times 12 = 36$  months (360 days). Students whose courses are not divided into bachelor's and master's degrees (state examination, diploma) can also take advantage of multiple funding from Erasmus+: You have 24 months (720 days) of mobility (study and/or internship) at your disposal until you complete your degree.

## 12. Recognition of academic achievements

The Erasmus program ensures that academic achievements at the host university can be recognized at the home university. You must apply for recognition yourself. The respective chairs/departments along with the responsible examination office are in charge of this. It is strongly recommended that you talk to your Erasmus departmental coordinator, the recognition officer and the teachers involved about your study plan abroad before you leave. This is to clarify in advance whether what you plan to do abroad (e.g. exams, length of term papers, etc.) can be recognized at FAU. The agreements must be documented in writing in the Learning Agreement! For information see:

<https://www.fau.eu/education/international/going-abroad/studying-abroad/accreditation-of-achievements/>

### 13. EU Online Language Courses - Online Language Support (OLS)

As part of the Erasmus+ program, participating students have the opportunity to learn languages and improve language skills in the language in which they study abroad or do their internship abroad via Online Language Support (OLS) on the EU Academy platform. More than 24 languages are currently available at different learning levels. Several languages can also be learned at the same time via the OLS platform. There is no limit to the number of languages and learning units.

### 14. Re-registration and leave of absence

Please do not forget to re-register at FAU for the semesters that you are spending abroad. Participation in the Erasmus program requires enrollment at your home university!

You can take a leave of absence for the duration of your stay abroad. Advantage: the standard period of study remains the same, because semesters which you spend on leave count as university semesters, but not as study semesters. Disadvantage: You cannot take part in any examinations (except repeat exams) in Erlangen/Nuremberg that take place in the German semester for which you are on leave (note: keep the different semester times abroad in mind!). Abroad, on the other hand, you can of course take regular exams and have your achievements recognized at FAU afterwards.

Special regulation: if you are prevented from taking part in the regular examinations at FAU due to early semester start abroad, in some cases in consultation with the FAU examinations office you can take the missed examinations as first attempts in the next semester that you spend at FAU, even if you would technically be on leave due to the different semester times. Please visit the responsible examination office and clarify this option!

Failed exams must always be repeated at the earliest possible date, regardless of whether you are on leave or abroad. If you want to postpone the repeat date until after the stay abroad, you must become active yourself and try to arrange a postponement of the examination date with the examination office.

Please apply for a leave of absence from the student administration before the start of lectures in the semester to be granted leave of absence. More information at:

[https://www.fau.de/fau/rechtsgrundlagen/regelungen-zum-studium/#collapse\\_2](https://www.fau.de/fau/rechtsgrundlagen/regelungen-zum-studium/#collapse_2)

<https://www.fau.eu/education/advice-and-services/student-records-office/>

### 15. BAföG abroad

You can apply for BAföG for your Erasmus stay abroad, even if you are not currently receiving national BAföG in Germany. The EU grants remain exempt from offsetting up to a specified amount. You will receive a corresponding certificate for submission to the authorities via Mobility Online. Information at: <https://bafög.de>

## 16. Further mobility opportunities within the framework of the Erasmus program

As part of the Erasmus+ program, students not only have the opportunity to study abroad, but also to complete a self-organized internship abroad, to complete a teaching assistantship or spend part of their practical year abroad, or do the practical part of the final thesis abroad and receive Erasmus+ funding once more under these circumstances.

The study visit must not take place at the same time as the internship, but must be completed first or begin thereafter. The duration of the internship will count towards the possible total funding period or maximum Erasmus period per study cycle. More information at:

<https://www.fau.eu/education/international/going-abroad/internships-and-placements-abroad/>



## B. Financial Support

Unless otherwise agreed for reasons of capacity, other funding or insufficient funds (status "Zero Grant"), you will receive limited financial support within the framework of the Erasmus+ program for the academic period that you physically spend abroad which is officially confirmed by the host university.

The **maximum** funding amount and its composition will be determined in a funding agreement ("Grant Agreement") before you begin your stay abroad.

The final funding amount will only be determined and calculated after your return from abroad (see "Confirmation of Stay")!

The funding is paid in two installments. If the first payment you receive is defined as "too high" after relevant documents have been submitted a sum can be reclaimed and must be paid back immediately upon request. You will receive the second installment after your mobility has ended.

Please note:

- According to EU guidelines, a month has exactly 30 days for the calculation of the grant, regardless of whether it actually consists of 31, 28 or 29 days.
- No funding can be paid for periods before and after the study visit (e.g. while you're looking for an apartment or traveling) or for online studies from Germany (or any other country other than the host country)!
- Students who receive funding from other organizations (e.g. DFH, Begabtenförderung, Studienstiftung, etc.) must check with their scholarship provider whether they can also claim the Erasmus study abroad grant.

## 1. Funding for mobility in Erasmus+ program countries

- Composition of funding:

Base grant + Green Travel Grant (if applicable) + Top Up (if applicable)

- Estimated amount of funding:

<b>Country Group 1</b>	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden	600 Euro/month	20 Euro/day
<b>Country Group 2</b>	Belgium, Cyprus, France, Greece, Italy, Malta, Netherlands, Austria, Portugal, Spain	540 Euro/month	18 Euro/day
<b>Country Group 3</b>	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	490 Euro/month	16,33 Euro/day

- Calculation of the subsidy:

The exact amount of funding is currently **calculated exactly by day to a maximum of 4 months (120 funding days) for one FAU semester and 8 months (240 funding days) for 2 FAU semesters** (excluding any extra Green Travel days). The sum specified in your grant agreement corresponds to the **maximum possible** grant amount. However, **your actual amount of funding depends on the actual length of time** you are physically present at the host university and therefore often deviates from the maximum funding amount specified in the grant agreement (see point C, documents to be submitted).

At the beginning of the physical stay abroad and after submitting the documents specified in Art. 4.1 of the Grant Agreement, you will receive 70% of the maximum amount specified in the German account specified in the Grant Agreement. You will only receive the calculated remaining amount (see example below) after the end of your stay abroad and submission of the documents specified in Article 4.2 of the Grant Agreement.

- Green Travel Grant:

If you travel abroad the “green” way for **at least one entire way**, i.e. environmentally friendly by bus or train, ferry or as a carpool in a car, you can apply for a one-off travel allowance of 50 euros.

No Green Travel subsidy can be granted for (even partial) travel by airplane.

Any additional travel days (max. 2 for each outward and/or return journey, max. 4 in total) are also eligible for funding according to the daily rate of the respective country group and

will be charged separately.

To apply for funding, please submit the declaration of honor that you received with the grant agreement at the end of your stay abroad together with the confirmation of stay.

- Calculation example:

Destination country: Spain → Country group 2 = 540 €/month (18 €/day)

Planned study period according to the grant agreement:

01. September 2023 – 31. March 2024 → 7 months (= 210 days according to EU calculation)

**Maximum funding period:** 4 months (= 120 funded days) + 4 Green Travel days = **124 days**

**Maximum possible funding amount:** 124 days x 18 €/day = 2232.00 €

2232.00 € + 50.00 € Green Travel subsidy = **2282.00 € (≅ 100%)**

**1. Payout rate: 1597.40 € (≅ 70%)**

However, after the end of the stay abroad the actual duration of the physical stay is as follows according to the confirmation of stay:

01. September 2023 – 20. December 2023 = 110 funded days

Arrival & departure by plane → 0 travel days under Green Travel, therefore 0.00 € Green Travel subsidy

**Actual total funding amount:** 110 funding days x 18 €/day = 1980.00 €

→ **Remaining rate for second payment:** 1980.00 € - 1597.40 € = **382.60 €**

## 2. Funding for mobility in Switzerland and the United Kingdom (International Mobility (IM), Region 14)

- Particularities about Switzerland:
 

Due to the result of the referendum on 09. February 2014, the EU Commission has suspended the conclusion of the participation agreements with Switzerland in Erasmus+ until further notice. This means that Switzerland has the status of a partner country, but not a program country. As a result, there are two funding options depending on the exchange agreement concluded.

  - **Erasmus+ International Mobility (IM)**
  - **SEMP:** Swiss universities have created an "alternative program" called the Swiss European Mobility Program, through which mobility in Switzerland is funded directly by the Swiss host university. You can find out the exact amount of funding from your host university.
- Particularities about the United Kingdom:
 

The United Kingdom has not been a program country since the 2022 funding year. However, Erasmus funding via Erasmus+ International Mobility is still possible for selected Erasmus exchange contracts

- Composition of funding:

Base grant + Green Travel Grant (if applicable) + Top Up (if applicable)
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- Estimated amount of funding:

United Kingdom, Switzerland	600 Euro/month	20 Euro/day
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- Calculation of the subsidy:

The exact funding amount is calculated to the day (excluding any extra Green Travel days). There is no upper limit for the maximum funding period. The sum specified in your grant agreement corresponds to the planned grant amount. However, your actual amount of funding depends on the actual length of time you are physically present at the host university and therefore often differs from the amount of funding specified in the grant agreement (see point C, documents to be submitted).

At the beginning of the physical stay abroad and after submitting the documents specified in Art. 4.1 of the Grant Agreement, you will receive 70% of the maximum amount specified in the Grant Agreement to your German bank account. You will only receive the calculated remaining amount (see example below) after the end of your stay abroad and submission of the documents specified in Article 4.2 of the Grant Agreement.

- Green Travel Grant:

If you travel abroad the “green” way for **at least one entire way**, i.e. environmentally friendly by bus or train, ferry or as a carpool in a car, you can apply for a one-off travel allowance of 50 euros.

No Green Travel subsidy can be granted for (even partial) air travel.

Any additional travel days (max. 2 for each outward and/or return journey, max. 4 in total) are also eligible for funding according to the daily rate of the respective country group and will be charged separately.

To apply for funding, please submit the declaration of honor that you received with the Grant Agreement at the end of your stay abroad together with the confirmation of stay.

- Calculation example:

Destination country: United Kingdom → Country group 1 = 600 €/month (20 €/day)

Planned study period according to the Grant Agreement:

01. September 2023 – 31. January 2024 → 5 months ( $\cong$  150 days according to EU calculation)

**Planned funding period:** 5 months (= 150 funded days) + 4 Green Travel days = **154 days**

**Planned funding amount:** 154 days x 20 €/day = 3.080.00 €

3080.00 € + 50.00 € Green Travel subsidy = **3130.00 € ( $\cong$  100%)**

**1. Payout rate: 2191.00 € ( $\cong$  70%)**

However, after the end of the stay abroad the actual duration of the physical stay is as follows according to the confirmation of stay:

05. September 2023 – 23. December 2023 = 109 funded days

Arrival & departure by train and ferry → 2 travel days under Green Travel, therefore 50.00 €

Green Travel subsidy → total funded days rise to 111 days

**Actual total funding amount:** 111 funding days x 20 €/day = 2220 € + 50 € = 2270.00 €

→ **Remaining rate for second payment: 2270 € - 2191 € = 79.00 €**

### 3. Funding for mobility in so-called Erasmus+ partner countries: International Mobility (IM), partner countries

The basis is an existing Erasmus exchange contract with a specific university. The FAU has applied for funds for 2023/24, but will only find out in July 2023 whether these have been approved.

- Composition of funding:

Base grant + Travel Grant + Green Travel Grant (if applicable) + Top Up (if applicable)

- Estimated amount of funding:
  - Base grant:

<p><b>Currently: Cuba, Dominican Republic, Haiti, Iran, Israel, Palestine, New Zealand, South Africa</b></p> <p>Applicable depending on approval by the EU: Australia, Bosnia and Herzegovina, Egypt, Jordan, Lebanon, Malaysia, Morocco, Nepal, Singapore, Tunisia, Thailand, Ukraine</p>	700 Euro/month	23,33 Euro/day
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- Travel Grant:
 

Travel costs are subsidized depending on the real distances (one way) between the starting point and destination of the mobility, which are determined uniformly throughout Europe using the following calculation tool:

<https://erasmus-plus.ec.europa.eu/de/resources-and-tools/distance-calculator>

The following lump sums are paid:

One-way distance (in km) according to the EU distance calculator	Travel rate	Green Travel rate
10-99 km	20 €	-
100-499 km	180 €	210 €
500-1999 km	275 €	320 €
2000-2999 km	360 €	410 €
3000-3999 km	530 €	610 €
4000-7999 km	820 €	-
8000+ km	1500 €	-

- Green Travel rate  
For trips with a lower-emission means of transport (e.g. bus, train, car pool, ferry or combination thereof), the higher flat-rate travel expenses listed above can be paid for "Green Travel" and, depending on the days actually required, between 2-4 travel days can be offset against the total funding period.
- Calculation of the subsidy:  
The mobility grant is calculated for the period specified in the Grant Agreement. It consists of a monthly residency grant and a one-off travel allowance. The exact amount of funding may deviate from the funding amount specified in the Grant Agreement - depending on the actual length of the period of physical presence in the host country (see point C, documents to be submitted).  
At the beginning of the physical stay abroad and after submitting the following documents (Grant Agreement, Learning Agreement, Confirmation of Stay: part 1 - Arrival), you will receive 70% of the planned residency grant and 100% of the planned travel grant to the German bank account specified in the Grant Agreement. Only after the end of your stay abroad and submission of the following documents (Confirmation of Stay, online survey, experience report) will you receive the remaining 30% or the newly calculated remainder (see example below). In addition, you must submit a Transcript of Records to avoid reclaims.
- Calculation example:  
Destination country: Israel → Base Grant: 700 €/month (23,33 €/day) & Travel Grant: 360 €  
Planned study period according to the Grant Agreement:

01. September 2023 – 31. January 2024 → 5 months ( $\cong$  150 days according to EU calculation)

**Planned funding period: 150 funded days**

**Planned funding amount:** 150 days x 20,33 €/day = 3.500.00 € ( $\cong$  100%)

3500.00 € + 360.00 € Green Travel subsidy = **3860.00 €**

**1. Payout rate: 2810.00 € ( $\cong$  70% of base grant ( $\cong$  2450.00 €) + 360 € Travel Grant)**

However, after the end of the stay abroad the actual duration of the physical stay is as follows according to the Confirmation of Stay:

01. September 2023 – 23. December 2023 = 113 funded days

**Actual total funding amount:**

113 funding days x 23,33 €/day = 2637.00 € (rounded) + 360.00 € = **2.997.00 €**

→ **Remaining rate for second payment: 3.860.00 € – 2.997.00 € = 187.00 €**



#### 4. Other possible grants/Top Ups (applies to all mobilities)

Under certain conditions, a top up for students with **fewer opportunities** can be applied for within the framework of the Erasmus program. The individual basic Top Ups cannot be combined with one another and are billed on a daily basis at the end of the mobility period.

##### i. Basic Top Ups

- Basic Top Up (fixed rate) for disability and chronic illness (250 €/month)

You can apply for this Top Up if you have a degree of disability of at least 20 or if you have a chronic illness that will result in **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.

- Basic Top Up (fixed rate) for Erasmus studies with child/children (250 €/month)

You can apply for a Top Up for Erasmus+ studies with children if you would like to take your own child(ren) with you to study abroad. Please note that you must submit the birth certificate(s) of the child(ren) you are taking with you to S-International upon request. S-International can also – as specified within EU regulations – request additional documents.

- Top Up for first generation students (250 €/month)

First-generation students can apply for the Top Up if ALL of the following criteria are met: Both parents or both (former legal guardians) caregivers of the student (hereinafter referred to as "parents") have not obtained a degree from a university or university of applied sciences.

The following additional conditions apply with regard to parents:

- A degree from a university of cooperative-education that leads 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).
- An academic degree completed by the parents abroad which is not recognized as such in Germany (e.g. physiotherapy), is considered an academic degree within the framework of Erasmus eligibility and can therefore not be funded.

- Top Up for working students (250 €/month)

Working students can apply for the Top Up if ALL of the following criteria are met:

- You have worked continuously for at least 6 months prior to your Erasmus application at your FAU department
- Until the start of the mobility, the employment is continued without gaps

- During the mobility, the activity is discontinued or it is paused for the entire period of stay, and is not taken up online from the destination country
- The monthly net income is above 450 and below 850 Euro throughout the whole 6 months period up until the beginning of your mobility.

## ii. Higher Rate Top Ups – Real Cost Proposals

Special funding as an independent application (long application) for students

- in case of disability or chronic illness

The home university can submit a personal application for recipients with a grade of disability of at least 20 or chronic illness in order to cover the additional costs incurred by the stay abroad of a maximum of 15000 Euro per semester and 30000 Euro per academic year and per mobility.

Please note that only **additional** costs can be taken into account which

- are not covered by national bodies (integration offices, health insurance companies, regional associations, social welfare offices, student unions)
- you can prove incur as a result of your stay abroad. These include for example additional flight costs and costs for the accommodation of accompanying assistants or for accessible accommodation

The application must be submitted at least two months before the start of the mobility. For this reason, students should **contact us immediately** if the additional costs related to being abroad are not covered by the fixed, basic monthly Top Up. Applying for these special funds takes a lot of time. After the end of your stay abroad, a final settlement will be issued. You must submit receipts (invoices) to your home university in order to have all costs covered. In addition, an informal report on your experience must be prepared and submitted to your university.

- for Erasmus studies with child/children

Students and graduates who are funded for studying abroad via Erasmus+ and who travel abroad with their child/children and who incur expenses which are not covered by the fixed, basic monthly Top Up. You can apply at your home university for additional funding of usually a maximum of 15000 Euro per semester and 30000 Euro per academic year. Please note that only **additional** costs can be taken into account that

- are not covered by national bodies (integration offices, health insurance companies, regional associations, social welfare offices, student unions)
- you incur as a result of the stay abroad for your children. These include for example travel expenses for children or childcare costs

The application must be submitted at least two months before the start of the mobility. For this reason, students should contact us immediately if the additional costs related to being abroad are not

covered by the fixed, basic monthly Top Up. Applying for these special funds takes a lot of time. After the end of your stay abroad, a final settlement will be issued. You must submit receipts (invoices) to your home university in order to have all costs covered. In addition, an informal report on your experience must be prepared and submitted to your university.

**ATTENTION:**

**Please note that when you apply for top ups or the Green Travel grant, you confirm the existence of supporting documents** (informal details of parents' educational certificates, parent's declarations on their honor, salary slips, tax returns, receipts, etc.) **and give your consent to submitting all of these at the request of S-International. You are obliged to keep the documents for a period of at least five years until after the end of your stay abroad.**

## C. Documents to be submitted

All documents are intended for S-International. Please upload documents that are to be submitted digitally to the Mobility Online platform. Documents that are to be submitted as physical originals must be submitted in person or by post (see end of guide for contact details).

To be on the safe side, please make a copy of all completed and signed forms for your own records.

**All documents must also be submitted for mobilities without funding ("Zero Grant")!**

"Zero Grant" students (all students who do not receive an Erasmus grant for their stay abroad and go abroad on a so-called "Zero Grant") are still obliged to submit all required documents. Even if you do not receive Erasmus funding, you are using an Erasmus study place and are therefore a participant in the program and must meet all the requirements.

**If you do not submit the documents listed below in full or do not submit them by the appropriate deadline, you will not be allowed to take on the Erasmus study place and will lose your claim to Erasmus+ funding or Erasmus+ study place!**

### 1. Grant Agreement

This agreement declares the amount and the conditions of the Erasmus funding. You must personally sign the document and return the original document physically to S-International. S-International will provide the signature of the FAU Erasmus university coordinator and upload a scan of your final copy of your Grant Agreement in Mobility Online.

If your bank details change during your stay abroad, please let us know immediately!

DEADLINE for **physical submission** of the original copy of the Grant Agreement:

Mobilities starting in the winter semester 2023/24:	<b>31. July 2023</b>
Mobilities starting in the summer semester 2024:	<b>01. December 2023</b>

### 2. Safety briefing

You should inform yourself on the current state of your destination country as early as in the planning phase of your stay abroad. Please check for any major political/economical/health and safety updates regularly. Take safety instructions and travel warnings under advice. We would like to point out that health and safety are the top priority. Therefore, before starting your journey, please inquire about the security situation and check the entry regulations of your destination country.

Please ensure that your health insurance in the destination country is sufficient and also covers any pandemic-related issues. If necessary, please sign up on the crisis prevention list of the Federal Foreign Office before traveling abroad: <https://krisenvorsorgeliste.diplo.de/signin>

You will receive an e-mail from S-International with travel and safety information in good time before your stay. Please read the information in the e-mail carefully. At the same time, a questionnaire will be activated for you in Mobility Online, which you must fill out. By completing the questionnaire, you confirm that you have personally researched the security situation in the destination country and that you are going abroad at your own risk.

DEADLINE:

Mobilities starting in the winter semester 2023/24:	<b>15. July 2023</b>
Mobilities starting in the summer semester 2024:	<b>15. December 2023</b>

### 3. (Digital) Learning Agreement (LA) – program countries

The (Digital) Learning Agreement is a list of your personal study program at the host university. At the same time, it also allows for the recognition of the selected host university courses at FAU after the end of your stay abroad. Please research the courses offered at the host university and discuss the recognition of those courses towards your studies at FAU with the responsible Erasmus departmental coordinator and/or recognition officer at FAU in advance. It is recommended that you pursue taking around 20-30 ECTS per semester.

**The completion of 10 ECTS per semester is mandatory for funding! Please note that at least half of your ECTS have to be obtained in subject-related courses of the department that you are going abroad through.**

Should your Erasmus departmental coordinator at FAU or at your host university require more ECTS per semester, then you will need to choose courses to their extent.

If you have also concluded a faculty learning agreement (e.g. WiSo-LA) and refer to it in Table B, then you have to provide this document along with the Erasmus Learning Agreement via Mobility Online.

Please note that:

- S-International is not authorized to sign the LAs as we do not carry the role of "Departmental Coordinator", we can only sign in special cases when the "Institutional Coordinator" is explicitly requested.
- **Erasmus program countries:** Use the Digital Learning Agreement (if possible). You have already received detailed instructions on how to complete the LA via e-mail. Even if your host university insists on using its own form for the LA, the FAU Digital Learning Agreement must still be completed.
- **Switzerland, United Kingdom, all Erasmus partner countries:** Use the FAU "paper" template from Mobility Online (.pdf document) and upload the finished document once it has been signed by all three parties back in Mobility Online.

- **You are obliged to independently obtain all required signatures from all parties. S-International does not accept incomplete documents and will not forward them to your Erasmus departmental coordinators!**

DEADLINE:

Mobilities starting in the winter semester 2023/24:	<b>15. August 2023</b>
Mobilities starting in the summer semester 2024:	<b>01. December 2023</b>

Any **changes to the LA must be submitted within 5 weeks after the start of lectures**. Documents submitted later will not be considered. In the case of annual stays, a new Learning Agreement for the second semester may have to be submitted.

#### 4. Declaration of honor for Green Travel

With your Grant Agreement, we give you permission to submit a declaration of honor in Mobility Online to apply for the Green Travel Grant. If you cover at least one complete distance (arrival and/or departure) by train, bus, in a car pool, etc., you can apply for this travel allowance. Please fill out the declaration truthfully and upload it in Mobility Online together with the confirmation of stay **at the end of your stay abroad**. If the travel time is extended due to the "green" trip, a maximum of 4 additional travel days (max. 2 days per travel direction) can be requested via the declaration. These grants will only be awarded once the declaration of honor and all other necessary documents have been submitted at the end of your stay.

DEADLINE:

Submit the declaration **at the end of your stay** in Mobility Online.

#### 5. Confirmation of Stay – Part 1: "Start"

This document must be filled in by your host university (International Office, Registration Office or Erasmus coordinator) right after registration/arrival to confirm the official start of your mobility.

It is divided into two sections. Section 1 **"Start"** confirms the official start of your studies at the host university. There, the partner university must confirm the first official academic day.

With **"Arrival"**, the host university confirms your physical presence in the host country. The funding can only be paid out once your arrival abroad has been confirmed by completing the "Arrival" section **and** your studies there have started. A private stay/vacation/travel before the start of the semester in the host country cannot be confirmed as physical academic stay!

Please take note of the information on the back of the document! Orientation courses/days may be confirmed as the mobility start date. Online periods must be marked as such.

**DEADLINE:**

Upload a good quality scan of the Confirmation of Stay in Mobility Online **as soon as your host university signs it**. The original remains with you and must be completed at a later date.

## 6. Confirmation of Stay – Part 2: “End”

This document must be completed by your host university (International Office, Registration Office or Erasmus coordinator) right before the last official academic day and confirms the official end of your mobility.

It is divided into three sections. The "Last academic day" part confirms the official end of your academic mobility phase. This last official day can take place both virtually or physically in the host country or from Germany. Here the last official event (course, lecture, exam) is decisive. A private stay/vacation/travel past the last academic day cannot be certified!

The “Departure” section confirms your physical departure from the place of study to Germany.

If you carry out your studies online, this must be noted on the document. Your grant can only be finally calculated once your departure abroad has been confirmed by completing the “Departure” section.

In the case of fully online studies or a mixture of online and face-to-face studies, the part on online studies under "End" must be completed accordingly.

Please take note of the information on the back of the document!

**DEADLINE:**

Upload a good quality scan of the fully completed Confirmation of Stay in Mobility Online **as soon as your host university signs it**.

## 7. “Online Survey” of the European Union

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

**DEADLINE:**

Follow the instructions in the email from the EU and complete the survey online **immediately after receiving the e-mail**. A separate submission of this online report to S-International is not required!

You may receive an additional survey on the subject of recognition, which we ask you to answer in good time.

## 8. Report on your stay abroad

Please make sure to use the FAU template provided in Mobility Online and answer the questions in detail (at least five sentences per question)! The reports will be put online after you consent to it.

WiSo students must submit this template to S-International, as well.

After submitting the report, you have the option of downloading the report as PDF via Mobility Online.

DEADLINE:

Complete **within 3 weeks after the confirmed last day of stay** in Mobility Online.

### 9. Certificate of grade obtained abroad (Transcript of Records, Relevé de Notes)

Evidence of the achievements completed abroad. This is required of all Erasmus students - regardless of whether you ultimately want/can have the achievements recognized or not. The Transcript of Records from the host university must show a minimum number of 10 ECTS per semester in order to avoid having your Erasmus funding reclaimed. You must have completed at least half of these 10 ECTS in subject-related courses.

DEADLINE:

Mobilities during the winter semester 2023/24:	<b>31. March 2024</b>
Full year and mobilities during in the summer semester 2024:	<b>01. September 2024</b>



## D. Contact information

Postal address:	Visitors' address:
FAU Erlangen-Nürnberg International Affairs (S-International) Team Mobility Schlossplatz 4 91054 Erlangen	FAU Erlangen-Nürnberg Central Office for International Affairs Team Mobility Helmstraße 1, Entrance C (via Einhornstraße) 91054 Erlangen

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

Please be respectful of processing times and DO NOT SEND THE SAME INQUIRY REPEATEDLY within one week.

**Online office hours:** [Mondays and Wednesdays, 09 AM – 12 PM via Zoom.](#)

**In-person office hours:** [Thursdays, 09 AM – 12 PM at Helmstraße 1C, Erlangen.](#)

**Academic advice:** Erasmus departmental coordinators for the respective subjects/chairs/departments, as well as International Offices of the faculties and recognition officers in your department.

This document was compiled in June 2023. **Future changes to the above-mentioned data are possible.**

## E. Checklist

- Grant Agreement** - physical original document.

Deadline: 31. July 2023 (WiSe) or 01. December 2023 (SoSe)

- Safety briefing** - via Mobility Online.

Deadline: 15. July 2023 (WiSe) or 15. December 2023 (SoSe)

- (Digital) Learning Agreement** – via Mobility Online.

Deadline: 15. August 2023 (WiSe) or 01. December 2023 (SoSe)

- Check for **sufficient insurance coverage** (refer to point A for further information)

- Confirmation of Stay: Part 1 “Start”** – via Mobility Online.

Deadline: right after registration/arrival and completion through host university.

- Chances to your (Digital) Learning Agreement** (if necessary) – via Mobility Online.

Deadline: within 5 weeks after the start of the lecture period abroad.

- Second (Digital) Learning Agreement** (if necessary) – via Mobility Online.

Deadline: before the start of your second semester abroad.

- Confirmation of Stay: Part 2 “End”** – via Mobility Online.

Deadline: right at the end of your stay and after completion through host university.

- Declaration of honor for Green Travel grant** – via Mobility Online.

Deadline: right after the end of your stay.

- EU online survey** – online.

Deadline: check your e-mail for further information.

- Stay abroad report** – via Mobility Online.

Deadline: 3 weeks after the end of your stay.

- Transcript of records** – via Mobility Online.

Deadline: 31. March 2024 (WiSe) or 01. September 2024 (full year and SoSe).



Friedrich-Alexander-Universität  
Erlangen-Nürnberg



Erasmus+

Please note that by signing the Grant Agreement you agreed to submitting your Erasmus+ documents in accordance to the relevant deadlines in order to receive your funding. If you do not adhere to this contractual obligation and do not inform S-International of your omissions, you are not allowed to take up the Erasmus study place and lose your claim to Erasmus funding! It is therefore essential that you inform us if you are unable to meet deadlines, if your contact details or bank data changes or if you are encountering problems.

If you do not communicate with us, we will not be able to help you.

If you are facing administrative problems, please contact your host university or [mobility@fau.de](mailto:mobility@fau.de).

If you are encountering academia-related problems, please contact your Erasmus+ departmental coordinator at the host university or at FAU.

Best regards,

Team Mobility

Friedrich-Alexander-Universität Erlangen-Nürnberg

Referat S-International/International Affairs

Präsidialstab/President's Staff

Schlossplatz 4, 91054 Erlangen

Visitors: Helmstraße 1C, 91054 Erlangen,

E-Mail: [mobility@fau.de](mailto:mobility@fau.de)

Internet: [www.fau.de/](http://www.fau.de/)