

Erasmus+ Information – Academic Year 2023/24

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

After you have successfully applied at your department and registered online with INT for the Erasmus+ scholarship, your Erasmus+ coordinator will send a nomination to the host university by e-mail or via an online system of the host university. You will not always be explicitly informed about this. Afterwards, you have to register as an Erasmus+ exchange student at the partner university for the duration of your studies abroad. Some universities will send the registration documents and other important information directly via e-mail after the nomination has been made by the Erasmus+ subject coordinator at the partner university. In most cases, this information is also available on the website of the host university by selecting "International Students" or "Erasmus+ Students". **Please also make sure that you meet any deadlines for sending in the application forms!** Usually these are scheduled between April and June 2023 if you start in the winter semester 2023/24 and between August and November 2023 if you start in the summer semester 2024. Note that these may be earlier for some universities in Scandinavia.

2.) Accommodation

If available, you can either apply for residential accommodation at your partner institution or you can 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 for university-owned dorms. 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

You need adequate **health insurance coverage** when going abroad. Depending on your health insurance in Germany (public 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 a 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 **public 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>

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

Internet: www.uni-mainz.de/erasmus

Telefon: +49-(0)6131-3926783

Telefax: +49-(0)6131-3927018

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 public or private health insurance - at your health insurance provider or insurance company, as the situation can change at short notice. **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 2023 if you start studying in the winter semester 2023/24. Students who start studying in the summer semester 2024 will receive their grant agreement in December 2023.

For the academic year 2023/24, 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, 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.

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. Depending on the budget, the duration of the financial support is determined in the grant agreement (3-5 months per semester). Even if you stay longer the funding is capped, the rest are zero-grant days.

Special Grants

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**

Detailed information on these special grants and the option to apply will be sent to you by e-mail before the grant agreements are sent out. Please wait for this circular e-mail before submitting any queries regarding the special grants and the required proof (= declaration on honor). **The application deadline for special grant specified in the circular e-mail must be adhered to!** We fund approximately 800 JGU Erasmus+ students abroad in an academic year - applications which arrive too late can therefore unfortunately not be included in the grant agreements.

"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 2023) you will therefore be explicitly asked whether you would like to choose this option. You must then also submit a **written declaration on honor in order** to receive the additional funding. Travel receipts must 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 article 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 and other scholarships

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 organization (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): <https://www.studying.uni-mainz.de/student-services/>

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

Only if you are studying abroad for three months or longer **during the JGU semester period**, you can request the reimbursement of your semester ticket fee, which is part of the social contributions (approx. 200 euros for the winter semester 2023/24) 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://en.asta.uni-mainz.de/sb/asta/transport/semester-ticket-refund/>

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: <https://www.en.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/

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

Postal Address: Johannes Gutenberg-Universität Abteilung Internationales – INT / Erasmus+ Office 55099 Mainz/Germany Tel: +49-(0)6131-39-26783	Consultation hours: To make an appointment call +49-(0)6131-39-26783 E-Mail: erasmus@international.uni-mainz.de <i>Please do not send e-mails to personal e-mail addresses of staff members!</i>
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Many subjects/faculties at JGU (for example the Law, Medicine, Economics, Sociology, the Dijon Office etc.) 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.

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 2023 (Dec. 2023 for students starting in the summer semester 2024)

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 (without annexes) containing the date and your signature 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: will be stated in the e-mail containing your grant agreement

Data Verification Form

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 this certificate to prove to your host 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 at the partner institution for academic purposes. **Please mind that your duration at the host institution can differ from the duration of your grant!**

You are obliged to provide us with precise proof of the period of study at the partner university by using the Erasmus+ forms for the **confirmation of departure and arrival** (or the **“Certificate of Attendance”** document in case of virtual components, e.g., "short term blended mobility/blended intensive programmes (BIP)"). These must 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 after 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 **solely virtual study components in Germany** in addition to physical mobility on site at the host university before or after the stay abroad. In general, regular semester mobilities are only physical mobilities and this document therefore not needed.

These documents are fundamental for the final calculation of your Erasmus+ grant, which is why your scholarship will be automatically adjusted in our database and directly calculated with 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 via e-mail.

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 "Online Learning Agreement" (OLA) 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. In order to complete the OLA (and to ensure that the study courses taken during your study period abroad will be recognized at JGU), prior to your study period abroad you must inform yourself about the courses offered at the host university and discuss your selection **in time with the responsible coordinator of your department at JGU**. 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.

To receive the scholarship, the OLA must be completed and must usually be approved digitally by the students and subject representatives of both universities before the start of the study abroad programme. You will receive further information, a direct link to the OLA form as well as instructions on how to complete the form via e-mail a few months before the start of your studies abroad. Until we send you this information and access to the JGU OLA form, for technical reasons it is not possible to create it (even via OLA web links sent to you by your partner university/EU). As soon as the link to the new OLA form has been distributed by us, we ask you to fill out the form and have the course selection confirmed by all parties. You will then also find detailed instructions for download here: <https://www.studium.uni-mainz.de/erasmus-einzureichende-dokumente/>

Instructions for creating the OLA:

Check your spam folder regularly (also after creation and initial approval) to make sure you do not miss any of the automatic notifications for the OLA. All mandatory fields as well as the administrative contacts (including their e-mail) must be filled in, otherwise the OLA cannot be submitted. The following fields have been filled with default data for the time being to generate the OLA. Therefore, please make sure to adjust these data according to your personal data when creating the OLA:

- Student ID Number (ESI): Enter the student registration number of JGU.
- Language => default setting = English => enter your language of instruction at the host institution.
- EQF (European Qualifications Framework): Bachelor = EQF 6; Master = EQF 7; PhD = EQF 8
- CEFR is a reference framework for assessing foreign language skills. This can be indicated using the familiar levels from A1 to C2 (as well as 'NS' = native speaker). The default level is B2 => please adapt this to your individual language proficiency.
- **Receiving Institution Details => Administrative contact person:** Select or change the OLA contact person at the host institution in the drop-down menu (if necessary, ask the Int. Office for the name/ e-mail address).
- **Sending Institution Details => Administrative contact person:** As a rule, enter the Erasmus+ faculty coordinator of JGU (person who placed you in the Erasmus+ programme) or - if available - the recognition officer of the subject (= OLA administrator). To be on the safe side, check with your department beforehand.

First you have to create the OLA and approve it yourself. If the subsequent approval of the OLA by the Erasmus+ subject coordinator or recognition officer of JGU or the partner university takes too long (more than 3-4 weeks), please contact them by e-mail. The OLA is a compulsory Erasmus+ document which must be completed in order to receive the scholarship. **The completeness of your OLA (approval by the student, JGU departmental Erasmus+ coordination and host university) is your responsibility!**

Additions and changes to your OLA (e.g. second semester, course changes, extensions) will be created in a new draft. The previous version is still available, provided it has been previously approved by all parties. Only in case of technical problems (e.g. data cannot be saved, access denied) you can contact the MoveON Support Team directly: moveon@international.uni-mainz.de

DEADLINE: max. 1 month after the official start of the study period abroad, the first version of the OLA must have been created and approved by you and the Erasmus+ subject coordination of JGU.

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

Internet: www.uni-mainz.de/erasmus

Telefon: +49-(0)6131-3926783

Telefax: +49-(0)6131-3927018

The „Transcript of Records“ (ToR) Form

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

After the completion of your study period abroad, the partner university must provide you with a transcript of records or save your examination results in a database that you can access online. This document should contain all courses that you completed at the partner institution. **Please only submit a copy of the transcript of records via e-mail.** 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. **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!**

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

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

This form documents the **recognition of study courses completed abroad by JGU**. Therefore, please 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 via e-mail. 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

Participant 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 a **Participant Survey**, which takes approximately 15 minutes to complete. If you state that the recognition process at JGU has not yet been completed (this also applies to the completion of the Erasmus+ document "Transcript of Records of the Sending Institution"), you will receive another e-mail with a link to the short so-called **EU Recognition Report** approximately 45 days after the end of the mobility or the submission of the Participant Report. This report only covers information on the study achievements acquired abroad that have already been recognized at the home university. **Completion of the EU Participant Survey is also mandatory in order to receive the Erasmus+ grant!** We therefore ask you to comply with this request immediately and please also check your spam folder.

DEADLINE: Participant Survey max. 1 month after receiving the e-mail from the EU.

“Online Language Support“ (OLS) – Language Test and Language Courses

With the **Online Language Support (OLS)**, the EU offers you a free platform for **self-assessment of your language skills through a language test before starting your mobility abroad (self-assessment)** as well as the **participation in free language courses in currently 24 languages at different learning levels.**

Take advantage of this wonderful offer, which is available to you as an Erasmus+ student for 3 years!

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. You will soon receive access to the OLS platform (incl. brief instructions) from us by e-mail and can begin immediately. Please start with the "self-assessment" by following the instructions in the OLS manual (=> you must be a member of the community to be able to do this). Unfortunately, there were occasional problems with the download/delivery of the OLS self-assessment test results in 2022. We therefore advise you to simply take a screenshot of the test result to be on the safe side. **Many of our partner universities recognize this OLS proof of your current language level for registration at the host university!**

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 time, please contact us and ask for an extension. All Erasmus+ documents -except for the special grants applications, grant agreement and Online Learning Agreement- can be submitted by e-mail.

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

The Erasmus+ Team of the International Office