



Erasmus+



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

CHECK LIST FOR ERASMUS stays in 2018/19

Before your ERASMUS stay

- Apply** through the Mobility-Online-Databank. You will receive the link from your departmental coordinator
- Read the information und rules about the ERASMUS-stay ⇒ **Info-sheet**
- Have you received information from your Host University?** ⇒ ask your departmental coordinator
- Submit registration documents to your Host University on time** (Eg. study, student accommodation, timetable)
- Sort out financial costs:** travel costs, language course, increased living costs; Auslands-BAföG
- Sort out Insurances** (health, accident and liability insurances)
- Re-register** in Heidelberg for the entire duration of your ERASMUS stay. (Your student status is required to take part in the ERASMUS-Program)
- Apply for a **Leave of Absence** if necessary ⇒ Registrar's office (Studierendensekretariat)
(<http://www.uni-heidelberg.de/studium/imstudium/formalia/beurlaubung.html>)
- Learning Agreement** ⇒ discuss Agreement and recognition for study at the Host University with departmental coordinators und have the Agreement signed at both Universities. Copies/scans of documents (including changes) are to be submitted to the departmental coordinator in Heidelberg
- The Confirmation (**Bestätigung**) of **Learning Agreement** form needs to be signed by the Heidelberg departmental coordinator and sent as a scan to the International Relations Office
- Sign **Grant Agreement** and send the original to the International Relations Office
- Complete **Online-Language test 1** in the language of instruction. Test languages include: Bulgarian, Danish, German, English, Estonian, Finnish, French, Greek, Irish Gaelic, Italian, Croatian, Latvian, Lithuanian, Maltese, Dutch, Polish, Portuguese, Romanian, Swedish, Slovenian, Slovakian, Spanish, Czech and Hungarian. Native Speakers are exempt.

Deadlines (International Relations Office)	Period of stay - winter semester	Period of stay - summer semester
Online application	30.4	30.4
<u>Original</u> Grant Agreement	Before arrival (30.9 at the latest)	Before arrival (31.12 at the latest)
Online Language Test 1	Before arrival – request with deadline is sent per email	Before arrival - request with deadline is sent per email
Scan of „Bestätigung Learning Agreement“	Ideally before arrival (31.10 at the latest)	Ideally before arrival (30.4 at the latest)

Contact us: ERASMUS-Outgoing, International Relations Office, Seminarstraße 2, 69117 Heidelberg,
Email: outgoing-erasmus@zuv.uni-heidelberg.de

Downloads and further information via: <http://www.uni-heidelberg.de/international/erasmus/outgoing>

IMMEDIATELY after ENROLMENT at the Host University.

- Get the Host University to sign and complete the certificate of Host University form confirming enrolment with the exact duration of stay ⇒ send **Certification of Host University (Anfangsbescheinigung)** as **Scan/PDF** to the International Relations Office
- Inform the departmental coordinator and the International Relations Office about a **reduction to the length of stay** as soon as possible (via email)
- Apply for an **extension to the ERASMUS stay for the summer semester**: send *Application for Extension of Erasmus period* as Scan to the International Relations Office (contact for form)
- If necessary have the Host University and the departmental coordinator sign the changed **Learning Agreement** (during the mobility section) and send it back to the departmental coordinator

Deadlines (International Relations Office)	Period of stay- Winter semester	Period of stay – Summer semester
Scan of Certification of Host University (Anfangsbescheinigung)	Upon arrival, 31.10 at the latest	Upon arrival, 30.4 at the latest
Scan of extension of stay form (Antrag auf Verlängerung)	15.12 or at least 30 days before the planned end of stay (as stated in the online application)	Extension to the following winter semester requires a new application!

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At the end of the ERASMUS stay

Send the following documents to the International Relations Office as Scan/PDF:

- Certificate of exmatriculation ⇒ **Certification of Host University (Endbescheinigung)**
Have the Certification of Host University signed in the International Office at the Host University. The form is to be signed no earlier than 5 days before the end of the stay. It has proven to be difficult to obtain the certificate once back in Heidelberg
- Confirmation of participation in a preparatory intensive language course** in the host country ⇒ only necessary if the timeframe is outside of the duration stated on the certificate of Host University (Endbescheinigung).
- List of completed courses and grades ⇒ **Transcript of Records**
- Confirmation of Recognition (Bestätigung Anerkennung)** (Staatsexamen students are exempt)

Online

- Fill out **EU Online-Survey**
- Complete **Online-Language test 2** (not necessary if C2 level was reached after the first test.)

Send the following to your departmental coordinator:

- List of completed courses and grades ⇒ Scan of **Transcript of Records** (if necessary)
- An experience report (if required)

Deadlines (International Relations Office)	End of stay (until 31.3)	End of stay (from 1.4)
Scan of Certification of Host University (Endbescheinigung) – (and language course certificate if necessary)	Straight after end of stay, 30.4 at the latest	Straight after end of stay, 30.9 at the latest
Online language test 2 (not necessary if C2 level was reached at the first test.)	Straight after end of stay, 30.4 at the latest	Straight after end of stay, 30.9 at the latest
Online-Survey	To be completed upon receipt of automatic email request (end-date according to online application). Must be completed by 30.4	To be completed upon receipt of automatic email request (end-date according to online application). Must be completed by 30.9
Scan of Transcript of Records	Upon receipt, 31.5 at the latest	Upon receipt, 31.10 at the latest
Scan of „Bestätigung Anerkennung“ (Staatsexamen students are exempt)	31.5	31.10

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Deadline rules:

By failing to comply within the timeframe set by the International Relations Office for the submission of documents or the completion of the online language tests and survey default actions will take effect, resulting in students having to pay back their ERASMUS scholarship.

Pay-out and calculation modalities of the scholarship rates:

Stays of up to 149 days: daily pro-rata calculation

Stays of between 150-239 days: 5 month flat-rate

Stays of more than 240 days: 8 month flat-rate

(1 month = 30 days; an exception is made for stays that end on the 28th or 29th of February)

1st lump-sum (70%) paid out in October for stays beginning up until December and in January for stays starting from January.

2nd lump- sum (30%) paid out after the stay – in June if all required documents are submitted by 30.4 (stays ending up until 31.3) and in October if all documents are submitted by 30.9 (stays ending from 1.4)

The shortening of the ERASMUS stay can lead to a part repayment of the scholarship money according to the modality calculations. The scholarship is to be paid back in full if the student didn't complete their ERASMUS stay or if the stay was prematurely ended resulting in either a stay of less than 90 days or where the Semester requirements were not met (Terms of less than 90 days are not affected). In cases of illness or due to force majeure and in agreement with the International Relations Office exceptions can be made.

Please notify us of changes to the duration of stay or to bank or contact details

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