Dear students,

We are thrilled that you are interested in studying abroad as part of the Erasmus+ programme. Perhaps you have just handed in your Erasmus application or have already been selected as an outgoing student. To guide you through the planning process in the upcoming weeks and months, we have compiled a checklist and guidelines for you. We hope you will find them helpful.

We wish you all the best for the journey ahead!

Your Erasmus team
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# ERASMUS CHECKLIST – EXPLORE EUROPE

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<thead>
<tr>
<th>CATEGORY</th>
<th>TASK</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPLICATION</strong></td>
<td>☐ Wanderlust</td>
<td>You can find a list containing the departmental coordinators <a href="#">here</a></td>
</tr>
<tr>
<td></td>
<td>☐ Contact departmental coordinator</td>
<td>You can find a list containing the partner universities <a href="#">here</a></td>
</tr>
<tr>
<td></td>
<td>☐ Select partner university</td>
<td>Attention! Each Faculty/Department has its own internal deadlines</td>
</tr>
<tr>
<td></td>
<td>☐ Application within department</td>
<td>Registration in Software Mobility Online between 15 January and 01 February 2024</td>
</tr>
<tr>
<td></td>
<td>☐ Participation in the first and ideally all following info events.</td>
<td>Find the dates <a href="#">here</a></td>
</tr>
<tr>
<td></td>
<td>☐ Registration in Mobility Online</td>
<td>All subsequent steps are controlled within this software. Please remember your password and only register once!</td>
</tr>
<tr>
<td></td>
<td>☐ Nomination at partner university</td>
<td>You will receive an e-mail as soon as this has occurred</td>
</tr>
<tr>
<td></td>
<td>☐ Independent application at partner university</td>
<td>Find out about the deadlines and necessary application documents on the partner university’s website</td>
</tr>
<tr>
<td></td>
<td>☐ Download Erasmus certificate (optional)</td>
<td>This is useful, if you wish to apply for a refund of the semester ticket, for example</td>
</tr>
<tr>
<td></td>
<td>☐ Green Travel</td>
<td>Upload signed declaration of honour / „Fewer Opportunities“</td>
</tr>
<tr>
<td></td>
<td>☐ „Fewer Opportunities“ (belated application only possible until 1 March 2024)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Compile Learning Agreement (LA) “Before the Mobility”</td>
<td>The tutorial can be downloaded after your registration in Mobility Online.</td>
</tr>
<tr>
<td></td>
<td>☐ Online-Language Support</td>
<td>Test your language skills in the language of instruction at the partner university. Subsequently, you can do a free online-course</td>
</tr>
<tr>
<td></td>
<td>☐ Grant Agreement</td>
<td>The original document has to be signed and sent to the Erasmus team (or handed in in-person)</td>
</tr>
<tr>
<td></td>
<td>☐ Learning Agreement „Changes“, if applicable</td>
<td>Payment of the first instalment (lump sum)</td>
</tr>
<tr>
<td></td>
<td>☐ Have the confirmation of stay signed</td>
<td>Confirmation must be signed by partner university at the end of your stay</td>
</tr>
<tr>
<td></td>
<td>☐ Upload confirmation of stay (Mobility Online)</td>
<td>Payment of the second instalment (lump sum)</td>
</tr>
<tr>
<td></td>
<td>☐ Upload testimonial (Mobility Online)</td>
<td>You can find a template in Mobility Online</td>
</tr>
<tr>
<td></td>
<td>☐ EU-survey</td>
<td>The invitation gets sent to you automatically via E-Mail</td>
</tr>
<tr>
<td></td>
<td>☐ Transcript of Records</td>
<td>Is created and sent to you by the host university. Must be uploaded to Mobility Online within 12 months of the end of the stay</td>
</tr>
<tr>
<td></td>
<td>☐ Upload Transcript of Records to Mobility Online</td>
<td></td>
</tr>
</tbody>
</table>
ERASMUS GUIDELINES

ERASMUS – FACTS

- Erasmus+ is an EU funded programme to promote education, training, youth and sport in Europe.
- Erasmus+ promotes the mobility of students, doctoral candidates and staff.
- All 27 EU countries, Iceland, Liechtenstein, North Macedonia, Norway, Serbia and Turkey take part in this programme.
- Students of all nationalities can take part in the Erasmus+ programme – as long as they are enrolled at a participating university.
- Additional funding for green travel and social inclusion is available.
- Since 2014/15 Switzerland is no longer part of the Erasmus programme and runs its separate mobility programme (SEMP).
- Due to the Brexit, mobilities to Great Britain are funded through Erasmus+ International Mobility.
- There are also other opportunities to go abroad with Erasmus+, e.g. doing an internship.

PARTICIPATION CONDITIONS

- You are enrolled in a BA, MA or PhD programme at Kiel University.
- You have good knowledge of the language of instruction (at least B1).
- You will take courses worth at least 20 ECTS at the host university. 15 ECTS of these must be passed.

ERASMUS+ GENERAL RULES

- 12 months of funding are possible within one training phase.
- Different stays abroad can be combined: e.g. 4 months of study and 4 months of internship.
- These mobilities can take place in different academic years.
- Prior to your stay abroad you will receive professional and linguistic support and you will usually receive guidance with regards to accommodation, cultural offerings etc. by the host institution.
- The academic achievements accomplished abroad are recognised at the home university.
- You are exempt from tuition fees at the host university.
- You receive monthly funding based on country groups.
If you receive BAföG, the BAföG grant is free of charge up to 300,- €; you can obtain further information from the Offices for Training Funding or the Federal Ministry of Education and Research.

NEW FROM ACADEMIC YEAR 2024/25 ONWARDS

- For exchanges taking place in the academic year of 2024/25, there will only be one application date (1 February 2024) encompassing both the winter- and summer semester.
- An allocation of remaining spots will most likely not take place in June. This can only be guaranteed depending on financial resources. If, contrary to expectations, this is possible, we will publish a second call for applications. Nonetheless, we highly recommend applying by 1 February 2024.
- The length of Erasmus+ funding for stays abroad to study is limited to one semester (4 months).
  - A two-semester stay or a later extension of the mobility is only possible as a "zero-grant" mobility (however, this will still be counted towards the 12-month Erasmus quota per study section).

Top-Ups:

- Participants with fewer opportunities receive a monthly top up of 250,-€ if one of the following reasons applies: stay abroad with children, chronic illness/proven disability that results in additional financial need, disability (GdB 20 and higher), non-academic background or employment (with earnings between 451,- € and 850,- € (net) in a period of at least 6 months in the 12 months prior to the mobility).
- The home university can submit a real cost application for participants with disabilities (GdB 20 or higher) and chronic illness as well as for participants with children if the financial needs exceed the amount of funding.
- Green travel with sustainable means of transport such as train, bus or bicycle (ferries are only permitted if the destination can only be reached by plane) is supported with a subsidy of up to 4 daily rates.
- All top-ups can be combined provided the requirements are met.
- A belated application for a top-up must be submitted to the Erasmus team by 1 March 2024. Any later application will not be accepted.

YOUR RIGHTS AND OBLIGATIONS UNDER ERASMUS+

- You can check your rights and obligations as an Erasmus student in the ERASMUS CHARTER (Ger. language only).
In this Charter, Kiel University obliges itself to recognise academic achievements acquired abroad.

**Dunning:** Should students fail to fulfil their obligations with regard to submitting the required documents, the following process will be initiated within 6 weeks:

1. First reminder of the document(s) to be provided
2. Second reminder of the document(s) to be submitted within a deadline
3. First reminder with a deadline and first announcement of the repayment of funds
4. Second reminder demanding the return of funds

Failure to acquire 15 ECTS must be reported to the Erasmus office immediately. If necessary, grants that have already been paid out must be claimed back.

**Complaint management:** If you have any problems or complaints, please contact the Erasmus team directly or your departmental coordinator - we will clarify the case individually and confidentially.

**STAY INFORMED!**

As many questions arise when preparing for a semester abroad, the Erasmus office organises info events about various topics on a regular basis.

Students applying for a semester abroad in 2024/25 should take part in at least two Erasmus information events for outgoing students. We reserve the right to check participation through a list of participant names.

**HOW DOES ERASMUS+ WORK AT KIEL UNIVERSITY?**

**CHOOSING A PARTNER UNIVERSITY**

The various departments of Kiel University have concluded so-called bilateral agreements with other university departments in participating countries. Depending on which subject you are studying, different partner universities are available to you as Erasmus destinations. You can get an overview of the possibilities in the following tables:

A. **Partner Universities** of Kiel University (Excel).
B. **Departmental coordinators** at Kiel University (Excel).

The departmental coordinators are the students' first point of contact and are responsible for allocating the exchange places. **Please note:** You can only choose partner universities that are offered for the subject(s) you study. An exchange outside of this is not possible. Kiel University currently has around 500 Erasmus agreements with a total of around **900 exchange places** at around **250 European partner universities.** We are sure you will find a suitable option!
The testimonials of outgoing students from previous years offer an excellent source of information that can guide you in decision-making.

APPLICATION AT FACULTY/DEPARTMENT LEVEL
Once you have decided on one of the possible partner universities and have informed yourself about the respective internal application processes and deadlines, nothing stands in the way of your application! In general, the following criteria are used by all departments: academic and linguistic competence, personal suitability and, if applicable, time of application. If other specific selection criteria apply, these are published on the Erasmus websites of the respective departments. Subsequently, the departmental coordinators inform the Erasmus office which students were selected.

REGISTRATION IN MOBILITY ONLINE
After being successfully selected by your departmental coordinator, you can register in “Mobility Online” between 15 January and 1 February 2024. You will need your respective CIM log-in (e.g. abc123) and the corresponding password. Both (along with the stu) were assigned to you by the RZ when you enrolled at Kiel University. After the registration, you will receive automatically generated e-mails informing you of all documents to be uploaded and the further steps required.

NOMINATION AND APPLICATION AT PARTNER UNIVERSITY
After their registration in Mobility Online, all outgoing students will be nominated at the partner universities by the Erasmus office of Kiel University. Please be patient if we cannot do this immediately after your personal registration. The nomination process occurs in February and March. Applicants for the summer semester may be nominated later, as the nomination portals at some universities are only activated on a semester-by-semester basis. Once we have nominated you, you will need to apply to the partner university independently.

Please note: Not all partner universities will send a confirmation that you have been successfully nominated. Hence, it is essential that you check the websites of the respective partner universities to find out which documents must be submitted and which deadlines apply!

Do not worry if the host university does not get back to you immediately after your application. Admissions are often sent out only after the application deadline has passed. If you are not contacted, you can send an e-mail to the incoming officer at the partner university. In case of problems, please contact the Erasmus office of Kiel University.
DIGITAL LEARNING AGREEMENT “BEFORE THE MOBILITY”

Now it is time to choose your courses at the partner university. You list these courses in the digital Learning Agreement (LA), which you create via Mobility Online. The LA encompasses all courses that you wish to attend abroad and the ones you wish to replace at Kiel University. This is done in consultation with your departmental coordinator and, if necessary, with the examination office, as this is important for later recognition. A tutorial helping you to create the LA can be downloaded in Mobility Online. After the LA has been signed by the departmental coordinator, you send it to the responsible person at the partner university for signature. The LA is only valid once it has been signed by you, the departmental coordinator and the partner university.

CHANGES TO THE LA

Of course, later changes to the course selection might be necessary. If this is the case, you document these changes in the digital LA "Changes", which must be signed again by all three persons involved. This should be done no later than 6 weeks after starting your studies abroad.

ONLINE LINGUISTIC SUPPORT

The European Commission provides an online language test for 24 different languages (including German, English, Spanish, French, Italian, Dutch, Czech, Danish, Greek, Polish, Portuguese and Swedish). All students/graduates are required to complete this course in the working language of the host country before the start of the mobility. However, it is not a selection criterion for funding in the Erasmus+ programme and does not apply to native speakers. The language test serves as documentation of your current language level. Subsequently, you have the opportunity to take a free online language course.

GRANT AGREEMENT

Before the mobility, all students receive their individual grant agreement that you have to send to us by post with your original signature. The grant agreement contains the exact funding amount.

PAYMENT OF THE ERASMUS GRANT

The payment is made

- Once the digital Learning Agreement has been signed by all parties.
- The Grant Agreement with your original signature has been received by the International Center.

The scholarship will be paid in two installments. The majority of the grant (1st instalment) is paid before the mobility. This is a uniform instalment for all outgoings in a specific country group. The second instalment is the remaining amount, which is then calculated according to the country group, monthly rate and the exact amount of days spent at the host university. You will receive the first instalment two to three weeks after we have received your signed Grant Agreement.
Agreement. After your mobility, the Confirmation of Attendance will be used to determine the total duration of your stay, for which funding will be provided on a daily basis. The lump sum for Green Travel and the additional travel days are paid out with the second instalment.

## MOBILITY GRANT

<table>
<thead>
<tr>
<th>Country group</th>
<th>Destination</th>
<th>Monthly instalment</th>
<th>1st instalment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Belgium, Denmark, Germany, Finland, France, Iceland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Austria, Sweden</td>
<td>600 EUR</td>
<td>2,000 EUR</td>
</tr>
<tr>
<td>2</td>
<td>Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain, Czech Republic, Cyprus</td>
<td>540 EUR plus 250 EUR</td>
<td>1,800 EUR</td>
</tr>
</tbody>
</table>

## MOBILITY GRANT WITH „FEWER OPPORTUNITIES“

<table>
<thead>
<tr>
<th>Country group</th>
<th>Destination</th>
<th>Monthly instalment</th>
<th>1st instalment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Belgium, Denmark, Germany, Finland, France, Iceland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Austria, Sweden</td>
<td>600 EUR plus 250 EUR</td>
<td>3,000 EUR</td>
</tr>
<tr>
<td>2</td>
<td>Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain, Czech Republic, Cyprus</td>
<td>540 EUR plus 250 EUR</td>
<td>2,800 EUR</td>
</tr>
</tbody>
</table>

## CONFIRMATION OF ATTENDANCE

At the end of your mobility, we require the Confirmation of Attendance to determine the exact duration of your stay. If possible, the confirmation should be signed no earlier than one week before departure - unfortunately, confirmations of attendance that are dated too early cannot be accepted. Please note that only a period of stay that is directly related to your studies can be funded. This includes, for example, the orientation days, a preceding language course at the host institution as well as examinations after the end of the lecture period. It does not include an earlier arrival for the purpose of finding accommodation. The document must be uploaded to Mobility Online by 15 July at the latest.

You can download the "Confirmation of Attendance" in Mobility Online once you have reached the corresponding step in your workflow.

The payment of the 2nd instalment is usually made after the mobility once the following has been fulfilled: Confirmation of Attendance, EU online questionnaire, completed testimonial, Part 3 of the Learning Agreement (with Transcript of Records and recognition, Table "F") or equivalent proof of recognition.
EU SURVEY
You will receive an online questionnaire from the EU immediately after the end of the mobility. The link will be sent to you automatically by e-mail from the EU server - please also check your spam folder.
In addition, we require a testimonial which must be uploaded to Mobility Online. A copy should also be sent to the departmental coordinator. Subsequent Erasmus generations can benefit from this!

TRANSCRIPT OF RECORDS
After the mobility, you upload a copy of your academic achievements (the transcript of records is issued by the host university) to Mobility Online - by 15 August of the respective academic year at the latest. Please enter the courses you would like to have recognised in Table "D" of the Learning Agreement (Part 3). This has to be signed and stamped by the respective department or examination office. Please upload this document to Mobility Online as soon as possible. Alternatively, you can also upload a screenshot of your HisInOne account containing the recognised courses from abroad.

Information concerning the recognition of ECTS.

Information concerning the Diploma Supplement:

EXTENSION – WITHDRAWAL – TERMINATION
In the event of a withdrawal or early termination, we ask you notify us and the respective departmental coordinator as soon as possible. Generally, Erasmus grants have to be repaid in these cases.
If you would like to extend your Erasmus stay, we need a written application from you by 1 December at the latest (by email). The exact extension period must be stated and proof must be provided that the partner university agrees. We also need the written consent of your program representative (via email). For financial reasons, an extension in the 2024/25 academic year is only possible as “zero grant" funding. This means that you will not receive any Erasmus funding, but you will continue to maintain your status as an Erasmus student and the partner university cannot charge tuition fees. The months of your stay abroad will still be counted towards your 12-months quota.
Carrying out short internships at the host university directly at the end of the semester is possible in the 2024/25 academic year, but is **not eligible for funding**. Internships lasting 60 days or longer can be funded as **ERASMUS+ internships**.

**SPECIAL REMARKS**

Since an ERASMUS semester is a continuation of your studies, you do not need to apply for a semester of leave. Further information can be obtained at the **Division Academic Office** (Studierendenservice).

Please apply for a refund of your **semester ticket** at the ASTA of Kiel University prior to your departure.

You can download an **Erasmus certificate** for your stay abroad in Mobility Online. **It is not possible to use places of other disciplines**, but if you study two subjects you can use an exchange spots in either subject.

Please ensure that you have **adequate insurance coverage - health, accident and personal liability** - during your stay abroad. This can be obtained, for example, through the combined DAAD group insurance.

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If you change your email address, be sure to let us know. This is the only way we can reach you in important/urgent situations. This also applies in particular to changes to your bank details, otherwise we cannot transfer your Erasmus grant to you.
CONTACT PERSONS IN THE ERASMUS OFFICE

Erasmus semester and general advice:

Antje Volland & Dr. Elisabeth Grunwald
Erasmus institutional coordinators
Tel.: 0431/880-3717 – 3022
E-Mail: go-out@uv.uni-kiel.de

Petra Struck & Hanna Sommer
Erasmus office
Tel.: 0431/880-2306
E-Mail: pstruck@uv.uni-kiel.de
E-Mail: hsommer@uv.uni-kiel.de

Book your online consultation (Zoom) via OLAT.

Erasmus internships:

Nadine Müller
E internships
Tel.: 0431/880-5517
E-Mail: internships@uv.uni-kiel.de

Book your online consultation (Zoom) via OLAT.

Technical questions concerning Mobility Online:

Susan Brode
Project coordination
Erasmus Without Paper
Tel.: 0431/880-1843
E-Mail: sbrode@uv.uni-kiel.de

Johanna O’Brien
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