



INFORMATION FOR ERASMUS STAYS IN 2018/19

Dear ERASMUS scholarship holders,

Please take note of the following information regarding your ERASMUS stay:

For ERASMUS program participants the study fees are waived at the Partner University and an ERASMUS scholarship is guaranteed where applicable. A study plan (Learning Agreement) will be agreed upon and a Transcript of Records will be created by the Host University at the end of the stay, outlining achieved results.

Study achievements at the Host University

The general rule is that students should study at their Host University and attain course credits by meeting the requirements of the various courses, which can then be verified on the Transcript of Records. This still applies even if no credits are needed for Heidelberg University.

As part of the Bachelor and Master study programs Students are required to obtain 30 ECTS credit points per semester/20 ECTS per Trimester. If this requirement can't be met an individual Learning Agreement should be created with the Heidelberg departmental coordinator. All attended courses need to be confirmed by the Host University and listed on the Transcript of Records and then sent to the Heidelberg University Erasmus Office.

Questions about approval and recognition of courses as well as choice of courses offered at the Host University **must be discussed before the departure** together with the departmental coordinators, subject advisors and registrar's office. The Learning Agreement and Transcript of Records form the basis of the recognition of course achievement in Heidelberg.

Financing the stay

The ERASMUS scholarship provides a **part scholarship** toward extra costs during the stay abroad. It is therefore important that students inform themselves about the living costs in the Host Country and investigate their financial options before the ERASMUS stay.

Especially at the beginning of the stay students will need to be able to cover considerable one-off costs for things such as the rental deposit, public transport and insurances. It is also possible that there are unforeseen delays in receiving the ERASMUS scholarship or the Auslands-BAföG or other scholarship money.

The ERASMUS scholarship will be paid out in two payments. The first payment is made up of 70% of the total scholarship amount (Pay-out in October for stays beginning until December and in January for stays from January onwards). The **second payment** is transferred after the end of the stay. Those who ended their stay up until 31.3 and submitted their required documents by the deadline of 30.4 will receive their second pay-out in June. Those who ended their stay after 1.4 and submitted their documents by 30.9 will receive their payment in October (refer to the check list for the document and deadline information). By failing to comply within the set timeframe default actions will take effect, resulting in students having to pay back their ERASMUS scholarship.

Scholarship rates are calculated as follows:

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)

Additional allowances are available for children travelling with parents and for students with a disability level of at least 30.

Additional financial support of an ERASMUS stay through **BAföG and other non-EU financed** scholarships as well as the ERASMUS scholarship is allowed. Further information is available at: <https://www.bafög.de/>. It is also possible to take out a **study loan** with the Deutsche Ausgleichsbank for the period of study. (www.bildungskredit.de).

Insurance protection

The ERASMUS scholarship **does not cover** any **insurance protection**. Scholarship holders declare in the Grant Agreement that they are personally responsible for appropriate insurance protection for the duration of their stay. It is absolutely advised to take out a policy including the following insurances:

a) Health Insurance and additional foreign health insurance with return transport.

As a **public health insurance** member you have access to benefits whilst abroad with the European Health Insurance Card (EHIC) according to the social insurance legislation in the relevant country. Contact your health insurance company before departure and find out what is covered, fill out the paperwork and apply for the card. Often a medical examination is only necessary in the event of an accident or for those with an illness/disease. It is advised to take out additional private foreign health insurance. **Private health insurance** companies generally don't include European-wide insurances as part of their standard offer. The additional protection for your stay abroad is therefore necessary!

b) Personal Liability Insurance (workplace und private liability) with foreign protection.

c) Insurance for accidents and serious illnesses (including full or part time inability to work) with foreign protection.

d) Life Insurance including repatriation from abroad.

Please inform yourself in relation to these insurances. The DAAD offers students the possibility of a group insurance offer for health, accident and personal liability. (Please find more information here:

https://www.daad.de/medien/versicherung/ausland/merkblatt_tarif_726-a_2016.01.01_2015.10.14.pdf)

Re-registration in Heidelberg / Leave of Absence

Students must be enrolled at Heidelberg University to take part in the ERASMUS exchange and **must** re-register during your stay abroad for each semester that they are away.

It is possible to apply for a leave of absence for the duration of the stay abroad. Students need to submit the Erasmus confirmation document from the departmental coordinator or from the International Relations Office and the leave of absence form to the student registry office. Further information and the relevant forms can be found here: <http://www.uni-heidelberg.de/studium/imstudium/formalia/beurlaubung.html>.

- Please notify us immediately of **changes** to the duration of stay or to bank or contact details.
- **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 Dezernat Internationale Beziehungen exceptions can be made.
- **The timely submission of the documents:** Grant Agreement, Certificates of Host University, Learning Agreement and confirmation of Learning Agreement, Transcript of Records and Confirmation of Recognition, Online EU Survey and the completion of the two online language tests before and after the stay are a requirement to receive the ERASMUS scholarship. Non-compliance within the set timeframe will result in default actions taking effect whereby students will have to pay back their ERASMUS scholarship.
- The submission deadlines are on the **check list** on our **homepage** where you will also find other documents to download: <https://www.uni-heidelberg.de/international/erasmus/outgoing/downloads.html>

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