

International Center – Westring 400 – 24118 Kiel – Germany – D KIEL01

Mobility opportunities under the ERASMUS+ programme - study abroad

The guide for students of Kiel University – 2016 / 17

Dear students,

We are pleased about your interest in studying abroad under the new **ERASMUS+** programme. Maybe you have already applied to go abroad or even been selected as an ERASMUS outgoing-student. This guide provides you with information on how to prepare and carry out your plans successfully throughout Europe.

We wish you all the best and good luck for your European adventure!

Your ERASMUS-Team

ERASMUS+, WHAT IS IT?

The Erasmus+ programme aims to boost skills and employability within education, training, and youth work. The seven year programme will have a budget of €14.8 billion. Until 2020, Erasmus+ will provide opportunities for over 2 million Europeans to study, train, gain work experience and volunteer abroad, of which over a quarter of a million will be from Germany.

Among many others, the Erasmus+ programme is directed to students of all study cycles (i.e. BA, MA, PhD) who are willing to complete a study period or an internship (traineeship) abroad. In specific, traineeship abroad should still be open between graduation and first employment. Additionally, students who are planning on completing an entire Master's degree programme in Europe will be granted a loan at reduced rates of interest.

Further information can be found on the European Commission's website:

<http://ec.europa.eu/programmes/erasmus-plus>

Within the framework of EU-programmes the following mobility measures are being promoted:

- Studies abroad = Student Mobility Studies (SMS)
- Traineeship abroad = Student Mobility Placement (SMT)
- Staff Mobility for Teaching (STA)
- Staff training = Mobility for non-teaching Staff (STT)

STUDENT MOBILITY STUDIES (SMS) – WHO MAY TAKE PART?

- You need to be a registered student at Kiel University.
- Financial aid will be granted throughout every study cycle, including PhD.
- Students from all countries may take part in the ERASMUS+ programme. The nationality of the applicant is irrelevant.
- You need to have completed at least one year at your home university before you actually start your ERASMUS+ studies. However, ERASMUS-internship is possible right at the beginning of your studies.

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- You speak the target language sufficiently, in which the university courses are taught.
- You are obliged to acquire at least 15 credits per semester (30 credits in the academic year 2016/17).

WHICH COUNTRIES TAKE PART IN THE ERASMUS+ PROGRAMME?

- The following European countries take part in the ERASMUS+ programme: all 28 Member States of the EU as well as former Yugoslav Republic of Macedonia, Iceland, Liechtenstein, Norway, Turkey.
- Switzerland is currently no eligible country, yet Switzerland sponsors incoming students out of its own resources: <http://www.ch-go.ch>

WHAT DOES ERASMUS+ OFFER?

For the first time, students may receive financial support students for a period of 12 months in every study cycle (BA, MA, PhD). At the same time, the monthly grant for students has further been raised in order to provide an incentive for mobility.

The general rules apply to all students:

- Students may receive financial support for up to **12 months in each educational section** (BA, MA, PhD) for different mobility projects. This means that one can apply for multiple grants within one study cycle, e.g. first studying abroad for 5 months and then doing an internship for additional 7 months.
- The mobility projects do not necessarily have to take place within one academic year, for instance, you may go abroad from May to November.
- If, however, the student has already participated in an ERASMUS-programme for several months and is planning to go abroad anew during that *same study cycle*, the first and second stay may not exceed 12 months in total.
- There will be **support** in terms of your technical and linguistic preparation prior to your trip. Usually, the host institution will **provide assistance** regarding accommodation and cultural events.
- The **course achievements** performed abroad will be approved and recognised as achievements by the **home university**.
- ERASMUS+ students are **exempted from paying tuition fees** at the host university.
- **Student Mobility Studies (SMS) and Traineeship abroad (SMP)** can be **combined** with each other during one stay abroad so that the two activities (SMS+SMP) may count as one ERASMUS+ mobility period. Important requirements are that the internship is under the supervision of the host university, in which the studies took place and that SMS and SMP periods immediately follow upon each other.

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- You will receive a **monthly grant** for your stay abroad. The grant amount depends on the target country:
 - Category 1** (300,- €): Denmark, Finland, France, UK, Ireland, Italy, Liechtenstein, Norway, Austria, Sweden
 - Category 2** (250,- €): Belgium, Greece, Iceland, Croatia, Luxembourg, Cyprus, the Netherlands, Portugal, Slovenia, Spain, Czech Republic, Turkey
 - Category 3** (200,- €): Bulgaria, Estonia, Latvia, Lithuania, Malta, Former Yugoslav Republic of Macedonia, Poland, Rumania, Slovakia, Hungary
- Please note that **interns (SMT)** additionally receive at least 100,- € per month in each country category.
- For students with disabilities as well as for student with a child there are extra funds available for any additional expenses related to the stay abroad. For further information, please contact the ERASMUS-team of Kiel University.**
- If you are entitled to the federally funded **student loan (BAföG)**, a monthly Bafög-loan of up to 300,-€ will **not be deducted**. In this matter, please contact your local Education Assistance Office (*Amt für Ausbildungsförderung*). Further information can be obtained from The Federal Ministry of Education and Research (*BMBF*): <https://www.bafög.de/de/ausland---studium-schulische-ausbildung-praktika-441.php>
 Please apply for federally funded student loans (BAföG) in good time (if possible half a year in advance).

YOUR RIGHTS AND OBLIGATIONS WITHIN ERASMUS+

- Your rights and obligations as an ERASMUS-student are listed in the so called **ERASMUS-Charter**, which may be sent to you on demand, yet can also be found under: [http://www.international.uni-kiel.de/de/studium-im-ausland/erasmus_„ERASMUS-Universitätscharta der CAU \(ECHE\).pdf“](http://www.international.uni-kiel.de/de/studium-im-ausland/erasmus_„ERASMUS-Universitätscharta der CAU (ECHE).pdf“)
 According to this Charter, Kiel University is obliged to approve and recognise the course achievements performed abroad:
http://www.international.uni-kiel.de/de/studium-im-ausland/erasmus_„Anerkennungssatzung der CAU.pdf“
- Dunning procedures:** If students who do not fulfil their obligations in submitting the necessary documents, the International Center will introduce the following steps within at least 6 weeks:
 1. first reminder to submit the document(s) required
 2. second reminder to submit the document(s) required with the fixing of a time limit
 3. first warning/dunning letter with the fixing of a time limit as well as announcing to demand the funds back
 4. second warning/dunning letter and demanding the funds back
- A student, who is not able to complete 15 credit points abroad, has to inform the International Center of Kiel University immediately. The International Center reserves the right to demand the funds back, which have already been paid.
- Complaints management:** For complaints or problems, please contact the International Center directly (or your ERASMUS+ departmental contact). We shall treat your information individually and confidentially.

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HOW DOES THE ERASMUS+ PROGRAMME WORK AT KIEL UNIVERSITY?

The student exchange is based on bilateral agreements made by university lecturers and professors of the various departments of the Kiel University. At the moment, there exist **more than 600 possible student mobilities at more than 200 European partner universities**. The university lecturers and professors function as so called “Departmental Coordinators” and are the first contact and perform the selection of the students.

The ERASMUS-Office at the International Center asks the students to register online. After your registration, you will receive all the necessary information and documents via workflow in our online system “Mobility”, also via e-mails generated automatically. The collection of documents works almost entirely paperless. Please make sure you know your user name and password, since you need both throughout your entire stay abroad.

1. Selecting the country and the university

Firstly, it is important to check who is your departmental coordinator and which university cooperations exist in your field of study. The following tables will help you to find the relevant information:

A. „Übersichtstabelle der ERASMUS-Partnerhochschulen der CAU“ (Excel file).
(ERASMUS partner institutions of Kiel University - in German so far).

B. „Übersichtstabelle der ERASMUS-Programmbeauftragten der CAU“ (Excel file).
(ERASMUS departmental coordinators at Kiel University - in German so far)

You can find both tables as Excel-Files on the International Center’s website (right-hand side): <http://www.international.uni-kiel.de/de/studium-im-ausland/erasmus>

Please note: You can only choose a university exchange, that is valid for your first or second field of study. An exchange via a different subject field is not possible.

2. Direct application at the departmental coordinator

Secondly, do get in touch with your ERASMUS departmental coordinator. Since every department can set the rules individually, we ask you to find out, if there are any internal application deadlines or prerequisites that need to be met. The departmental coordinators are in charge of the exchange and the selection of the students. They maintain the selection list and give advice on the courses abroad as well as on approving the course achievements. Basically, all departmental coordinators select the students according to the following criteria: academic and language expertise, personal suitability and, possibly, time of application.

The departmental coordinators forward the selection list to the ERASMUS-office of the International Center.

3. Online-registration at the ERASMUS-office of the International Center (CAU)

After having been selected by your departmental coordinator and after your host university has agreed, you have to register online at the ERASMUS-Office of Kiel University. The link can be found on the ERASMUS-website.

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Information on the exact name of the host university as well as its code can be taken from the above mentioned chart: „Übersichtstabelle der ERASMUS-Partnerhochschulen der CAU“ (Excel file) = ERASMUS partner institutions of Kiel University (in German only).

Closing dates for the submission of applications:

February 15th, 2016: for the academic year 2016/17 (all mobility places)

June 1st, 2016: for the entire assignment of the remaining places

(Online-registration is open from February 1st, 2016.)

After their registration, all ERASMUS-students will be nominated at the host universities by the ERASMUS-Office. Please be patient with the ERASMUS-Office, in case your nomination might not take place right after your personal registration due to the lack of time. The nominations will take place in February and March (students applying in June will be nominated in July and August).

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4. Learning Agreement (LA)

After having been nominated at your host university, you have to issue your Learning Agreement (LA).

The Learning Agreement (LA) specifies all courses (if available), that you are planning to attend abroad. This takes place in consultation with your departmental coordinator and, if necessary, with your examination office (*Prüfungsamt*). If your host universities offer their own Learning Agreements, feel free to complete their forms instead.

The host university verifies the selection of courses by signing the LA (yet is not obliged to agree to courses outside the department's subject area). By signing the LA, the host university guarantees that the selected courses will take place throughout the requested period of stay abroad. The departmental coordinator's signature guarantees that the courses will later be recognised. Once all signatures appear on the LA (please do not forget your own signature), you may upload the scanned document onto the ERASMUS online portal.

You can download our Learning Agreement (Part 1), as soon as you have been admitted to this corresponding “work flow step”.

5. Changing your course selection

In case you alter your course selection abroad, you need to document these changes in Part 2 of the Learning Agreement and make sure it is again signed by the host university and by the departmental coordinator in Kiel. Once all signatures appear on the LA (“Changes”), you need to upload the scanned document onto the ERASMUS online portal again. Please try to upload the LA at least four weeks after your arrival abroad.

You can download the relevant Learning Agreement (Part 2), as soon as you have been admitted to this “work flow step”.

6. Your application at the host university

After you have been nominated at the host university by the ERASMUS-Office of Kiel University, you have to apply independently at your host university. Please find the relevant information regarding the online-application (deadlines, course catalogue, accommodation) on the host university's website.

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7. Compulsory Language Tests – Online Linguistic Support (OLS)

The European Commission provides an online language test for various languages (i.e. German, English, Spanish, French, Italian, Dutch, Czech, Danish, Greek, Polish, Portuguese and Swedish). This test within the relevant working language is to be **completed by all students before and after the stay abroad**. Yet, this compulsory test does not serve as a criteria for being granted financial aid within Erasmus+. Also, native speakers do not have to complete it. The test will document your initial language capability as well as improvements made during your stay. Additionally, through a systematic, Europe-wide review on the developments of individual language skills the Commission will evaluate the efficiency of Erasmus+: <http://erasmusplusols.eu/de>

After the first automated assessment test, the selected Erasmus+ students will be given the opportunity **to accomplish online language courses for free**. The participants may work on improving the major language, which they will need during the Erasmus-stay abroad.

At the appropriate time of your application process the ERASMUS-Office will send an e-mail with login and password information in order to be able to access the OLS-platform.

8. Grant Agreement (GA)

You will receive your individual Grant Agreement in July/August 2016 (or even later, in case you get selected later). You need to return the **original copy** of this letter along with your signature to the International Center. The GA will state the funding amount according to your stay.

The Grant Agreement can be downloaded from the online portal, once you got to this particular “work flow step”.

9. Receiving the ERASMUS-payment – Duration of the stay

The payment will only be granted once the Learning Agreement (signed by all parties) as well as the Grant Agreement (signed by the student in original) has been turned in. The grant amount depends on the duration of the stay and on the target country (see above p. 2: Chapter “What does ERASMUS+ offer?”)

Most of the payment (1st installment) will be granted before the departure. If you are leaving for one semester, the first payment will cover four months; if you are leaving for two semesters, the payment will cover eight months. In case you visit a country that has trimesters, your first payment will cover three months or six months. The additional days of your stay, that are not covered by the first payment, will be granted after your return (2nd installment).

The ERASMUS-Office tries to fund the entire period of your stay abroad. In case this is impossible due to financial resource limitations, you will be informed about cutbacks in good time before your stay.

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Examples:

Example 1: Stay of 8 months and 15 days in Norway

- 1st installment: 8 months (240 days) will be funded $8 \times 300,- \text{€} = 2.400,- \text{€}$
- 2nd installment: the daily rate for category 1 (Norway) amounts to $10,- \text{€}$ per day, thus you receive additional $150,- \text{€}$ ($15 \times 10,- \text{€}$)

Example 2: Stay of 4 months and 20 days in Spain

- 1st installment: 4 months (120 days) will be funded $4 \times 250,- \text{€} = 1.000,- \text{€}$
- 2nd installment: the daily rate for category 2 (Spain) amounts to $8,3\bar{3}\text{€}$, thus you receive additional $167,- \text{€}$ ($20 \times 8,3\bar{3}\text{€}$)

Example 3: Stay of 5 months and 22 days in Poland

- 1st installment: 4 months (120 days) will be funded $4 \times 200,- \text{€} = 800,- \text{€}$
- 2nd installment: the daily rate for category 3 (Poland) amounts to $6,6\bar{6}\text{€}$, thus you receive additional $347,- \text{€}$ ($52 \times 6,6\bar{6}\text{€}$)

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10. Confirmation of Attendance

In order to be able to determine the authorised duration of the stay, you need to return our **“Confirmation of Attendance”** to the ERASMUS-Office after having finished the mobility. Since this document certifies the exact duration, you have to make sure that the host university signs this document not earlier than a week before departure - too early signed documents cannot be accepted .

Please be aware that only the period of study can be supported financially, for example “orientation days“ and a language course offered by the host university prior to your studies, as well as exams after the end of lecture period are part of your studies. An early arrival due to finding an apartment is not regarded to be connected to the studies.

The “Confirmation of Attendance” needs to be uploaded into the ERASMUS online portal – students leaving for the summer semester need to upload it until 15th July.

A copy of the “Confirmation of Attendance” can be downloaded from the online portal, once you got to this particular “work flow step”.

The payment of the 2nd installment is usually carried if the following things are completed: “Confirmation of Attendance”, the online-questionnaire by the EU, as well as the written field report (*Erfahrungsbericht*), the second OLS-Language Test after the mobility, Part 3 of the Learning Agreement (including Transcript of Records and Chart F “Recognition”) .

11. Online-questionnaire of the EU / Written Report (*Erfahrungsbericht*)

You will receive an email from the EU with the link to the online-questionnaire after the end of the mobility. Additionally, the written report (*Erfahrungsbericht*) has to be uploaded until 1st May 2017. This deadline also applies to students leaving for the summer semester. You should also send a copy of the written report to your departmental coordinator.

A template of the written report (*Erfahrungsbericht*) can be downloaded from the online-portal once you got to this particular “work flow step”.

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12. Transcript of Records – Recognition

After having finished your mobility you need to upload your Transcript of Records no later than August 15th, 2017.

Then please fill in Part 3 – Learning Agreement and make sure that “table F” will be signed by the department or the Examination Office (*Prüfungsamt*) of Kiel University (signature and stamp). We kindly ask you to upload this document onto the online-portal no later than 30th September 2017.

The Learning Agreement (Part 3) can be downloaded from the online-portal once you got to this particular “work flow step”.

13. Prolongation - withdrawal - cancellation

In case of a withdrawal or an early cancellation we kindly ask you to inform the ERASMUS-Office as well as the departmental coordinator as early as possible. Generally, the Erasmus-payments need to be returned fully.

In case you want to prolong your Erasmus stay, you need to send an e-mail to the ERASMUS-Office until **December 1st**. In your request you should state your exact dates of prolongation and certify that your host university agrees to the prolongation. In addition to that, the departmental coordinator needs to agree, too (an e-mail is sufficient).

If there are enough remaining funds, the prolongation will be funded. Yet, priority has the funding of the student’s “Zero-Grant-Days” of the first mobility.

Short-term internships at the host university are to be notified in time and have to be recorded in the “Learning Agreement”.

14. Special Instructions for ERASMUS+

The student, who stays abroad within the Erasmus+ programme, officially continues his or her professional studies; this means that there is no need to take a semester on leave (*Urlaubssemester*). Further information can be obtained at the “**Studierendensekretariat**” of Kiel University.

The fee for the **semester ticket** for public transport can be reimbursed at the student union (ASTA = *Allgemeiner Studierendenausschuss*) before departure.

An **ERASMUS Certificate** about your participation in the ERASMUS Programme can be downloaded from the online-portal.

ERASMUS mobility in a **different subject/ faculty** is not possible, yet within a double degree BA (*2-fach Bachelor*) you may go abroad within both subject areas.

Do make sure that you are fully **insured** during your stay abroad (health, property and casualty insurance as well as personal liability insurance). Insurance can for instance be obtained by the **DAAD-Group-Insurance**.

In order to be able to contact you at all times, you have to inform us in case your e-mail address changes. This also applies to any changes regarding your bank details.

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AT A GLANCE: WORKFLOW ERASMUS+ AT KIEL UNIVERSITY

	What is to be done?	Which document?	What is the deadline?	Who ?
1	selecting the host university	Excel file / ERASMUS-website of Kiel University	before February 15 th , 2016 or an internal application deadline of the subject area respectively	the student
2	getting in touch with the departmental coordinator	no document available / please note the internal deadlines of the subject area	before February 15 th , 2016 or an internal application deadline of the subject area respectively	the student
3	selection of ERASMUS students by the department and information of the ERASMUS-Office	the departmental coordinator sends the completed selection list to the ERASMUS-Office	until February 15 th , 2016 for the academic year 2016/17 (until June 1 st , 2016 for all the remaining mobilities)	departmental coordinator
4	online-application at the ERASMUS-Office of the International Center	online-registration / no document required	until February 15 th , 2016 for the academic year 2016/17 (June 1 st , 2016 for all the remaining mobilities)	the student
5	nomination to the host university	online-nomination or nomination by e-mail by Kiel University	nomination deadline of every individual host university	ERASMUS-Office of Kiel University
6	ERASMUS Certificate	certifies the student's participation in the ERASMUS-programme can be downloaded from the ERASMUS-portal	optional / when necessary	the student
7	drawing up the Learning Agreements (LA) / course selection at the host university	Learning Agreement in three parts: Part 1 – before leaving Part 2 – during the mobility (Changes) Part 3 – after the mobility LA will be provided as a download at the ERASMUS portal.	before the mobility / upload Part 1 into the ERASMUS portal of the International Center	the student
8	application at the host university	usually you have to apply online at the host university (often with Learning Agreement)	individual application deadline of the host university	the student
9	Online Language Test of the EU (OLS) in DE, EN, ES, FR, IT, NL, CS, DA, EL, PL, PT, SV	OLS-portal of the EU / the online-link will be sent to you by the ERASMUS-Office	before the mobility	the student
10	Online Language Course of the EU (OLS) in DE, EN, ES, FR, IT, NL, CS, DA, EL, PL, PT, SV	OLS-portal of the EU / due to limited licences not all of the students will be asked to participate	before the mobility	the student
11	Grant Agreement (GA)	Grant Agreement (GA) / GA can be downloaded from the ERASMUS-portal at the right time	around June/July 2016 / for the application date June 1 st a bit later, respectively	the student
12	accepting the scholarship	Grant Agreement (GA)	before the mobility / the GA needs to be returned to the ERASMUS-Office with an original handwritten signature	the student
13	payment of the 1 st ERASMUS installment	the 1 st installement is based on the GA (with handwritten signature) and on part 1 of the LA	before the mobility	ERASMUS-Office of Kiel University
14	possible change of courses	Part 2 of the LA („Changes“) can be downloaded from the ERASMUS-portal at the right time	4 weeks at the latest after your arrival abroad / the fully signed LA document should then be uploaded onto the ERASMUS-portal	the student
15	prolongation	informal by e-mail	until December 1 st , 2016 / make sure that the host university as well as the departmental coordinator in Kiel confirm the prolongation (e-mails to the ERASMUS-Office are sufficient)	the student
16	Confirmation of Attendance	Confirmation of Attendance can be	please upload the document shortly	

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		downloaded from the ERASMUS-portal at the right time	before or directly after the mobility onto the ERASMUS portal	the student
17	written report (“Erfahrungsbericht”)	a template /model can be downloaded from the ERASMUS-portal	the report has to be uploaded onto the ERASMUS portal until May 1 st ,2017	the student
18	Online Questionnaire of the EU	students will be contacted directly by the EU-Commission	immediateley after the mobility	the student
19	Online Language Test of the EU (OLS)	OLS-Portal of the EU / you already created your account with the first test	after the mobility	the student
20	Transcript of Records	will be issued by the host university and sent to the student	the document has to be uploaded onto the ERASMUS-portal until August 15 th ,2017	the student
21	recognition of course achievements	Part 3 of the LA (after the mobility) can be downloaded from the ERASMUS-portal at the right time	Part 3 of the LA needs to be uploaded onto the ERASMUS-portal until September 30 th , 2017	the student
22	payment of the 2 nd ERASMUS installment	based on the documents that have fully been submitted	in August 2017 at the latest	ERASMUS-Office

Abbreviations: LA = Learning Agreement GA = Grant Agreement

Pleaes note: The numbering of the chapters is not identical to the numbering of the chart „workflow“.

Languages: DE (German), EN (English), ES (Spanish), FR (French), IT(Italian), NL (Dutch), CS (Czech), DA (Danish), EL (Greek), PL (Polish), PT (Portuguese), SV (Swedish)

Contact persons at the ERASMUS-Office of the International Center:

<p>Antje Volland and Dr. Elisabeth Grunwald ERASMUS-Institutional Coordinators phone: 0431/880-3717 – 3022 fax: 0431/880-7307 e-mail: go-out@uv.uni-kiel.de</p>	<p>Petra Struck ERASMUS-Office phone: 0431/880-2306 Fax: 0431/880-7307 E-Mail: pstruck@uv.uni-kiel.de</p>	<p>Office Hours: Mon + Tue: 1 – 3 p.m. (no Monday-office hours during semester holidays) Thur: 9 - 12 a.m.</p>
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