

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 for ERASMUS students – Academic Year 2019/2020**

### **1. Admission to and Enrolment at an ERASMUS Partner Higher Education 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 for study periods starting in the winter semester and from August to November for study periods starting in the summer semester. 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=de&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 2019/20, the EU defined three country categories with the following day rates:**

<b>15 Euro (450/month)</b>	Denmark, Finland, Great Britain, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden
<b>13 Euro (390/month)</b>	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain,
<b>11 Euro (330/month)</b>	Bulgaria, Czech Republic, Croatia, Estonia, Hungary, Latvia, Lithuania, Northern Macedonia, Poland, Romania Serbia, Slovakia, Slovenia, Turkey

**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.** The ERASMUS Grant Agreement will be sent by e-mail in August 2019 if you start studying in the winter term 2019/20. Students who start studying in the summer term 2020 will receive their Grant Agreement in December 2019.

**We will most likely guarantee a grant for a maximum of 4 months per semester. Each month will be calculated with 30 days. The minimum duration you need to actively study at the receiving institution is 3 months (90 days).**

For each study cycle (Bachelor, Master, PhD), you are allowed to receive an ERASMUS grant for a maximum of 12 months. Earlier ERASMUS stays (study and internship) need to be declared in the online application for your grant. This period will be deducted from the maximum duration of 12 months.

**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 after receiving your 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](http://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.

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/](http://www.studium.uni-mainz.de/beurlaubung/)

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E-mail: [erasmus@international.uni-mainz.de](mailto:erasmus@international.uni-mainz.de)

Website: [www.uni-mainz.de/erasmus](http://www.uni-mainz.de/erasmus)

Telephone: +49 6131 3926783

Fax: +49 6131 3927018

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](http://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) 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): [www.asta-jgu.de/semesterticket](http://www.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](http://www.eu-servicepoint.de)E-mail: [eu-servicepoint@international.uni-mainz.de](mailto: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. Contact Details of the ERASMUS Office at the International Office****Postal address:**Johannes Gutenberg-Universität  
Abteilung Internationales -INT- /ERASMUS Büro  
55099 Mainz  
Germany  
Tel.: +49 6131 39 26783**E-mail:** [erasmus@international.uni-mainz.de](mailto:erasmus@international.uni-mainz.de)**Website:** [www.uni-mainz.de/erasmus](http://www.uni-mainz.de/erasmus)**Consultation hours (with an appointment):**Mon, Tue, Thu: 10:00am - 11:30am  
For appointments please call +49 6131 3922122  
or visit the JGU Student Service Centre  
(Studierenden Service Center).**Open consultation hours:**

Mon, Tue, Thu: 11:30am - 12:00pm

ERASMUS Office (INT): Forum 2, 00-207

## **ERASMUS Documents (explanatory notes/deadlines)**

**If you lose any documents, you can print them again from your e-mail or download all necessary ERASMUS documents from the JGU ERASMUS website at any time:**

[www.studium.uni-mainz.de/nach-der-erfolgreichen-bewerbung](http://www.studium.uni-mainz.de/nach-der-erfolgreichen-bewerbung)

**Please make a COPY of all completed and signed forms for your own records before you post any original document.**

### **Grant Agreement (GA) - The GA will be sent in summer 2019 (Dec. 2019 for students starting in 2020) -**

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**.

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 of JGU.

**DEADLINE: see deadline in e-mail including your Grant Agreement**

### **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. **Please mind that your duration at the receiving institution can differ from the duration of your grant!** 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. Please mind that we cannot accept the confirmation of departure with a difference of more than 5 days between the date of departure and the date of signature.

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 partner institutions) can be used alternatively and submitted as a scan/ 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 should 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.**

**Important is that ALL fields in the document need to be filled out! If you need more space in the tables, you can download the WORD version of the document on our ERASMUS homepage:**

[www.studium.uni-mainz.de/nach-der-erfolgreichen-bewerbung](http://www.studium.uni-mainz.de/nach-der-erfolgreichen-bewerbung)

### **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, enter the **contact details of the international office** of your partner institution and the subject area code.

### **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 to your subject in Mainz. If insecure, leave the section empty and talk to your departmental ERASMUS coordinator at JGU.
- Please add the web link to the web page of the receiving institution, where all courses are listed that you are planning to take, in the field „**Web link to the course catalogue at the receiving institution describing the learning outcomes**”.
- 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!**

**We do not accept the Learning Agreement if this information is missing in the table because then the recognition of the credits at JGU is not guaranteed.**

**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. 600 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 ('Changes to the Original Learning Agreement'):**

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 that has already been entered 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. You should also make a copy for your

own records before submitting the document to the INT. We accept other Transcripts as well, as long as they contain the same information as our document.

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

### **EU Online Survey and GoGlobal Report**

- **The European Union ‘Online Survey’**

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.

When you state that the process of recognition at the JGU has not finished yet (also concerns the completion of the ERASMUS document ‘Transcript of Records Sending Institution’), you will receive another e-mail 45 days after the end of your mobility with a link to the so-called ‘**EU Recognition Report/Anerkennungsbericht**’. This part only deals with the topic of the recognition of your studies abroad.

**Submitting the EU ‘Online Survey & Recognition Report’ is mandatory for receiving the ERASMUS grant!** We kindly ask you to fill out the survey as soon as you get the e-mail. Please add the e-mail address ‘**replies-will-be-discarded@ec.europa.eu**’ to your e-mail account in order to avoid that these e-mails will be forwarded to your spam folder.

**DEADLINE: Please fill in the Online Survey within max. 30 days after receiving the e-mail using the link provided in the e-mail.**

- **GoGlobal Report**

The GoGlobal online platform will be introduced at JGU during summer 2019. It provides an overview about all exchange opportunities for Outgoing students from JGU. GoGlobal also supports the interaction between students abroad and students studying at JGU who are interested in a semester at one of the partner universities as the new ‘GoGlobal Community’ -a password secured section for exchange of information between students- will be part of GoGlobal.

All Outgoing ERASMUS students will receive an e-mail including a link to the GoGlobal online report form at the end of their stay. The submitted information on e.g. studies, accommodation and facilities at the host institution are automatically displayed in the ‘GoGlobal Community’ afterwards and help future exchange students to plan their ERASMUS stay abroad.

**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 Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Spanish, Slovak, Slovene or Swedish) 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. **Completing the language assessments (in the language of instruction at the receiving institution) before and after your ERASMUS stay in due time is mandatory for receiving the ERASMUS grant.**

After the 1<sup>st</sup> OLS language assessment you have the possibility to do an OLS online language course in the language of instruction or, if it differs, in the national language of the country you study in. You will receive further information regarding OLS by e-mail from the international office before you begin your study abroad.

**Important:** By e-mail you will also receive information on how to create a user account on 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, otherwise the test and course licenses expire and thus also your right to the grant.** 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 and you have not indicated this in your online application.**

Please check again your end date originally noted in OLS before you finish your study abroad. If it differs you need to adjust the end date of your mobility yourself, **otherwise you will not receive the invitation for the final language test by e-mail in due time.**

**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. Otherwise, the entire ERASMUS grant may be demanded back at any time. If you have problems submitting the documents in due time, please contact us and ask for an extension. After all, good communication makes life easier for both you and us!
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 realization of your study period abroad. Nevertheless, please note that all documents issued by us must also be directly submitted to us in the International Office (INT) at JGU.
3. **You can submit all ERASMUS documents -except the Grant Agreement- as copies or scans, the originals should remain with you.**

**We would like to wish you a pleasant and successful ERASMUS study period abroad!**  
**The ERASMUS team of the International Office @ JGU**