

The following information is provided by the ERASMUS Office of the International Office (INT) at Johannes Gutenberg University (JGU). Please read this document carefully and contact us if you have any organisational questions concerning your ERASMUS study period abroad.

ERASMUS Information – Academic Year 2017/2018

1. Admission to and Enrolment at an ERASMUS Partner Higher Education Institution of JGU (partner institution)

For the duration of your study period abroad, you must enrol at your partner institution as an ERASMUS exchange student. You can usually download the application form required for admission on the **website of the partner institution**. This information should be provided on the 'International Students' or 'ERASMUS Students' pages. Please only contact us at the International Office (INT) in person during our office consultation hours if you are unable to find these documents online.

Please also make sure that you comply with any applicable deadlines for the submission of application forms! In general, application deadlines run from April to June 2017 for study periods starting in the Winter Semester 2017/2018 and from August to November 2017 for study periods starting in the Summer Semester 2018. Please note that the application deadlines may be much earlier at some **higher education institutions in Scandinavia!**

2. Accommodation

You will need to organise your own accommodation for your study period abroad. You can either apply for residential accommodation at your partner institution, if available, or look for private accommodation in the respective town or city. You can usually also find information on accommodation options and the required application forms on the **website of the partner institution**. Please note that rooms are often allocated on a first come, first served basis – especially in the case of university accommodation. Please be warned that there is a major shortage of housing and accommodation in large cities such as Paris, London or Madrid, as well as most Scandinavian towns and cities! **It is therefore essential that you submit your application for accommodation at an early stage and ensure that you comply with any possible deadlines.**

3. Health Insurance [errors and omissions excepted]

You need adequate **health insurance coverage** when going abroad. Depending on your health insurance in Germany (statutory or private) and the period of your stay abroad, you should or must take out additional private insurance.

For enrolment at your partner institution, you may have to submit confirmation of adequate insurance coverage to the partner institution. Before leaving for your study period abroad, please always ask your insurance provider to issue an insurance certificate specifying the insurance services (amount covered, type of benefits granted, etc.), the beneficiary and the duration of the insurance policy. If possible, this certificate should also be issued in the national language of the partner institution or in English. In general, the **European Health Insurance Card (EHIC)** applies for students who are co-insured and students who are compulsorily insured with **statutory insurance** within all EU countries, Iceland, Liechtenstein, Norway and Switzerland. For more information, please visit: <http://ec.europa.eu/social/main.jsp?langId=en&catId=559>.

In order to ensure that you have full health insurance coverage, we recommend that you take out **(private) supplementary health insurance**, which is available at a small fee and includes **medical repatriation in emergencies**.

Some partner institutions offer ERASMUS students (supplementary) student health insurance in connection with their enrolment. If you are offered this insurance, please always compare the insurance benefits and coverage of this insurance with your existing health insurance. Please also consult with your responsible health insurance provider, be it statutory or private, because circumstances can change at short notice.

4. ERASMUS Grant

Within the ERASMUS programme, the specific grant amount varies according to your destination country.

For the academic year 2017/18, the EU defines three different country categories with the following day rates:

Group 1 (14 Euro/day): Austria, Denmark, Finland, France, Great Britain, Ireland, Italy, Liechtenstein, Norway, Sweden
Group 2 (12 Euro/day): Belgium, Croatia, Cyprus, Czech Republic, Greece, Iceland, Luxembourg, Netherlands, Portugal, Slovenia, Spain, Turkey
Group 3 (10 Euro/day): Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, the former Yugoslav Republic of Macedonia, Poland, Romania, Slovakia

You can find the exact amount and funding period of your individual ERASMUS grant in the 'Grant Agreement', which you need to submit as an original document containing your signature to the International Office (INT) at Johannes Gutenberg University (JGU) before the start of your ERASMUS study period abroad. We have sent the Grant Agreements for the Winter Semester by e-mail in July/August 2017. Students who start their ERASMUS period in 2018 will receive the Grant Agreement in December 2017.

The first payment of the ERASMUS grant (75% of the total grant as specified in the Grant Agreement) will be paid after INT received the Grant Agreement.

The second instalment of the ERASMUS grant (25% of the total grant) will be paid in May 2018 / after receiving the official Confirmation of Departure.

Please also pay attention to the information in the Grant Agreement concerning the so-called grant days (= days with ERASMUS funding) and zero-grant days (= days without ERASMUS funding).

Zero-grant days also count towards the overall quota of days allowed in your ERASMUS funding period (max. 12 months per study cycle). Although you will not receive financial funding for these days, you can still take advantage of all other ERASMUS benefits, for example exemption from tuition fees at the partner institution.

Students who study abroad as a single parent and students with a handicapped ID (degree of disability at least 50%) can receive special grants. Therefore, please contact the International Office at JGU as early as possible.

Extending Your Study Period Abroad / ERASMUS Grant

If you plan to extend your ERASMUS study period abroad at the partner institution **for one semester**, you must inform us of the **new end date of your ERASMUS studies (= last examination at the partner institution)** and submit an **informal declaration of consent from the ERASMUS coordinator of your department at the JGU and the partner institution via e-mail**. This information must be **sent to the International Office (INT) at JGU at least one month before the end of the ongoing funding period (see end date of study period in grant agreement)**. Extensions are granted according to the chronological order of receipt of fully completed extension application forms, provided that sufficient financial resources are still available or become available again due to withdrawals. **Extensions without financial ERASMUS funding (only ERASMUS status) are possible at any time with the consent of both higher education institutions. The ERASMUS status includes all ERASMUS benefits, for example exemption from tuition fees. If sufficient financial resources are available or can be subsequently applied for, study periods abroad including financial ERASMUS funding will, of course, also be granted.**

5. German Student Loans and Grants – BAföG (if eligible)

In Germany, some students are eligible to receive student loans and/or grants funded by the public sector under the German Federal Training Assistance Act (*'Bundesausbildungsförderungsgesetz'*, abbreviated to BAföG) in order to cover their living expenses and training fees. The **AuslandsBAföG** (BAföG during a study period abroad) is unaffected by the ERASMUS grant, if it does not exceed the limit of €300. If you are eligible for the AuslandsBAföG for a study period at a higher education institution in a state participating in the ERASMUS programme, you will receive the regular ERASMUS grant. For more information on the AuslandsBAföG, please visit the following website, where you will also find application forms:

Website (in German): www.bafög.de

Given that applications for the AuslandsBAföG must be submitted at an early stage, please visit our office with the appropriate BAföG form that requires our signature during our open consultation hours or send us the form via e-mail. The precise ERASMUS grant amounts available for 2017/2018 will not, however, be published until June 2017 at the earliest.

If you receive a complementary scholarship from another organisation, for example from the Peregrinus-Stiftung or Konrad-Adenauer-Stiftung foundations, during your ERASMUS study period abroad, the regular ERASMUS funding rate you receive will remain unaffected. Please always ask your other scholarship provider whether your funding will be affected by the fact that you are also receiving an ERASMUS grant. If your second grant will be affected by the ERASMUS grant or the total of both grants may not exceed a certain amount (e.g. DFH grants), please also inform INT. If the grant will be taken into account, you will not receive funding from the ERASMUS grant, but will solely have the status of an ERASMUS student (= funding of only 'zero-grant days'), including all other ERASMUS benefits.

6. Leave of Absence

It is often the case that you can take leave of absence for the duration of your study period abroad. Nevertheless, please first consult your department (ERASMUS coordinator, student advising office, examination office) directly in order to find out whether a leave of absence at JGU during your ERASMUS study period abroad is reasonable

and permitted. Please also enquire as to what consequences the leave of absence has for your current study situation and your remaining course of study.

Website (in German): www.studium.uni-mainz.de/beurlaubung/

Responsible body: Student Service Centre (Studierenden Service Center)

Mainz Campus, Forum 1, 1st floor

Consultation hours: Mon - Fri 10:00am - 12:00pm, Tue and Thu 1:30pm - 3:30pm (processing of requests)
Mon - Thu 9:00am - 4:00pm and Fri 9:00am - 1:00pm (information desk)

Website (in German): www.uni-mainz.de/studium/studsek

(Students in the faculty FTSK/ FB 06 Interpreting/Translation should contact the Students' Office on the Gernersheim Campus).

You must be enrolled at JGU throughout your entire ERASMUS study period abroad, which means that you must report back to JGU every semester by transferring your social contributions in time.

7. Reimbursement of Your Semester Ticket Fee (only for the Mainz Campus)

If you will be abroad for an ERASMUS study period for more than three months during a semester, you can request the reimbursement of your semester ticket fee, which is included in the social contributions (approx. € 200 in the Winter Semester 2017/2018) from the JGU Students' Union (AStA). To do so, you will need to submit your **application online** on the AStA website. To request a reimbursement, you must submit your application by 7th November at the latest for the Winter Semester or 7th May at the latest for the Summer Semester.

Department for Ecology and Transport of the Students' Union (AStA)

Mainz Campus: Tel.: +49 6131 3924803

Website (in German): asta-jgu.de/semesterticket

8. ERASMUS Internship Grant

The ERASMUS study period abroad may also include internship phases if the internship is supervised by the partner higher education institution and was included in the Learning Agreement prior to the study period abroad.

In the case of **(self-organised) internships lasting 2 months (60 days) or longer**, however, we recommend that you apply for the **ERASMUS internship grant available from the EU-Servicepoint** at JGU (Forum 2, room 00-215):

Website (in German): www.eu-servicepoint.de

E-mail: eu-servicepoint@international.uni-mainz.de

Important information: The funding periods of the ERASMUS study grant and the ERASMUS internship grant may NOT overlap; otherwise, the European Union (EU) may claim back the full amount of one of these ERASMUS grants.

9. Language Courses

If you want to take a language course prior to your study period abroad, please visit the website of your partner higher education institution for information on language courses or local language schools. Unfortunately, the fees for such courses will not be reimbursed by the ERASMUS grant.

The European Union does support students with the development of their language skills. Its **language tests (before and after your mobility period) and online language courses** currently enable students to measure and improve their linguistic development in several working languages: German, English, French, Italian, Spanish, Dutch, Danish, Greek, Polish, Swedish, Czech, Slovak, Bulgarian, Croatian, Hungarian, Romanian, Finnish and Portuguese. This service is **free of charge** for all participants.

Please note that participation in the language tests and language course in compliance with deadlines is obligatory in order to receive an ERASMUS grant. You will receive information concerning the tests and the allocation of a licence for the online language course by e-mail from the International Office (INT) prior to your study period abroad.

10. Contact Details of the ERASMUS Office at the International Office

<p>Postal address: Johannes Gutenberg-Universität Abteilung Internationales -INT- / ERASMUS Büro 55099 Mainz Germany Tel.: +49 6131 39 26783</p> <p>E-mail: erasmus@international.uni-mainz.de Website: www.uni-mainz.de/erasmus</p>	<p>Consultation hours (with an appointment): Mon, Tue, Thu: 10:00am - 11:30am To make an appointment, please call +49 6131 3922122 or visit the JGU Student Service Centre (StudierendenServiceCenter).</p> <p>Open consultation hours: Mon, Tue, Thu: 11:30am - 12:00pm</p> <p>ERASMUS Office (INT): Forum 2, 00-207</p>
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ERASMUS Documents (explanatory notes / deadlines)

If you lose any documents, you can print them again or download all necessary ERASMUS documents from the JGU ERASMUS website at any time.

Please note that the website is available in German only:

www.studium.uni-mainz.de/nach-der-erfolgreichen-bewerbung

Please make a COPY of all completed and signed forms for your own records.

Grant Agreement (GA) - The GA was sent in July/August 2017 (the GA for summer term 2018 will be sent in December 2017) -

The Grant Agreement is the contract for the financial contribution that is concluded between you and JGU with regard to your ERASMUS grant. This agreement not only contains important information concerning the study period abroad, but also specifies the **details of the exact amount of your individual grant** and the **payment procedures of the ERASMUS grant**.

The copy of the Grant Agreement signed by you can therefore also be used as evidence of the exact financial amount of the grant for the responsible BAföG office.

Please read the Grant Agreement, including all annexes, carefully and sign the document at the end within the space provided. Make a **copy for your own records** before returning the **original Grant Agreement document containing the date and your signature (pages 1-5, without annexes) to the ERASMUS Office of the International Office (INT) at JGU**. Please note that we CANNOT accept a scan/fax/copy of the Grant Agreement as we have to provide the document with your original signature to the European Union for the payment of your grant. You can either post the document to the address below or bring it to the ERASMUS Office of the INT (Forum 2, room 00-207) in person, where you can hand it in during consultation hours, leave it in our letterbox or hand it in at the information desk 'International' at the Student Service Center.

DEADLINE: August 2017 (for exchange periods during winter term 2017/18)

Data Verification Form (Korrekturbogen)

The data verification form contains all of your details that are filed at the INT. Please review this information carefully. If any of the details are incorrect or have changed during the course of your study period abroad, you must send an e-mail containing the correct details to the INT immediately. **This concerns changes to your contact details, the duration of your study period abroad, your bank details and your home address** (= the address in Germany to which post can be delivered during your study period abroad).

ERASMUS Certificates

- **The ERASMUS certificate in German (two copies):** This certificate can, for example, be used for applications for the AuslandsBAföG, a potential leave of absence or the reimbursement of the semester ticket fee. It can also be helpful for the suspension of various contracts (e.g. fitness centre and mobile phone contracts).
- **The ERASMUS certificate in English:** You can use the English ERASMUS certificate to prove to your partner higher education institution that you have been officially nominated as an ERASMUS student by JGU if required to do so.

- **Tax information concerning the ERASMUS grant:** ERASMUS grants are mobility grants funded by public financing of the European Commission and are therefore tax-free in accordance with section 3 paragraph 44a of the German Income Tax Act (EStG). In principle, however, you must report your ERASMUS grant to your responsible tax authority, child benefits office and health insurance provider. You can submit this certificate to these authorities as evidence.

ERASMUS Confirmation of Departure and Arrival

You will receive an ERASMUS grant for the duration of your study period abroad as specified in the grant agreement. In order to prove that you have been abroad, the following information has to be provided.

The **start date for your funding period** (= arrival date) can be a welcome event or orientation week for ERASMUS students or the first day of lectures.

The **end date for your funding period** (= departure date) is, for example, determined by your last day of lectures, your last (repeat) examination or the submission deadline of a term paper.

You are obliged to inform us of these dates by using the forms for the **confirmation of departure and arrival**, which will be signed and stamped by the international office (or the students' office) at your partner institution. Please note that the funding period may differ from your actual period abroad. Time periods prior to your study period abroad, during which you stayed in the target country for apartment hunting, language courses at language school, etc., do NOT count as eligible. Travel periods subsequent to your study period also cannot be funded by the ERASMUS grant.

The documents 'confirmation of arrival' and 'confirmation of departure' are fundamental for the final calculation of your ERASMUS grant. After receiving these documents, INT will automatically recalculate your grant and outstanding rates will be adjusted. Please note that you cannot receive financial support for every day of your stay abroad (for details see Grant Agreement).

Other official documents specifying a precise date of arrival or departure (e.g. an enrolment certificate or similar documents from the partner institution) can be used alternatively and submitted as a scan or fax.

**DEADLINES: Confirmation of arrival: max. 1 month after the start of the study period abroad;
Confirmation of departure: max. 1 month after the end of the study period abroad**

The 'Learning Agreement' (LA) Form

In this form, you, the ERASMUS coordinator of your department at the JGU and the coordinator of your partner higher education institution, determine the study courses you will take during your study period abroad. To be able to fill in the Learning Agreement and to ensure that the study courses taken during your study period abroad will be recognised at JGU, you must find out about the course options of the partner institution (see website) and discuss your selection with the responsible coordinator of your department at JGU prior to your study period abroad.

In the European Union, a full academic year usually consists of several educational components adding up to 60 ECTS credits in total. The number of ECTS credits acquired during a mobility phase shorter than a full academic year should roughly correspond to this amount, e.g. 1 semester = 30 ECTS credits.

Please note that you are obliged to acquire a minimum of 15 ECTS credits per semester in order to be entitled to the ERASMUS study grant. If, however, the ERASMUS coordinator of your department or the partner institution requires you to acquire more ECTS credits, your course portfolio must meet these requirements.

You might receive a similar form for your application to the partner institution. Forms with the same textual content as the enclosed document can be submitted alternatively. Learning Agreements are also accepted as scanned or fax copies.

How to fill in the form:

Page 1: General information concerning you, the student, and your home and partner higher education institutions (sending institution / receiving institution). Please specify your **study level** by ticking the appropriate box and enter the **contact details of the international office** of your partner institution.

Page 2:

- In **table A**, please enter ALL educational components (courses, laboratory work, language courses, etc.) that you plan to complete at the partner institution. In case a course cannot be recognized at JGU or if you do not wish any recognition of a course please add "X" in the section "non-recognition at JGU". This also applies for already completed courses or courses which do not fit exactly to your subject in Mainz. If insecure, leave the section empty and talk to your departmental ERASMUS coordinator.
- In **table B** (in consultation with the person responsible for recognition in your department), please enter the group of educational components of your degree that would normally have to be completed at JGU and that will be replaced at the partner institution, if the study period abroad is completed successfully.
Please ask your departmental ERASMUS coordinator at JGU to fill in this table.

Please note that the courses/modules of the partner institution and those being replaced at the sending institution must not completely match. In fact, it is more important that you are able to demonstrate that a whole group of learning objectives achieved abroad replaces a group of learning objectives at the sending institution. If, for example, your degree programme contains a mobility window, all you need to do is to enter 'mobility window' in table B under 'Component title at the sending institution'.

Page 3: 'If the student does not successfully complete some educational components...': In consultation with the ERASMUS coordinator of your department at JGU, please tick the first box for the sentence above or use the corresponding space provided to enter details for the regulations of your subject in the second box.

Please provide information on the level of your **language skills in the teaching language of the partner institution**, complete the **contact details of the person responsible** for the Learning Agreement **both at JGU and the partner institution** and collect the **obligatory signatures** at an early stage, preferably prior to your departure. **All parties must sign the document before it is submitted to the INT.**

We do not accept incomplete documents and will not forward them to the coordinator of your department for you because we have approx. 700 ERASMUS students at JGU and this would exceed our staff capacity. Documents no longer, however, need to be submitted with original hand-signed signatures, meaning that scanned versions with digital signatures suffice.

Page 4: In **table C**, you can make changes to your study plan if applicable. Reasons for these changes may, for example, be a postponement/cancellation of courses at the receiving institution or an extension of your study period abroad. If there are no changes, you do not have to submit this document to the INT.

- If you want to add components to your study plan, please fill in the course title in table C and tick the 'added component' box.
- If you want to delete a component in table A, please fill in the course title and tick the 'deleted component' box.

Table D, like table B, should be used to enter **courses added** to the LA at a later point in time and to specify the equivalent courses at JGU for the study courses completed abroad so that these additional courses can be recognised by JGU. If you only delete courses, you do not have to fill in table D.

All parties must confirm that they accept your proposed changes to the Learning Agreement. You ultimately need to always submit one complete Learning Agreement per semester to INT. Eventually all attended courses at the partner institution have to be listed in the Learning Agreement. Pages 1-3 are obligatory documents, while page 4 only needs to be submitted if changes are made.

DEADLINE: Max. 1 month after the official start of the ERASMUS study period abroad

The 'Transcript of Records' (ToR) Form

- **Transcript of Records (Receiving Institution)**

After the completion of your study period abroad at the partner higher education institution, it must provide you with a transcript of records or save your examination results in a database that you can access online. This document contains all courses that you actually completed at the partner institution.

Please only submit a copy of the transcript of records to the INT. You will need the original document for the recognition of study courses at JGU. The 'Transcript of Records / Receiving Institution' form provided by us simply serves as a replacement form if your receiving institution is unable to automatically produce a hard copy with the same content (e.g. a 'Relevé de Notes' in France). Please contact the partner institution to find out how you can obtain your official ToR before your departure. If the receiving institution sends the document directly to the INT, we will automatically make a copy for our records and send the original document to the home address you provided.

DEADLINE: Max. 2 months after the official end of the study period abroad

IMPORTANT INFORMATION: Please note that it is crucial that the 'Transcript of Records (Receiving Institution)' also includes details of the exact dates and duration of your study period at the partner institution! This is a new EU requirement and a precondition for the receipt of your ERASMUS grant.

- **Transcript of Records (Sending Institution / JGU)**

This form documents the **recognition of study courses completed abroad by JGU**. Please therefore also forward this form to the person responsible for recognition in your department (coordinator / examination office / student advising office), when carrying out the recognition of study courses completed abroad. Once the form has been completely signed and stamped, please submit it to the INT.

DEADLINE: Max. 2 months after the official end of the study period abroad

EU Online Survey and Detailed Experience Report

- **The European Union ‘Online Survey’ / ‘Recognition Report’**

The start of the new programme ERASMUS+ also brought about the introduction of the so-called ‘**Mobility Tool**’, in which some of your personal details must be transferred to the European Union (EU). The Mobility Tool is used to produce statistics and evaluate ERASMUS study periods abroad. Your details will be made accessible to both JGU and the partner institution so that the higher education institutions are also able to evaluate the data. After the study period, you will **automatically receive an e-mail with the request to fill in an online final report (Online Survey)**, which takes approx. 15 minutes to complete. If the recognition of courses from your ERASMUS stay abroad was not completed at JGU yet, you can also indicate this in the Online Survey. In this case, the EU will send you another “EU Recognition Report” survey after 45 days where you can add the missing information. You will receive these e-mails from replies-will-be-discarded@ec.europa.eu, so please check your Spam filter.

DEADLINE: Please fill in the Online Survey/ Recognition Report within max. 7 days after receiving the e-mail using the link provided in the e-mail.

- **Detailed ERASMUS Report**

Please also write a detailed experience report including information concerning the following aspects of your study period abroad:

- Preparation (planning, organisation and application at the partner institution)
- Accommodation
- Study
- Day-to-day life / leisure
- Conclusion

The report should be **approx. 3 A4 pages long** and may also contain photographs. Please note that we plan to make these reports available to future ERASMUS students in order to facilitate better preparation of their study period abroad (online and by e-mail). You should therefore send your report as a **Word document by e-mail to erasmus@international.uni-mainz.de** and only include information/details that you are happy to share with other students.

DEADLINE: Max. 1 month after the official end of the study period abroad

Online Linguistic Support (OLS)

The European Union established the **Online Linguistic Support (OLS)** to foster and measure the development of foreign language skills of Erasmus+ students. In order to monitor the development of language skills, every Erasmus+ student (with main language of instruction Czech, Danish, Dutch, English, French, Greek, Italian, Polish, Portuguese, Spanish, Swedish, Bulgarian, Croatian, Hungarian, Romanian, Slovak and Finnish) has to participate in an OLS language test - before and at the end of the mobility period.

The OLS language assessment is mandatory for all ERASMUS students and free of charge.

Students, who pass the first language test with level B1 or below, may get access to the OLS learning platform to follow an online language course during their mobility period. Information about the language tests (and course) will be provided by e-mail from INT and/or the OLS Team before the beginning of your exchange period.

Important: With this e-mail, you will also receive information on how to create a user account at the OLS platform. Furthermore you will be asked for the specific dates of your mobility period. Please note that this period must range between 3 to 12 months! In correspondence with these dates you will receive the OLS test and course licenses by e-mail. **Please ensure that you meet the deadlines and that you adjust the end date of your mobility on the OLS platform if you shorten your stay abroad. This is very important because otherwise you will not receive the invitation for the final language assessment by e-mail in time** Native speakers are exempted from the OLS tests and course – please inform us by e-mail if the language of instruction at the host university is your mother tongue.

DEADLINE: Consider the deadlines you find in your e-mail from the OLS team.

Please also pay attention to the following general information:

1. We hereby explicitly draw your attention to the fact that the scholarship will only be paid under reserve until all official ERASMUS documents (Grant Agreement, Learning Agreement, Confirmation of Departure and Arrival, Transcript of Records of the Receiving and Sending Institution, OLS (2x language test) and the two ERASMUS reports), fully completed and signed by all parties, have been received.
2. Many subjects/departments at JGU (for example the Departments of Law, Economics and Sociology and the Dijon Office) have their own ERASMUS offices to support you with the planning and implementation of your study period abroad. Nevertheless, please note that all documents issued by us must also be directly submitted to us at the International Office (INT) at JGU.
3. If you have difficulties submitting the required documents in compliance with the deadlines, please contact us in good time. After all, good communication makes life easier for both you and us!

We would like to wish you a pleasant and successful ERASMUS study period abroad!

The ERASMUS team of the International Office @ JGU