



## **ERASMUS+ 2023/24– Information regarding Grant Agreement (Project KA 131, 2023 – stays 2023/24)**

### **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 2022/23, 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 as well as the United Kingdom):

**600,- EUR**

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

**540,- 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):

**490,- EUR**

If a top-up for students with fewer opportunities was applied for and granted, 250,00 EUR will be added to the monthly rate.

The ERASMUS+ grant will be paid for a **maximum of 4 months (120 days)** in case of a stay of **one semester** and for a **maximum of 9 months (270 days)** in case of a stay of **two semesters**. If the *Green Travel* top-up has been applied for, the specified number of travel days will be added. If the stay is shorter than the maximum funding period indicated, the grant will be paid for the exact duration of the study period at the receiving institution (see 2.4 of the grant agreement). (Please note: If a stay planned for two semesters is ended after the first semester, a maximum of 4 months will be funded).

The ERASMUS+ grant will be paid for **the period specified in the grant agreement** as long as it is **spent in the host country**; online studies undertaken from outside the host country will not be supported financially. 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 (except for *Green Travel*).

Under 3.3 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 **in August or September 2023** (respectively **end of December 2023** if you start your stay in the 2<sup>nd</sup> semester) if we receive the signed grant agreement within the deadline stated at the end of this

document. 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 submitted the EU online survey. This means that participants returning after the first semester will receive the final payment approximately in **March/April 2024** and students returning after the second semester approximately in **August/September 2024**.

Please note that the grant can only be paid if the stay at the host institution lasts for **at least 2 months**; in case of a shorter stay, the **total amount of the grant will be recalled**.

## II. Extension of the ERASMUS+ Mobility

If you would like to extend your ERASMUS+ stay from one semester to two semesters (only possible if you start your stay in the first semester of the academic year 2023/24, you will have to apply for the extension **by November 15, 2023**. To do so, send an e-mail to [freihoff@uni-trier.de](mailto: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 –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 (up to the maximum periods detailed above).

## III. Zero Grant Period

In many cases the actual period of studies at the receiving institution will be longer than the maximum period funded. In these cases the period between the end of the period funded and the end of the study period will be considered as *zero grant period*, i.e. it will count towards your ERASMUS+ mobility period even though you will not receive financial support since you will still be taking advantage of the other benefits the ERASMUS+ programme provides.

In order to determine your final ERASMUS+ mobility period (i.e. the funded period plus zero grant period if applicable), the *Certificate of Stay* issued by your host institution at the **end** of your stay as well as the preparatory language course certificate, if applicable, will be decisive.

Moreover please note 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* even if the total period does not exceed the maximum funding period.

**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 (up to the maximum number of funded days) This requires that the period of the language course is covered in the grant agreement (see articles 2.1 and 2.2 of the grant agreement). 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 article 2.6 of the grant agreement).

#### V. Before signing the grant agreement, please pay attention to the following:

##### ***Learning Agreement:***

Please keep in mind that the learning agreement is a constituent part of your grant agreement and that your grant agreement will only be valid when the completely signed learning agreement has been submitted. If your learning agreement is missing at the time you start your stay, we will have to recall the grant.

##### ***Matriculation certificate:***

ERASMUS+ funding can only be granted if you are registered at Trier University for the full period of your stay abroad. Therefore please submit a Trier University matriculation certificate for the semester(s) during which you are abroad by the deadlines detailed in the grant agreement and check list.

##### ***Address of your primary residence:***

If you have not already done so, please inform us by August 15, 2023 of the address which will be your official primary residence as of mid-August 2023. If you remain registered in Germany, please indicate your German address. Without this address, no payment will be possible! You are required to inform us immediately of any change of your address of primary residence until you have received the final installment of your ERASMUS+ grant.

##### ***Articles 2.1/2.2 of the grant agreement***

Here the start and end dates of your stay that you have indicated so far have been entered. Please check these and 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 post two fully completed and signed print-outs of the grant agreement as well as your matriculation certificate for the upcoming semester **by August 8, 2023** (respectively **November 30, 2023** in case your stay begins in the 2<sup>nd</sup> semester) to:

**Universität Trier, International Office, z. Hd. Frau Schneider, 54286 Trier (or you can drop them into the International Office's post box in building V, ground floor).**

We will return one copy of your grant agreement also signed at our end plus a programme certificate to your correspondence address indicated on page 1 of the grant agreement by the end of August 2023 (respectively December 31, 2023 in case your stay begins in the 2<sup>nd</sup> semester).