



ERASMUS+ 2019/20 – Information regarding Grant Agreement (Project KA 103, 2019)

I. Amount of Grant

The amount of the monthly grant in the ERASMUS+ programme will vary depending on the group of countries the respective host country belongs to. For 2019/20, the following amounts per month (i.e. per 30 days) have been fixed for all German institutions of higher education:

Country Group 1 /higher costs of living (Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxemburg, Norway, Sweden, United Kingdom):

450,- EUR

Country Group 2 /costs of living at medium level (Austria, Belgium, Cyprus, France, Greece, Italy, Malta, Netherlands, Portugal, Spain):

390,- EUR

Country Group 3 /lower costs of living (Bulgaria, Estonia, Czech Republic, Croatia, Hungary, Latvia, Lithuania, Poland, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey):

330,- EUR

The ERASMUS+ grant will be paid for the period specified in the grant agreement. Only the “academically relevant” period of stay can be funded – this includes language preparation in your host country and orientation sessions at your host institution but not travel days or similar. If your actual stay confirmed by your host institution at the end of your stay is shorter than the funding period in the agreement, the grant will be paid for the actual duration of the study period at the host institution.

Participants with special needs and **participants with children** can be granted additional ERASMUS+ support; please contact us immediately if this applies to you (contact person: Anne Freihoff, V 21, phone: 201-2809, e-mail: freihoff@uni-trier.de).

Under 3.1 of your grant agreement you will see the total amount of your grant based on the dates of your stay that you have indicated so far; please check this before you sign the agreement. You will receive 75% of the total amount **by the end of September 2019** if we receive the signed grant agreement and a scan of your learning agreement with all required signatures within the deadline stated at the end of this document and if you have completed the OLS language assessment by then. The final 25% of the total amount will follow upon completion of your stay after we have received the certificate of stay issued by your host institution (as well as the preparatory language course certificate, if applicable) and after you have completed the second OLS language test and submitted the EU online survey. This means that participants returning after the first semester will receive the final payment approximately in **March/April 2020** and students returning after the second semester approximately in **August/September 2020**.

Please note that the grant can only be paid if the stay at the host institution lasts for **at least 3 months**; in case of a shorter stay, the **total amount of the grant will be recalled** (exception: stays for one academic term).

II. Extension of the ERASMUS+ Mobility

If you would like to extend your ERASMUS+ stay from one semester to two semesters, you will have to apply for the extension at least one month prior to the end date of your current grant agreement. To do so, send an e-mail to freihoff@uni-trier.de; if there are sufficient funds available for the extension and if your host institution and your academic coordinator at Trier University agree to the extension, we will adjust your grant agreement accordingly.

The same applies in case you realise that your studies at your host institution will take a few days or weeks longer than indicated in the grant agreement – also in this case you have to apply for an extension at least one month prior to the end date of your current grant agreement in order to receive the grant for the full period.

III. Zero Grant Period

You can only receive financial support for the period covered by your grant agreement. If according to the certificate of stay by your host institution your stay started earlier or ended later than indicated in your grant agreement, the period not covered by your grant agreement will be considered as *zero grant period*, i.e. it will count towards your ERASMUS+ mobility period even though you do not receive financial support because also during this period you have taken advantage of some of the benefits the ERASMUS+ programme and your host institution provide.

Please note: In each study cycle (Bachelor, Master, PhD) you can take advantage of the ERASMUS+ programme for **up to 12 months, zero grant periods included**. This means that for example in case of a stay of 9 months, you will have 3 more months available for a second ERASMUS+ mobility period.

IV. Preparatory Language Courses in the Host Country

If you plan to participate in a preparatory **language course in your host country** (at your host university or an external language school), the grant can be extended to cover the period of the language course (– this may include up to 5 days bridging the end of the language course and the start of the study period at the host university). This requires that you enter the language course in the grant agreement – we will adjust the grant duration under 2.2 and the grant amount under 3.1 of the grant agreement accordingly then. When you have completed your stay, you will have to submit to us an **original document issued by the language course provider confirming the exact start and end dates of your participation in the course** in addition to the certificate of stay of your receiving university (see 2.6. of the grant agreement).

As you know, the EU has introduced **mandatory online language tests** to be taken prior to the start of your ERASMUS+ mobility and a second time upon your return. These tests do not have any selective function, i.e. the result of the tests will not be of any consequence to you, and there is no preparation necessary for the test. **Please make sure you take the test before the beginning of your ERASMUS+ programme because we can only pay the first installment of your mobility grant to you if you have completed the first test** (unless you are a native speaker of the primary teaching language at your host institution). The same applies to the second OLS test after your return, we can only forward the final payment after you have completed the test.

You will find more information on OLS at: <https://erasmusplusols.eu/>

When completing the grant agreement, please pay attention to the following:

Your data available to us have already been filled in in the grant agreement (see grey boxes). Please check if all of these entries are correct, cross out those that are not and enter all changes in legible **handwriting** so that we can adjust our database accordingly (do **not** use your computer to add or change anything). Moreover please do not forget to **fill in the blanks on the first two pages** of the agreement

Address: Please enter an address (preferably in Germany) under which you can be reached during your stay abroad (i.e. where someone will forward post to you). Moreover, please make sure we have your current e-mail address. In case of changes at a later point, please notify us immediately via e-mail to international@uni-trier.de.

Study Cycle: Please enter the study cycle in which your mobility will take place: *first cycle* (Bachelor), *second cycle* (Master) or *third cycle* (PhD).

ISCED code: If missing in the grant agreement, please check the last page of the letter we sent notifying you of your admission to the ERASMUS+ programme.

Number of completed higher education study years (at the beginning of your stay): Please enter full years (rounded up, if necessary), not the number of semesters; please also include studies prior to your current programme)

Bank account: Please enter a bank account (preferably in Germany) that will be valid at least until **September 2020** to make sure the final payment will reach you as well. Please enter the **IBAN** as well as your **bank's name** and the **BIC**.

Matriculation certificate: Together with your grant agreement, please hand in a certificate confirming your matriculation at Trier University for the semester in which your ERASMUS+ mobility will start. (This can be downloaded from PORTA; if it is not yet available when you submit of your grant agreement, please forward it to us by e-mail as soon as it is.) In case your stay lasts two semesters, we require matriculation certificates for both semesters, i.e. please submit the certificate for the second semester in due course as well. (Please see checklist for deadlines.)

Address of primary residence in Germany (during the mobility). In case you give up residency in Germany during the mobility, please enter your address of primary residence abroad.

Special Conditions – 2.2: Here you will find the start and end dates of your stay as known to us at this point. We ask you to check these dates and to contact us if they do not fully cover the expected duration of your stay, since we will only be able to pay the grant for periods covered by the grant agreement. If on the other hand the period listed here is somewhat longer than the period you expect to spend at the receiving institution, this will not be a problem because the final duration that will be reported to the funding agency, will be adjusted according to the certificate of stay issued by the host institution at the end of your stay (please see also II. through IV).

Please send two fully completed and signed print-outs of the grant agreement as well as, if available, your matriculation certificate for the upcoming winter semester, **by July 31, 2019 (or December 1, 2019 if your stay starts in 2020)** to

Universität Trier, International Office, z. Hd. Frau Hauer-Schuster/Frau Birkel, 54286 Trier.

After you have completed the OLS language test and we have received your learning agreement, we will send your copy of the grant agreement also signed by us plus a programme certificate to your address indicated on page 1 of the agreement.