



Guidelines for nominated Erasmus students in programme countries (Europe) 2018/19

This document is a contractual document and is part of the grant agreement

I. General information



Registration and enrolment at the host university

After successfully applying to the Erasmus programme and being nominated by the Erasmus subject co-ordinator, you must register at your host university before certain deadlines. You can usually find information about this on your host university's website or it may be sent to you by e-mail. Make sure that you submit your registration forms before the deadlines. If you miss the registration deadline, it cannot be guaranteed that you will be able to take part in the Erasmus programme. Stay in contact with your host university in order to clarify any questions regarding arrival dates, deadlines, accommodation, course selection, enrolment, orientation programmes, etc.



Accommodation

Students taking part in the Erasmus programme cannot be guaranteed accommodation. You must look for your own accommodation, either in your host university's student accommodation or private accommodation in the city where you will be staying. You can find information about this on your host university's website. Please note that rooms are usually leased on a first come, first served basis and that there is a severe lack of accommodation in large cities 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 and spam folder

Please inform the Central Office for International Affairs immediately of any changes to your personal contact data (address, phone, e-mail, emergency contact, bank account), even if your mobility period is over but you have not submitted all the required documents or they are still being processed by the Central Office for International Affairs (this is possible until September 2019). Please also check your spam e-mail folder regularly as important e-mails from the Central Office for International Affairs or the EU may be there.



Funding

Your mobility grant is calculated for 4 months for a stay lasting one semester or 8 months for a stay lasting two semesters. It therefore does NOT correspond to the maximum period stated on your grant agreement (see point II documents to be submitted). At the beginning of your 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 (see point II) in order to avoid a request to return the grant.

Grant amounts:

Country group 1 –420 euros per month (14 euros per day)

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

Country group 2 –360 euros per month (12 euros per day)

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

Country group 3 –300 euros per month (10 euros per day)

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

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

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 lose your Erasmus spot and will no longer be eligible for an Erasmus grant.

Example: Mobility in Spain from 1 September 2018 to 31 March 2019, i.e. 7 months. The grant is calculated for 4 months for a stay of one semester, i.e. 120 days. 120×12 Euros (group 2) = 1440 Euros in total. 1008 Euros = 70% (first payment) and 432 Euros = 30% (second payment). However, after the end of the stay abroad, the duration according to the confirmation of stay is now from 1 September 2018 to 23 December 2018, i.e. 113 days in total. The new total grant is $113 \times 12 = 1356$ Euros. Since 1008 Euros were already transferred as the first payment, the second payment is now $1356 - 1008 = 348$ Euros instead of 432 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.



Special funding

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



Shortening or extending periods spent studying abroad with the Erasmus programme

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

If you have been nominated for a year and, once you are in the host country, decide to only stay for one semester, this is possible in 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.

EXTENDING:

If you have been nominated for one semester and, once you are in the host country, decide to stay for a second semester, this is only possible if you wish to extend your stay during a winter semester into the following summer semester. It is not possible to extend a stay during a summer semester into the following winter semester. Please submit an e-mail application for an extension to the Central Office for International Affairs at least one month before the planned end of your stay. If your stay is extended, this does not mean that your grant will automatically be extended. Decisions about extending grants will be made on the basis of the funding available ('zero grant'). If you extend your stay, you will be provided with an extension to your grant agreement by the RIA. Furthermore, a second learning agreement must be completed and submitted within the deadline.

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



Withdrawal or discontinuation of studies

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

If you terminate your Erasmus stay after less than 3 months (90 days) in your host country **without stating a reason**, you must return the full amount of your Erasmus grant 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, terrorist attack or other situation that puts your safety at risk. If you are not able to inform the RIA yourself please make sure that a third person gets in contact.



Taking part in the Erasmus programme multiple times

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



Accreditation of course and examination achievements

The Erasmus programme is designed to ensure that course and examination achievements which are obtained at your host university can be accredited at your home university. You must apply for accreditation yourself. The relevant chairs/departments in conjunction with the relevant Examinations Committee are responsible for accreditation. We strongly recommend that you discuss what you intend to study with your Erasmus subject co-ordinator, the accreditation commissioner and all affected professors and clarify in advance which achievements should be obtained while you are abroad (e.g. examinations, length of written assignments) so that they can be accredited at FAU. Agreements must be documented in writing

in the learning agreement. More information is available at <https://www.fau.de/studium/wege-ins-ausland/studieren-im-ausland/anererkennung-von-leistungen/>.

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, IE, IT, LV, LT, MT, NL, PL, PT, RU, SE, SK and SLO). 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 number of licences available is limited and the Central Office for International Affairs will therefore select students to participate.



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 <https://www.fau.de/studium/wege-ins-ausland/praxisaufenthalt-im-ausland/>. Erasmus grants are not available for shorter placements/internships.



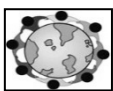
Re-registration and leave

Please do not forget to re-register at FAU for the semesters which you will be spending abroad. You must be enrolled at your home university in order to take part in the Erasmus programme. In addition, you can request leave for the appropriate semester/year. The Student Records Office is responsible for this: <https://www.fau.de/studium/wege-ins-ausland/studieren-im-ausland/planung/> → Beurlaubung



BAföG while abroad

Students who are entitled to BAföG funding are also entitled to this funding while studying abroad with the Erasmus programme. EU grants of up to 300 Euros per month are not included in calculations. More information is available at www.bafög.de.



Helping other Erasmus students

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

II. Documents to be submitted

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


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

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

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


1. Grant agreement

This document confirms the sum of your Erasmus grant and the conditions involved. You must sign this document. The Central Office for International Affairs will obtain the signature from the FAU Erasmus Institutional Co-ordinator and will send you a scanned copy for your records afterwards. If your bank details change during your stay abroad, please inform us immediately.

 DEADLINE: no later than 15 July 2018 for mobility periods starting in the winter semester 2018/19 and 15 December 2019 for mobility periods beginning in the summer semester 2019 (you must submit the original document)

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: as soon as available (the certificate of enrolment for the summer semester for stays of one year must be submitted as soon as available after the start of the second semester); submit certificates via Mobility Online.

3. Learning agreement

This document lists what you will be studying at your host university. Find out about the courses on offer at your host university before you go and discuss this with your Erasmus subject co-ordinator and/or the accreditation commissioner at FAU. In most cases, you are required to take courses amounting to **20–30 ECTS credits per semester** (guideline amount). If your Erasmus subject co-ordinator or your host university requires you to take more ECTS credits, you must choose additional courses from those on offer which amount to the required additional credits. The learning agreement has to be completed before your departure.




The Central Office for International Affairs is not authorised to sign the learning agreement as departmental co-ordinator and may only sign it in exceptional cases where the signature of the institutional co-ordinator is required.



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




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

 DEADLINE: pages 1–2 must be submitted no later than **15 August 2018 for mobility periods starting in the winter semester 2018/19** and **15 December 2018 for mobility periods beginning in the summer semester 2019**. If any changes are made, page 3 ('changes') must be submitted with signatures no later than 5 weeks after the start of the lecture period. Documents handed in submitted after the deadline cannot be recognized. For stays lasting one year, a new learning agreement for the second semester (if applicable) must be submitted within the deadline. Please submit a good quality copy of the document via Mobility Online. You should keep the original copy (if one exists).

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 (chosen by the Central Office for International Affairs) will receive a licence for a free voluntary online language course via e-mail (see information under point 1).


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. The dates of orientation courses/days may be used as the start date of the mobility period.

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

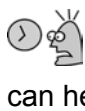
6. Confirmation of stay – part 2: 'departure sheet'

This document must be completed immediately before your last official day at your host university (international office, registration office or Erasmus co-ordinator) and confirms the official end of your mobility. Please note the instructions on the back of this document. You will either be given the approved original document immediately by your host university (this is the preferred option) or your host university will send the original document to the Central Office for International Affairs by post.

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


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 under point 4 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.

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 any differing instructions given in the e-mail from the EU and complete the survey online immediately after you have received the e-mail. You do not need to submit a copy of this survey to the Central Office for International Affairs.

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


9. 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.

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

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

 DEADLINE: by 1 September 2019 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 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. 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
Schlossplatz 4
91054 Erlangen

Visiting address:

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

E-mail: erasmus@fau.de

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

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

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

Ms Yvonne Wöhner, room 1.014
Ms Franziska Kreuzer, room 1.013
Phone: +49 9131 85-65164, -65163

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

Ms Margot Geiger, room 2.014
Ms Petra Welsch, room 2.014
Phone: +49 9131 85-65174, -65150

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 June 2018



Check list: documents and deadlines

- Grant agreement (Erasmus)/letter of acceptance (SEMP)** (original version; deadline: 15 July 2018 (starting in the winter semester) or 15 December 2018 (starting in the summer semester) submitted on.....)
- Certificate of enrolment at FAU (Erasmus and SEMP)** (Mobility Online; as soon as available) submitted on.....)
- Learning agreement (Erasmus)** (Mobility Online; deadline: 15 August 2018 (starting in the winter semester) or 15 December 2018 (starting in the summer semester) submitted on.....)
- OLS test part 1 (Erasmus)** (online; within 2 weeks after receiving EU request) submitted on.....)
- Confirmation of stay: 'arrival sheet' (Erasmus and SEMP)** (Mobility Online; immediately after registering in person at your host university) submitted on.....)
- Edited learning agreement ('changes') (Erasmus, if applicable)** (Mobility Online; within 5 weeks after the start of the lecture period) submitted on.....)
- Second certificate of enrolment at FAU** (Mobility Online, as soon as available) submitted on.....)
- Second learning agreement (summer semester 2019)** (Mobility Online, before the beginning of the second semester) submitted on.....)
- Confirmation of stay: 'departure sheet' (Erasmus and SEMP)** (Mobility Online, immediately after the confirmed end of your stay) submitted on.....)
- OLS test part 2 (Erasmus)** (online; within 1 month after receiving EU request) submitted on.....)
- EU online survey (Erasmus)** (online; immediately after request from the EU) submitted on.....)
- Report (Erasmus and SEMP)** (Mobility Online; max. 3 weeks after the end of your stay) submitted on.....)
- Grade transcript (Erasmus and SEMP)** (Mobility Online; no later than 1 September 2019) submitted on.....)

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

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

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

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