

## Erasmus<sup>+</sup> - Study Abroad Period

### Formalities and Deadlines 2021/22

Documents and Downloads: <https://www.uni-bremen.de/en/studies/starting-your-studies/international-studies/studying-abroad/erasmus-exchange>

General Information: <http://www.uni-bremen.de/Erasmus>

Login "Mobility Online": <https://www.service4mobility.com/europe/LoginServlet>

<b><u>1. Before the Start of Your Stay Abroad</u></b>			
<b>What You Need to Do</b>	<b>Remarks and Additional Information</b>	<b>Winter Term Abroad</b>	<b>Summer Term Abroad</b>
<b>Complete Personal Data in Mobility Online</b>	Please always keep <b>your postal address, bank account and e-mail address</b> up-to-date; you can update them in your Mobility Online account at any time	April - May	April - August
<b>Registration and Enrolment at your Host Institution</b>	Usually online registration procedure for which you may need: <ul style="list-style-type: none"> <li>- Language certificates</li> <li>- Registration forms</li> <li>- Learning Agreement</li> <li>- Proof of matriculation</li> </ul> Please always pay attention to your host institution's <b>deadlines!</b>	April – June; depending on the deadline set by your host institution	April - December; depending on the deadline set by your host institution
<b>Application for "Auslands-BAföG" (optional)</b>	BAföG- Certificate: International Office	as early as possible	
<b>Re-Enrolment (payment of semester contribution) at the University of Bremen/ Application for a Study Abroad Semester/ Waiver of the Semesterticket</b>	<ul style="list-style-type: none"> <li>- You need to re-enrol, i.e. pay the semester contribution as for any other semester!</li> <li>- You may waive your semester ticket by applying for a study abroad semester at the Office for Student Affairs (you do not need to provide proof of your term abroad to the Office for Student Affairs, since they will be notified by the I.O.)</li> <li>- <b>Attention:</b> <u>do not apply for leave of absence ("Urlaubssemester")</u>, since you will not be able to get any ECTS acknowledged!</li> </ul>	August 15 <sup>th</sup>	February 15 <sup>th</sup>

go out!



What You Need to Do	Remarks and Additional Information	Winter Term Abroad	Summer Term Abroad
<b>Grant Agreement: Enter/Edit Data</b> (on Mobility Online)	<ul style="list-style-type: none"> <li>- please fill in the <b>exact</b> dates of your <u>study period</u> abroad (start and end date)</li> <li>- include language courses and orientation weeks of your host institution, if applicable</li> <li>- submit dates of any previous Erasmus periods</li> <li>- if applicable, you may apply for extra funding for special needs (disability, travelling with a child)</li> </ul>	June	September – Oktober
<b>Hand in Grant Agreement</b>	<ul style="list-style-type: none"> <li>- you have to hand in the <b>original version!</b></li> <li>- please send it by mail (<b>mailing address</b> see below on page 7)</li> <li>- if you need a signed version for yourself, hand in two originals</li> </ul>	<b>new August 15<sup>th</sup></b>	November 30 <sup>th</sup>
<b>Online Language Proficiency Test in the Language of Instruction of your Host Institution</b> (before departure)	Will be redefined by EU-Commission		
<b>Online Language Class</b>	Will be redefined by EU-Commission		
<b>"Learning Agreement – Before the Mobility"</b> (consult the faculty coordinators at your home and your host institution)	<ul style="list-style-type: none"> <li>- contact the recognition representative of your faculty <b>before your departure!</b></li> <li>- Fill in the Learning Agreement on Mobility Online</li> <li>- get the Learning Agreement signed on Mobility Online by all parties (home coordinator, host coordinator and you) <b>before your departure!</b></li> </ul>	<b>Before the start</b> of the study abroad semester	

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## **2. During Your Stay Abroad**

<b>What You Need to Do</b>	<b>Remarks and Additional Information</b>	<b>Winter Term Abroad</b>	<b>Summer Term Abroad</b>
<b>"Learning Agreement – During the Mobility"</b> (if applicable)	<ul style="list-style-type: none"> <li>- in case of changes to your Learning Agreement after beginning your term abroad, fill out the "Learning Agreement – During the Mobility" on Mobility Online to get the changes approved</li> <li>- <b>If your stay abroad extends to two semesters</b>, fill in the Learning Agreement for your second semester <b>on time also!</b></li> </ul>	4 weeks after the start of the semester abroad <u>at the latest</u>	
<b>Confirmation of Matriculation („Immatrikulationsbestätigung“)</b>	<ul style="list-style-type: none"> <li>- confirmation of matriculation at the <b>University of Bremen</b> (see semester documents) for your study abroad semester(s)</li> <li>- upload scan on Mobility Online</li> </ul>	September - December	February - April
<b>Extension Request</b> (if applicable)	<ul style="list-style-type: none"> <li>- get the Extension Request form signed by both your home and host institution coordinators and submit it in time to the International Office</li> <li>- applies to extensions of <b>any length, even just a few days</b>, otherwise you can only be funded until the end date stated in your initial Grant Agreement!</li> </ul>	<b>4 weeks</b> before the end date stated on your Grant Agreement at the latest	
<b>"Confirmation of Erasmus Study Period"</b>	<ul style="list-style-type: none"> <li>- Please get this form signed and stamped by your host institution</li> <li>- the form must include the exact dates of your <b>study period abroad</b>, including language courses and/or orientation weeks where applicable.</li> </ul>	<b>7 days before</b> the end date stated on the form <b>at the earliest</b>	

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### **3. After of Your Stay Abroad**

What You Need to Do	Remarks and Additional Information	Winter Term Abroad	Summer Term Abroad
<b>Hand in "Confirmation of Erasmus Study Period"</b>	Upload a scan on Mobility Online	Within 30 days after the end of your study abroad period	
<b>Final Report ("Erfahrungsbericht")</b>	<ul style="list-style-type: none"> <li>- can only be uploaded online (on Mobility Online) after your confirmation of study period has been checked</li> <li>- declaration of consent in Mobility Online</li> </ul>	Within 30 days after the end of your study abroad period	
<b>EU-Survey</b> (Evaluation Report for the EU-Commission)	<ul style="list-style-type: none"> <li>- the link to the survey will be sent to you directly by the EU Commission</li> <li>- Should recognition of classes still be in process you have to fill a 2<sup>nd</sup> survey on recognition</li> <li>- Participation in the survey is <b>mandatory!</b></li> <li>- confirmation in Mobility Online</li> </ul>	Immediately after receiving the e-mail by the EU-Commission  Upload the second part after the completed recognition of your classes abroad (if applicable)	
<b>Transcript of Records</b>	upload a scan of your Transcript of Records on Mobility Online	within 45 days after the end of your stay abroad	
<b>Confirmation of Recognition ("Anerkennungsbescheinigung")</b>	<ul style="list-style-type: none"> <li>- fill out a Request for Recognition ("Antrag auf Anerkennung") and contact the Recognition Representative of your faculty</li> <li>- please upload either a scan of the <u>signed</u> Request for Recognition form or a scan of the Confirmation of Recognition (from PABO) or a scan of the "Recognition of Voluntary Extra Performances" ("freiwillige Zusatzleistungen") on Mobility Online</li> </ul>	As soon as you have filed the Request for Recognition	

#### **IMPORTANT:**

**If you are unable to commence your stay abroad or if you have to terminate it prematurely, we ask that you inform the International Office ([outgoing@uni-bremen.de](mailto:outgoing@uni-bremen.de)), your Erasmus Coordinator at the faculty as well as the responsible person at your host institution immediately!**

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### **Information Regarding the Payment of Your Mobility Grant:**

The monthly mobility grant is set at 600 Euros for countries of the first category ("Ländergruppe I"), 540 Euros for countries of the second category ("Ländergruppe II") and 490 Euros for countries of the third category ("Ländergruppe III"), check our website for country categories. The number of days you intend to study abroad are the basis of calculation of your total grant. According to the Erasmus+ Guidelines, one month is always considered to consist of 30 days regardless of how many days it actually has.

You will receive the 1<sup>st</sup> instalment of your funding, which makes up 70 per cent of your total grant sum, before the start of your stay abroad.

Upon completion of your stay and after submitting all of the required documentation (see Grant Agreement); you will receive the remaining amount of your grant.

The final amount of your mobility grant will be calculated based on the exact dates stated in your "Confirmation of Erasmus Study Period" and the EU- Commission's formula, which you may download at: <https://www.uni-bremen.de/en/studies/starting-your-studies/international-studies/studying-abroad/erasmus-exchange>

If your study period turns out to be shorter than the period stated on your Grant Agreement, the second instalment will be reduced accordingly. If your study period is longer than previously stated, and if you have submitted the Extension Application on time (which is four weeks before the initially planned last day of your stay), the final amount of your mobility grant will be increased accordingly.

Important: The minimum funding period is 60 days (fundable days calculated according to EU formula, see website). If your stay abroad is terminated sooner than that, you will have to pay back the entire grant. (Exception: trimesters at the host institution).

Any interruptions during your study period or unconfirmed study intervals will be deducted from your final study period / funding period as soon as they exceed 4 days (e.g. breaks between language course and the official begin of classes at your host institution).

### **Further Organisational Matters Regarding Your ERASMUS Stay:**

#### **1. Finances:**

- Make sure to plan generously for matters such as rent, deposits, and unforeseen expenses.
- Apply for a credit card if necessary and don't forget your regular EC card
- You might want to adapt the monthly credit card limit and the daily maximum amount you may withdraw with your EC card to suit your needs abroad
- If your credit card should be restricted, remember that to legitimise it you may need the credit card contract number (which you can find on your credit card statements).
- Keep in mind further possibilities for financing your stay (such as BAföG, student loans, or other grants and stipends).

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## 2. Insurance:

- **Health Insurance:** Please carefully read any information on health insurance guidelines provided by your host institution. In most cases, a European health insurance card will be accepted. Inform yourself about which services are included and consider if these sufficiently cover your personal needs. If you are insured with a private company, ask them about which services are covered abroad.
- Please be aware that there are separate rules and requirements in place for **Turkey**, and inquire at your host institution! Otherwise, you may have to contract an additional health insurance in Turkey.
- In some cases, you may be able to contract additional insurances via the DAAD-partners or via your parents.

According to the DAAD recommendations, you should at least have:

- A liability insurance which also functions abroad
- A casualty/ accident insurance which functions abroad
- A health insurance, which covers the whole period of your stay. Regular travel health insurances usually only cover a maximum of a few weeks (holidays)!

## 3. Documents:

- Passport, ID, international student card (check, apply for or extend as necessary), copies or scans of all important documents
- Depending on your destination and nationality, make sure to apply for a Visa early on
- If you need to take medication with you, we recommend having a doctor's prescription or certificate for it (in English).
- In some cases, it might make sense to give relatives formal permission to manage certain, **specifically stated and restricted** matters such as your bank account, interaction with public authorities, or university. However, we strongly suggest that you think about this carefully!
- Take some biometrical pictures (e.g. for a passport or student card) with you
- Remember to take all documents with you that your host university requires, such as the Learning Agreement, Confirmation of Erasmus Study Period, etc.

## 4. Other:

- Is there anyone to periodically and reliably look after your mail? There might be important letters from state authorities, university, your landlord/-lady, etc. Not all letters can be relied on finding you at your new address abroad.
- Consider subletting your room or apartment (e.g. via the accommodation service offered by the International Office at the University of Bremen; [accommodation@uni-bremen.de](mailto:accommodation@uni-bremen.de))
- Make sure to return all books you have borrowed from the university or local libraries before you leave.
- Make sure to establish emergency contacts at home before you leave
- Make medical appointments, including annual controls and vaccinations, on time before you leave
- Make a list of addresses and telephone numbers for friends, acquaintances, doctors, emergency contacts, insurance hotlines, further insurance contacts, your credit card company and blocking hotlines, etc.
- Pack sufficient medication or take note of its components, so that similar products may be found abroad.
- Make sure that you always have access to your e-mail account and that all e-mails reach you (you might want to have them forwarded or save your log-in data somewhere)
- Keep your e-mail address, your address, and your bank account details up-to-date on MobilityOnline!

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## 5. Upon Arrival at your Host Institution

- Do take part in offered orientation weeks or any other introductory/ informative events offered by your host institution
- Try to establish contact to local students or students of different nationalities to broaden your experience
- Make sure to register with all necessary authorities and offices
- Don't forget to get your "Confirmation of Erasmus Study Period" signed at the end of your stay (no sooner than 7 days before the end date stated on the confirmation form, though).
- Advertise your home university and Bremen. Engage with students and lecturers and offer them to briefly present your home university in class. Information about the University of Bremen in English and some video clips with English subtitles can be found at:  
<http://www.uni-bremen.de/en/university.html> ;  
<https://www.uni-bremen.de/en/university/university-communication-and-marketing/publications> ;  
<https://www.youtube.com/user/Universitaetbremen>

## 6. Back in Bremen

Once you are back in Bremen, you have the opportunity to continue and expand the experiences you have gathered abroad. You may join a number of different initiatives or programs to hold on to the 'Erasmus-Feeling' a bit longer:

- Join the Study Buddy Program or a Language-Tandem
- Become a member of the Erasmus Initiative
- Participate in the Intercultural Trainings offered by the International Office
- Attain the Intercultural Certificate
- Plan your next semester abroad or an internship abroad! ☺

### Contacts: ERASMUS Institutional Coordinator:

Barbara Hasenmüller  
Tel. +49 421 218-60362  
Email: [euprog@uni-bremen.de](mailto:euprog@uni-bremen.de)

### Counselling:

Emilia Paderewska-Albers  
Oliver Kück (Student Assistant)  
Tel. +49 421 218-60375  
Email: [outgoing@uni-bremen.de](mailto:outgoing@uni-bremen.de)

**Counselling and Advisory Office/ International Office:** VWG room 0580 (currently online due to Covid-9 precautions; available on: Mondays, Tuesdays and Thursdays: 9:00 – 12:00, Wednesdays: 14:00 – 16:00)

### Postal address:

Universität Bremen  
International Office  
ERASMUS – Outgoings  
Bibliothekstr. 1  
28359 Bremen

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