

ERASMUS+ Information– Academic Year 2022/23

The following information is provided by the **Erasmus+ Office of the International Office (INT)** at Johannes Gutenberg University Mainz (JGU). Please read this document carefully and contact us if you have any organizational questions concerning your ERASMUS+ study period abroad. Please contact your departmental coordinator for subject-specific questions.

1.) Admission and Enrollment at a partner university

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 2022 for study periods starting in the winter semester 2022/23 and from August to November 2022 for study periods starting in the summer semester 2023. Please note that the application deadlines may be much earlier at some higher education institutions in Scandinavia!

2.) Accommodation

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, Norway, Liechtenstein and Switzerland. For more information, please visit: <https://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 includes **medical repatriation in emergencies**. This is also explicitly recommended for stays in Great Britain since Brexit! Some partner universities offer foreign students an (additional) student health insurance as part of the enrolment process. Check the benefits covered by this insurance in comparison to your existing insurance.

Please inform yourself - regardless of whether you have statutory or private health insurance - at your health insurance provider or insurance company, as the situation can change at short notice and **make sure that you have sufficient insurance coverage**.

4.) Erasmus+ grant

Within the Erasmus+ program, the specific grant amount varies according to your destination country. You can find the exact amount of your individual Erasmus+ grant in the 'grant agreement' (GA) document. The Erasmus+ grant agreement will be sent by e-mail in August 2022 if you start studying in the winter semester 2022/23. Students who start studying in the summer semester 2023 will receive their grant agreement in December 2022.

For the academic year 2022/23, the EU defined three country categories with the following day rates:

20 Euro/day (600/month)	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden
18 Euro/day (540/month)	Belgium, France, Greece, Italy, Malta, Netherlands, Austria, Portugal, Spain, Cyprus
16 Euro/day (490/month)	Bulgaria, Estonia, Croatia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, Northern Macedonia, Czech Republic, Turkey, Hungary

One month is always calculated with 30 days. The minimum duration you need to actively study at the receiving institution is 2 months (60 days). For each study cycle (Bachelor, Master, doctorate), 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 (70% of the total grant as specified in the Grant Agreement) will be paid after we received the Grant Agreement.

The second instalment of the Erasmus+ grant (30% 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.

Special grants/Top Ups

To ensure equal and equitable access to the program and equal opportunities for participants from all backgrounds, students with potential barriers to study abroad will receive special support.

This funding is in addition to the regular Erasmus+ scholarship 250 euro/month for:

- Students and graduates with a **disability (degree of disability of at least 20%)** or **chronic illness** (which demonstrably results in additional financial needs abroad).
- Undergraduate and graduate students who are studying abroad **with children**
- **First generation academics** (students from a non-academic background)
- **Students who are working**

A more precise definition of the participants eligible for special funding and corresponding evidence is currently still being worked out at national level. You will receive detailed information on this in the summer/fall of 2022 -each time before the grant agreements are sent out- by e-mail. Please wait for this circular email before asking any questions about special funding and required proofs.

NEW - "Green Mobility": As a financial incentive for sustainable travel ("green mobility"), a **one-time travel allowance of 50 euro** and, if applicable, up to four days of additional funding will also be granted (proof, e.g. train tickets required!). In the Grant Agreement (sent in August & December 2022) you will therefore be explicitly asked whether you would like to choose this option. You must then also submit a **written declaration on your honor in order** to receive the additional funding. Travel receipts must also be kept by students for 5 years and submitted upon request as part of a European Union audit.

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 JGU and the partner institution via e-mail**. This information must be **sent to the Erasmus+ Office at least one month before the end of the individual mobility period (see Art 2.2. of the grant agreement)**. **Extensions without financial Erasmus+ funding (only Erasmus+ status)** are possible at any time with the consent of both higher education institutions. However, an extension is only possible from the winter semester to the summer semester.

Shortening of the stay/Erasmus+ scholarship

It is possible to shorten the originally planned duration of your stay and the Erasmus+ scholarship **by 1 semester**. However, this should ideally be discussed with us before we send the grant agreement and before the scholarship is paid out. A shortening is also possible during the study abroad. All you need to do is inform all the offices involved (partner university, Erasmus+ coordinator at JGU and Erasmus+ Office of the International Office) in good time. The scholarship will be adjusted automatically as soon as we receive your official Erasmus+ departure confirmation. You will then receive a claim for the overpaid amount.

5.) AuslandsBAföG

The **AuslandsBAföG** (BAföG during a study period abroad) is unaffected by the Erasmus+ grant, if it does not exceed the limit of 300 euros. If you are eligible for the AuslandsBAföG for a study period at a higher education institution in a state participating in the ERASMUS+ program, 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: www.auslandsbafög.de

Given that applications for the AuslandsBAföG must be submitted at an early stage, please send us the appropriate BAföG form via e-mail. We will then confirm the amount of your Erasmus+ funding which you will need to apply for AuslandsBAföG.

If you receive a complementary scholarship from another organisation (for example from a foundation) 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 inform us as soon as possible. It is also

possible to solely have the status of an Erasmus+ student including all Erasmus+ benefits, but without funding from the Erasmus+ grant, if you prefer funding from your other scholarship.

6.) Leave of Absence

Please consult your department (Erasmus+ departmental 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.

Internet: <https://www.studying.uni-mainz.de/leave-of-absence/>

StudierendenServiceCenter (Campus Mainz, Forum 1, 1. Stock): www.uni-mainz.de/studium/studsek

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

You must be enrolled at JGU throughout your entire Erasmus+ study period abroad, which means that you must re-register at JGU every semester by transferring your social contributions in time.

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

If you will be abroad for an Erasmus+ study period for at least three months during a semester, you can request the reimbursement of your semester ticket fee, which is included in the social contributions (approx. euros 200 in the winter semester 2022/23) from the JGU's 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 November 7 at the latest for the winter semester or May 7 at the latest for the summer semester.

Internet: <https://asta.uni-mainz.de/vs/asta/verkehr/rueckerstattung-semesterticket/>

8.) Erasmus+ Internship grant

For **(self-organised) internships lasting 2 months or longer** we recommend that you apply for the **Erasmus+ internship grant available from the EU-ServicePoint** at JGU (Forum 2, room 00-202):

Internet: 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.) Erasmus+ App

The Erasmus+ App offers tips for the Erasmus+ stay, news/events of the partner city/host university, a checklist for documents before and after the stay and much more. If you are interested, please log in via EduGAIN and select JGU in the drop-down menu. Further information: www.erasmusapp.eu/

11.) Contact Details of the Erasmus+ office at JGU's International Office

Postal Address:

Johannes Gutenberg-Universität
Abteilung Internationales – INT / Erasmus+ Büro
55099 Mainz/Germany
Tel: +49-(0)6131-39-26783

Consultation hours:

Tue, Thu: 10.00–11.30 am
To make an appointment call +49-(0)6131-39-26783

E-Mail: erasmus@international.uni-mainz.de

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:

<https://www.studying.uni-mainz.de/erasmus-documents-2/>

Grant Agreement (GA) The GA will be sent in August 2022 (Dec. 2022 for students starting in the summer semester 2023)

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**. 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 via regular mail or bring it to the Erasmus+ Office 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 your details as we have filed them. 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 us an e-mail containing the correct details 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:** 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. gym 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 regarding the Erasmus+ grant:

Erasmus+ grants are mobility grants funded by public financing of the European Commission and are therefore tax-free in accordance with § 3 no. 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.

Confirmation of Departure and Arrival or Certificate of Attendance

You can receive an Erasmus+ grant for the duration of your stay abroad which you spend at the partner institution for academic purposes. **Please mind that your duration at the receiving institution can differ from the duration of your grant!**

You are obliged to inform us of these dates by using the Erasmus+ forms for the **confirmation of departure and arrival (or the “Certificate of Attendance” in case of virtual components)** which will be signed and stamped by the International Office (or the Student Services) at your partner institution. 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 **start date for your funding period** (= confirmation of arrival) can be a welcome event or orientation week for Erasmus+ students or the first day of lectures.

The **end date for your funding period** (= confirmation of departure) is, for example, determined by your last day of lectures, your last examination on site. **Please keep in 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!**

IMPORTANT: Please use the "Certificate of Attendance" form **ONLY** if your stay abroad includes **purely virtual study components in Germany** (not in the host country!) in addition to physical mobility on site at the host university before or after the stay abroad.

These documents are fundamental for the final calculation of your Erasmus+ grant, which is why your scholarship will be automatically adjusted in our database after receipt of these documents and directly counted towards the 2nd installment. Please note that it is possible that NOT all documented days of stay will be funded (see Grant Agreement for details). Other official documents specifying a precise date of arrival or departure (e.g. an enrollment certificate or similar documents from partner institutions) can be used alternatively and submitted as a scan/ fax.

DEADLINES: max. 1 month after the start or the end of the study period abroad;

“Online Learning Agreement” (OLA)

The sending institution and the receiving institution are obliged to conclude a "Learning Agreement" with the students before the start of the mobility. The "Learning Agreement" essentially describes the program for the stay abroad and sets out the learning objectives for the learning phase abroad. In addition, it contains provisions for the formal recognition of learning outcomes from abroad at JGU and thus gives you planning security. To be able to fill in the Learning Agreement and to ensure that the study courses taken during your study period abroad will be recognized 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 your Erasmus+ coordinator or the partner institution demand more ECTS credits, you have to select your courses accordingly.**

Since 2022, the new "Online Learning Agreement (OLA)" must be completed online in order to receive the scholarship. It must be signed digitally by representatives of both universities and the students before they begin their studies abroad. You will receive further information, a direct link to the OLA form and instructions on how to fill it out by e-mail in May (or students who start Erasmus+ in 2023 in fall 2022). It is not yet possible to create the form for technical reasons (not even via OLA web links of your partner university/EU, which you may have already received). We will send you an email with the (access) information for the OLA form. As soon as we have send you the link to the new OLA form, we ask you to fill it out and have the course selection confirmed by all parties.

If you already need an OLA for the registration at the host university due to registration deadlines, we ask you to first use a "Learning Agreement" paper document from the host university or to download our old "Learning Agreement" template from the Erasmus+ website (www.studium.uni-mainz.de/erasmus-einzureichende-dokumente/). You can then send this to the partner university by e-mail with the registration documents in due time or upload it to their portal so that you can meet the registration deadline. However, please save a copy before sending so that you can re-enter the data later in the OLA form.

DEADLINE: Max. 1 month after the official start of the 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.** 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 us, 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!

- **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 us. You should also make a copy for your own records before submitting the document to us. 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

Online Survey of the European Union

After the study period, you will automatically receive an e-mail from the European Union 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 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.

„Online Language Support“ – Language Test and Language Course Licenses

Please have a look at the web pages of your host institution (or language schools in your host city) for information on language courses if you want to take a course before or during your Erasmus+ mobility. Unfortunately, additional costs for these courses cannot be covered by the Erasmus+ grant.

From July 2022, however, the EU will introduce the new "Online Language Support". This offers Erasmus+ participants various options: Self-assessment of language skills through a language test before starting the mobility abroad (= mandatory for receiving the grant) as well as participation in free language courses. In addition to the 24 official languages of the EU, language support for Icelandic, Macedonian, Norwegian, Serbian and Turkish will also be provided in the future. **The basis for the allocation of these language tests and courses will be the language of instruction at the host university as indicated by you in the Erasmus+ application.** More detailed information and the licenses will follow in July and/or December by e-mail.

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 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. **All Erasmus+ documents except for the Grant Agreement – can be submitted as a copy/scan.**
- 2. Many subjects/faculties at JGU (for example the Law, Medicine, Economics, Sociology, the Dijon Office) have their own "international 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**

We would like to wish you a pleasant and successful Erasmus+ study period abroad

The Erasmus+ Team of the International Office