



International Office Info Session

Further information and documents at: www.erasmusout-eu.uni-trier.de

Areas of Responsibility:

International Office

- Questions about ERASMUS funding
- Grant Agreement
- Questions about the stay or the host university
- Nomination at the host university
- Documentation Learning Agreements

ERASMUS+ Departmental Coordinator

- Arrangement of the course selection
- Signing of the Learning Agreements
- Recognition process

ERASMUS+ - Monthly Rates: (as of programme year 2022/23 –expected to also apply in 2023/24)

Group 1: 600 EUR / month
(Denmark, Finland, Ireland, Iceland, Luxemburg, Norway, Sweden)

Group 2: 540 EUR / month
(Austria, Belgium, Cyprus, France, Greece, Italy, Netherlands, Portugal, Spain)

Group 3: 490 EUR / Monat
(Bulgaria, Estonia, Hungaria, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey)

Maximum duration of funding: 4 months and 5 days for stays of one semester, 9 months und 10 days for stays of two semesters. In case of a longer stay, the exceeding days will count as als *zero grant* period.

- plus **Green Erasmus** to-up (50 EUR plus travel days); Tip: <https://erasmusbytrain.eu/>
- plus (if applicable) monthly top-ups for students with fewer chances (for the same period as the regular funding)

United Kingdom: Funding will come out of project funds 2022: amounts as indicated above



Duration and conditions:

- A maximum of 12 months per study period can be funded (including zero grant periods).
- Online studies from outside the host country are not financially supported.
- Calculations are based on 30 days per month.
- Preparatory language courses in the host country as well as orientation events at the host university can be included in the funding period, whereas travel days and periods of stay in the host country for purposes other than study cannot (i.e., only the "academically necessary" period is eligible for funding).
- Extension of the agreed funding period must be requested by November 15, 2023, at the latest; approval will depend on the availability of funds.
- The final grant is calculated according to the confirmed actual length of stay at the host university (based on the exact number of days) , i.e., if the actual length of stay at the host university is shorter than stated in the grant agreement, the total grant amount will be reduced accordingly.
- Verified periods of study at the host university that are not covered by the grant agreement cannot be financially supported and are considered zero grant periods.

ERASMUS+ funding top-ups

- Additional funding for students with fewer opportunities.
 - Target groups: Students with disabilities or chronic physical or mental illnesses incurring additional costs abroad, students with child/ren, students from a non-academic family background (first-generation academics), working students - for details see circular email
 - Application by Mai 31, 2023 at the latest (deadline for all participants in the programme year 2023/24)
- Grant for environmentally friendly travel ("Green Travel"):
 - One-off grant of 50,- EUR plus daily allowances for up to 4 travel days, if the travel time is extended by using environmentally friendly means of transport.
 - Prerequisite: low-emission means of transport (e.g., bus, train, carpooling) are used for the main part of the journey to and from the university.
 - Application form (declaration of honour) will be sent by e-mail at the beginning of June 2023; if the programme starts in autumn 2023, it has to be returned by June 16, 2023 (final deadline).

Updating and completing your data for the grant agreement

Data request in June 2023 – feedback (either via online form or e-mail questionnaire) by 16 June 2023:

- Bank details for transfer of funding (should be valid until end of September 2024 or longer).
- Level of study at the U. Trier (Bachelor's/Master's/PhD) and course of study at the U. Trier during your stay abroad
- Your correspondence address during your stay abroad
- Your official primary residence during your stay abroad (in Germany, if you remain registered here)
- If applicable, details of previous participation in the ERASMUS+ programme
- Your expected dates of stay at the host university ("academically necessary" period including preparatory language courses in the host country, orientation events at the host university and examination periods on site, but excluding travel days) - please research as precisely as possible!



To do before you leave:

- ✓ By 31.05.2023: if applicable, return the declaration of honour for additional funding (final deadline for the entire programme year).
- ✓ By 16.06.2023 for programme start in autumn 2023: Answer the data query and, if applicable, return the declaration of honour for Green Travel by e-mail.
- ✓ By 21.07.2023 for programme start in autumn 2023: Complete and sign the grant agreement and submit two paper copies with your signature in original to the IO (form will be sent to you by e-mail by July 10, 2023)
- ✓ By 01.08.2023: Conclude the Learning Agreement with the host university and the subject coordinator at the U. Trier and send it to the IO by e-mail.
- ✓ Take the EU online language test; complete the online language course (optional).
- ✓ Check health, liability and accident insurance cover: Insurance should include return transport to the home country in the event of illness or death => "[Practical Information](#)".
- ✓ If necessary, take leave of absence from the University of Trier => "[Practical Information](#)"
- ✓ If necessary, apply for a residence permit/visa for the host country.
- ✓ If necessary, clarify change of residency with the Residents' Registration Office (Einwohnermeldeamt).

To do after your stay:

- ✓ Submit certificate of stay
- ✓ Submit transcript of records at your Department
- ✓ Apply for recognition, if applicable
- ✓ Submit transcript of records and confirmation of recognition at the International Office
- ✓ Submit EU online questionnaire on your stay and report for future participants



OLS – Language assessment and courses:



- The EU provides an online platform for language support in the ERASMUS+ programme: [EU Academy](#).
- Erasmus+ students can log in to the platform with their university ID and have various options for self-assessment of language skills through language tests as well as participation in language courses.
- Instructions on how to register on the platform will be sent to all ERASMUS+ participants by the end of May.

Learning Agreement:

1. Learning Agreement

- BEFORE the Mobility (for all fields of study and the complete mobility period)
- Deadline (see Check list)

2. Learning Agreement Changes

- DURING the mobility
- Changes during mobility (until 5 weeks after beginning of classes)
- See Step by Step Guide Changes

Transcript of Records, Recognition

- AFTER the mobility
- Transcript of Records
- Apply for recognition in the department

Guides: www.erasmusout-eu.uni-trier.de



Erasmus+

Step by Step Guide
Learning Agreement

23.01.2023

IMPORTANT !



Note

- Please discuss the course selection with your Erasmus+ coordinator at your home university **before** you complete the Learning Agreement, Part I.
- Usually, you are required to take 30 ECTS. This can vary if the Erasmus+ coordinators give their approval.
- The agreements in LA part I and II are **binding**. If you make non-approved changes or do not perform accordingly, you may have to return part or even all of the ERASMUS+ funding. This will be clarified on a case-by-case basis with the Erasmus+ coordinator, the International Office and the student. (As a rule, funds will not be reclaimed if all the agreed courses have been attended and the exams have been taken but not passed.)

Note: If your host university requires an **Online** Learning Agreement, please contact anne.schneider@uni-trier.de

www.erasmusout-eu.uni-trier.de



Erasmus+

On this page you will find important documents and information about studying with ERASMUS+ in programme countries in **EUROPE**.

Attention! Important documents for studying with ERASMUS+ in the partner countries **Canada, Israel, Japan, Tunisia and Vietnam** can be found [here](#).

Important Checklists



- CHECK LIST 2023/24
- CHECK LIST 2022/23

Important documents

1. Before the stay

- Template Learning Agreement and Step-by-Step Guide for the Learning Agreement Part 1 (for the "Step by Step Guide for the ONLINE Learning Agreement" please contact Mrs. Anne Schneider)
- Practical Information
- Notes on the funding agreement 2022/23
- The presentation of the information event:
 - Presentation from November 09, 2022 for Outgoing students in sommer semester 2023

2. During the stay

- Template Learning Agreement and Step by Step Guide for the Learning Agreement Part 2 During Mobility
- Merkblatt zur Verlängerung des Gastaufenthaltes
- Certificate of Stay 2022/23


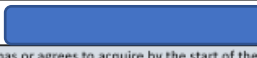
3. After the stay

- see Check list



**Learning Agreement
Student Mobility for Studies
International Mobility**

General information

| | | | | | |
|--|-------------------|--------------------|---------------|----------------------------|--|
| Student | Last name(s) | First name(s) | Date of birth | Nationality | Gender |
| | ESI | | Study cycle | Field of education (ISCED) | Field of education (clarification) |
| | Not applicable | | | | |
| Sending Institution | Name | Faculty/Department | Erasmus code | Country | Administrative contact person name; email; phone |
| | Universität Trier | | D TRIER01 | Germany |  |
| Receiving Institution | Name | Faculty/Department | City | Country | Administrative contact person name; email; phone |
| | | | | |  |
| The level of language competence in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/> | | | | | |

Study cycle:

BA/B.Ed/B.Sc. = 1/first MA/M.Ed/M.Sc. =2/second

Field of education: You will find the code at the end of the acceptance letter

→ **Contact person** = Your subject coordinator in Trier (can be found at the end of the acceptance letter or on the homepage of the subject), not the International Office

→ **Contact person** = the subject coordinator at the host university, see instructions of your host university

Mobility type and duration

| | |
|--|---|
| Mobility type (select one) | Estimated duration (to be confirmed by the Receiving Institution) |
| <ul style="list-style-type: none"> Semester(s) <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/> | Planned period of the physical mobility: <ul style="list-style-type: none"> from [day (optional)/month/year] to [day (optional)/month/year] |

Mobility type:

- Click on semester
- If you additionally choose a virtual component (this has to be coordinated with the subject coordinators in Trier and at the host university beforehand), click on this as well (see also glossary to the Learning Agreement)

Enter the dates of the mobility; if necessary, research on the website of the host university.

Study Programme at the Receiving Institution

Mobility type: Semester(s)

| Table A | Component code (if any) | Component title at the Receiving Institution (as indicated in the course catalogue) | Semester [e.g. autumn/spring; term] | Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion |
|--|----------------------------|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | Total: ... |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information] | | | | |

Here you list the courses you are going to take at host university.

(If you number them (first column), you can refer to those numbers in table B1 instead of naming the courses again.)

Here you enter the website for the course catalog at the host university

Recognition at the Sending Institution *Mobility type: Semester(s)*

Please indicate which classes/ modules at your home university are to be substituted for the classes you are planning to take at your host university.

(This does not have to be done 1 to 1, i.e. one course from the host university does not have to be assigned to one course/module of your home university)

| Table B | Component code (if any) | Component title at the Sending Institution (as indicated in the course catalogue) | Semester [e.g. autumn/spring; term] | Number of ECTS credits (or equivalent) to be recognised by the Sending Institution | Automatic recognition (the department's recognition procedure has to be followed after return) |
|--|----------------------------|--|---|---|--|
| | | | | | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| | | | | | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| | | | | | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| | | | | | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| | | | | | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| | | | | | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| | | | | Total: ... | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Provisions applying if the student does not complete successfully some educational components: www.erasmusout-eu.uni-trier.de Siehe Step by Step Guide für das Learning Agreement Teil 1 | | | | | |

Note: An automatic recognition is not yet planned at University Trier. „Automatic recognition“ means that recognition is guaranteed via the usual recognition process in the department (see the department's website).

If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution

Mobility type: Semester(s)

| Table C | Component code (if any) | Component title or description of the study programme at the Receiving Institution | Short description of the virtual component (obligatory field): | Number of ECTS credits to be awarded | Automatic recognition (the department's recognition procedure has to be followed after return) |
|---------|-------------------------|--|--|--------------------------------------|--|
| | | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | | | Total: ... | |



If applicable: Please enter here which courses you will attend virtually at the host university

Commitment of the three parties

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

| Commitment | Name | Email | Position | Date | Signature |
|---|------|-------|----------------|------|-----------|
| Student | | | <i>Student</i> | | |
| Responsible person at the Sending Institution (for first field of study) | | | | | |
| Responsible person at the Sending Institution (for second field of study if applicable) | | | | | |
| Responsible person at the Receiving Institution | | | | | |

- Please do not forget to sign and date the Learning Agreement
- Please make sure to get the signature of your Erasmus+ coordinator(s) at your home university. If you select courses from different study fields, you also need the approval of this field's Erasmus+ Coordinator at Trier University. Students of Pedagogy/ in FB IV: you also need the respective module officer's (Modulbeauftragter) signature.
- You also need the signature of the Erasmus+ coordinator(s) at your host university **before the start of your mobility!**
- Please ensure that all parties **sign, stamp and date** the LA correctly.
- Please forward the signed document to **anne.schneider@uni-trier.de**

ERASMUS+ 2023/24 – Check List


Before you leave:

- by 31 May 2023, return the declaration of honour for **additional funding**, if applicable (final deadline for the entire programme year).
- Answer the **data questionnaire** and, if applicable, return the declaration of honour for Green Travel by e-mail.
 - o by June 16, 2023 (for students starting in the 1st semester)
 - o by November 10, 2023 (if you start in the 2nd semester)
- Renew matriculation** at Trier University for the next semester and apply for leave of absence (if required). Make sure you have sufficient health, accident and liability insurance for your stay abroad and apply for student residence permit or visa in your host country (if applicable) For further information, please read *Practical Information* at www.erasmusout-eu.uni-trier.de
- Complete and sign grant agreement** and submit two paper copies with your signature in the original to the International Office by July 16, 2023 if starting in the 1st semester/ by November 30, 2023 if starting in the 2nd semester
- Send scan of learning agreement signed by all parties to anne.schneider@uni-trier.de**
 - o by August 1, 2023 in case your stay begins in the 1st semester
 - o by November 30, 2023 in case your stay begins in the 2nd semester
 Forms and further information available at: www.erasmusout-eu.uni-trier.de

During your stay:

- If applicable: send scan of **learning agreement - part 2 (Changes)** signed by all parties to anne.schneider@uni-trier.de five weeks after the start of studies at your host institution at the latest; forms and step-by-step guide available at www.erasmusout-eu.uni-trier.de
- Send matriculation certificate of Trier University (from PORTA) to the International Office** (by e-mail to aaastud2@uni-trier.de)
 - by September 20, 2023 matriculation certificate for the winter semester 2023/24
 - by March 20, 2024 matriculation certificate for the summer semester 2024
- At the end of your stay:** ask for **Certificate of Stay**
Signed and stamped certificate issued by your host institution confirming the exact start and end dates of your stay : *We cannot accept certificates that have been issued more than 5 days prior to the end date indicated on the certificate!*

May 23, 2023 1/3

Check list for your stay

Kontakt:

Funding:

Anne Freihoff

Raum: V21

freihoff@uni-trier.de

Telefon: 201 2809

Office hours: Tuesdays and Wednesdays 3:00 p.m. through 4:30 p.m. please register in Stud.IP

Nomination / Learning Agreements:



Anne Schneider

Raum: V21

Anne.schneider@uni-trier.de

Telefon: 201 2868

Office hours: by appointment



**Auslandsprogramme
für Studierende & Graduierte
2023/24**

International Office

All important information and documents

www.erasmusout-eu.uni-trier.de

Have a good trip and a wonderful time!

