Guidelines for nominated ERASMUS students 2015/16

I. General information

Application at the host university
After successfully applying to the Erasmus programme and being nominated by the Erasmus subject co-ordinator, you must apply 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 application forms before the deadlines. If you miss the application 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. You can also find lots of tips in the reports by other students who have taken part in the Erasmus programme: www.fau.de/international/wege-ins- ausland/studieren-im-ausland/erfahrungsberichte-von-auslandsaufenthalten/ (German mostly) 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. 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. 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 require private international health insurance. If you have private health insurance, you should contact your health insurance company before your departure to find out about the extent of your insurance coverage during your stay abroad. You may require additional insurance. For example, you may apply for the DAAD's group insurance scheme: www.daad.de/versicherung

Contact details & Spam folder
Please inform the Central office for International affairs immediately about each relevant change of your personal contact data (address, phone, e-mail, emergency contact, bank account) even if your mobility period is over but some documents are still missing or worked on at the Central office for International Affairs (this is possible until October 2016). Please also check on a regular basis your spam e-mail folder since important e-mails from the EU of the Central office might be there!
### Funding

Your mobility grant is calculated for the time period set in your grant agreement (see point II, documents to be submitted). At the beginning of your stay abroad and after submitting all documents requested in art. 4.1 of the Grant Agreement, 70% of the 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 you stay abroad and submitted all of the documents required in art. 4.2 of the Grant Agreement. Furthermore you have to submit your Learning Agreement and Transcript of Records in order to avoid a request to return the grant.

### Approximate grant amounts:

<table>
<thead>
<tr>
<th>Country group 1</th>
<th>– approximately 300 euros per month (approximately 10 euros per day)</th>
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<tbody>
<tr>
<td>Austria, Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, Sweden, Great Britain</td>
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<tr>
<th>Country group 2</th>
<th>– approximately 240 euros per month (approximately 8 euros per day)</th>
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<tbody>
<tr>
<td>Belgium, Croatia, Czech Republic, Cyprus, Greece, Iceland, Luxembourg, Netherlands, Portugal, Slovenia, Spain, Turkey</td>
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<tr>
<th>Country group 3</th>
<th>– approximately 180 euros per month (approximately 6 euros per day)</th>
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<tbody>
<tr>
<td>Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Macedonia</td>
<td></td>
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</tbody>
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Grants can only be given for the period of time which is 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.

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

Unfortunately, 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 no longer be eligible for an Erasmus grant and may be required to return any grant money which you have already received.

**Example:** Mobility in Spain from 01.09.2015 until 31.01.2016, makes 5 months and 0 days or total 150 days. 150 x 8 euro (group 2) = 1,200 euro total. 840 euro = 70 % (first payment) and 360 euro = 30 % (second payment). After the end of the mobility we have new duration according to the Confirmation of Stay: 01.09.2015 until 23.12.2015, makes 113 days total. The new total grant is 113 x 8 = 904 euro. Since 840 euro were already transferred with the first payment, the second payment is 904 – 840 = 64 euro instead of 360 euro as originally planned.

Students who receive funding from other organisations (DFH, funding for gifted students, academic foundations, etc.) must find out from the organisation which provides the funding whether they are 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 50 degree is available at the Central Office for International Affairs.

### Shortening or extending periods spent studying abroad with the Erasmus programme

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 subject 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 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, the Central Office for International Affairs in good time. 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 in good time (please use the FAU form). The application must have arrived at the Central Office for International Affairs no later than one month before the end of your original stay abroad. 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, a new/updated grant agreement and a new learning agreement must be completed and issued in due time.

**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, stating 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 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.

**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, which means 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 programme Erasmus LLP counts too!

**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 www.fau.de/international/wege-ins-ausland/studieren-im-ausland/anerkennung-von-leistungen/

**EU Online language courses**

The EU offers so called “Oline Linguistic Support” courses (OLS online courses) in several languages (at the moment EN, FR, DE, IT, ES, in 2016 also DK, GR, PL, PT, SE and CZ planned). The licences for participation in the courses are distributed by the Central office for International affairs based on the OLS language test result (see point II). Please be informed that not every student can receive a licence. The amount is limited so the Central office for International affairs will choose the eligible students. The participation in these courses is not obligatory, however we recommend you to use this chance of a free language course.

**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: www.fau.de/international/wege-
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: www.fau.eu/internationalgoing-abroad/study/semester-leave.shtml

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 International at www.fau.de/internationalwillkommensangebote-fuer-internationale-studierende/

II. Documents to be submitted

If you lose your documents, you can download new copies from www.fau.info/erasmus-europa → ERASMUS+ → Dokumente und Formulare

All documents are to be submitted to the Central Office for International Affairs. Documents that shall be submitted via e-mail are to be send to outgoing@fau.de. Documents that shall be submitted in original are to be issued in person or via regular mail (contact data see at the end of the guidelines; WiSo students may issue their documents also in 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 listed below before the deadlines, you will not be able to accept your Erasmus place and may have to return any grant money which you have already received.

1. Grant agreement
This agreement confirms the sum of your Erasmus grant and the conditions involved. The document must be signed by you. The Central Office for International affairs takes care to get the signature from the official FAU Erasmus Institutional Coordinator and will afterwards send a scanned copy for your records. If your bank details change during your stay abroad, please inform us immediately by e-mail.

DEADLINE: no later than 30.08.2015 for mobilities starting in WS 15/16 and 31.01.2016 for mobilities starting in SS 16 in original.

2. Certificate of enrolment at FAU for the semester spent abroad
If your stay covers two German semesters (winter semester: 1 October – 31 March; summer semester: 1 April – 30 September), both certificates of enrolment must be submitted.

DEADLINE: no later than 3 weeks after the start of your stay abroad (the certificate of enrolment for the summer semester for stays of one year must be submitted no later than 3 weeks after the start of the second semester); submit certificates by e-mail.

3. Learning agreement
A list of 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 **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 should ideally be completed before your departure. However, as some universities do not make their lists of courses available until a rather late point in time, in some cases it is recommended that you do not do this until after you arrive.

Please use if possible the FAU template! The LA consists of pages 1 to 3. For additional changes please use page 4. Page 5 is only for your information.

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 subject co-ordinator.

**DEADLINE:** good quality scan submitted by e-mail or fax. You should keep the original copy (if one exists). Pages 1-3 must be submitted no later than **3 weeks** after the start of your stay abroad. If any changes are made, page 4 ('changes') must be submitted with signatures no later than **7 weeks** after the start of the lecture period. For stays lasting one year, a new learning agreement for the second semester (if applicable) must be submitted no later than **3 weeks** after the start of the second semester.

**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 contains of two parts: part 1 to be completed before the mobility and part 2 to be completed after the mobility. Neither your FAU Departmental Coordinator nor your host university will receive the result. At the moment the test is available for these languages: English, French, Italian, Spanish and Dutch. In September 2015 further languages shall be available: Danish, Greek, Polish, Portuguese, Swedish, Czech. The Central Office for international affairs decides on which language you will be tested on! After completing the test you will receive automatically a confirmation about 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 **1 month** after receiving the e-mail request and is to be completed online. Students starting their mobility in the Winter term 2015/16 will receive the request by the end of June/ beginning of July 2015. Students starting their mobility in the Summer term 2016 will receive the request in November 2015. The test lasts approximately 40-50 minutes, please try to organize head phones so that you can hear the audio parts well.

After completing the test (part 1) some of the students (chosen by the Central office for International affairs) will receive via e-mail a licence for participating in an online language course free of charge (information on that to be read at point I).

**5. 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.

**DEADLINE:** immediately after issue; submit a good quality scan via e-mail or fax. You should keep the original which will be completed at a later date.


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 shall send the original document to the Central Office for International Affairs by post.
DEADLINE: no later than 3 weeks after the confirmed last day; submit only the original document!

7. **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 at point 4 are valid here too. The test lasts approximately 40-50 minutes, please try to organize head phones so that you can hear the audio parts well.

DEADLINE: Within 1 month after receiving the e-mail request and is to be completed online.

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

DEADLINE: Please follow instructions given in the e-mail from the EU and preferably 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.

9. **Detailed report**
Please use the FAU template and answer the questions about publication. The reports will be published online with your consent at www.fau.de/international/wege-ins-ausland/studieren-im-ausland/erfahrungsberichte-von-auslandsaufenthalten/.

DEADLINE: submit via e-mail (only Word/Open Office files, no pdf files) no later than 3 weeks after your confirmed last day.

10. **Transcript of Records** (Relevé des Notes, Expediente Académico)
Proof of achievements obtained abroad. This is required from all Erasmus students, regardless of whether achievements are to be accredited or not.

DEADLINE: by 01/09/2016 at the latest a copy or good quality scan via e-mail or fax.

### III. Important information for students in Switzerland

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 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 which are explained in these guidelines apply to students in Switzerland with the following **four exceptions**:

1) You are not required to submit a grant agreement. Instead, you must submit the original copy of your letter of acceptance before departure. 2) You are not required to submit a learning agreement. 3) You are not required to submit 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
Schloßplatz 4
91054 Erlangen

E-Mail: outgoing@fau.de

Visiting address: Central Office for International Affairs
Helmstr. 1, entrance A (via Einhornstr.), 1st floor
91054 Erlangen
Germany

Fax: +49 9131 85 65162
**Office hours:** Mon, Tue, Thu, Fri: 9 a.m. to 12 p.m. (afternoons by arrangement; closed for students on Wednesdays)

Administrative advice and consultation (general questions, document approval **before departure**):
  Ms Yvonne Wöhner, room 1.014  
  Phone: +49 9131 8565164

Administrative advice and consultation (administration of documents **after the start** of your stay and grant administration):
  Ms Margot Geiger, room 1.016  
  Phone: +49 9131 8565166

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: 18/06/2015

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### Check list: documents and deadlines

- **Grant agreement** (original version; 30.8.15 (begin WS) or 31.01.16 (begin SS))
  Submitted on:..............

- **Certificate of enrolment at FAU** (e-mail; max. 3 weeks after the start of your stay)
  Submitted on:..............

- **Learning agreement** (fax/scan; max. 3 weeks after the start of your stay)
  Submitted on:..............

- **OLS-Test Part 1** (online, within 1 month after request from EU)
  Submitted on:..............

- **Confirmation of stay: 'arrival sheet'** (fax/scan; immediately after registering in person at your host university)
  Submitted on:..............

- **Changes to the learning agreement (if applicable)** (fax/scan; within 7 weeks after the start of the lecture period)
  Submitted on:..............

- **Second certificate of enrolment at FAU and/or second learning agreement (if applicable)**
  Submitted on:..............

- **Confirmation of stay: 'departure sheet'** (original version; max. 3 weeks after the end of your stay)
  Submitted on:..............

- **OLS-Test Part 2** (online, within 1 month after request from EU)
  Submitted on:..............

- **Online EU survey** (online; after request from the EU)
  Submitted on:..............

- **Report** (e-mail, max. 3 weeks after the end of your stay)
  Submitted on:..............

- **Transcript of Records** (copy/fax/scan; no later than 01/09/16)
  Submitted on:..............