

As of: 07/2020

Erasmus+ Key Action 103 – Student Mobility Checklist und additional information for outgoing students

(applies to winter semester 2020/21 and summer semester 2021)

An Erasmus+ stay abroad not only offers students the opportunity to further their academic development, but also develop *soft skills* such as organisational skills, self-management and a sense of responsibility.

For the successful organisation and completion of the Erasmus+ KA 103 programme, participants are expected to:

- provide the required documentation in a timely and thoroughly completed manner, and
- without fail, promptly communicate any changes in plan or problems that may occur.

This **checklist** should help you stay on top of the process and ensure the best possible outcome for your stay.

Information on the Erasmus+ KA 103 programme: <https://www.uni-goettingen.de/en/480919.html>

Your programme contacts:

Faculty programme coordinators: <https://www.uni-goettingen.de/en/476307.html>

Erasmus+ KA 103 Team

Coordination: Karen Denecke
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Funding: Sabine Plünnecke
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Consulting: Patricia Missler
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Forms and documents: <https://www.uni-goettingen.de/en/491452.html>

Mobility database: <https://goettingen.moveon4.de/locallogin/57c56c5d84fb9628263ade11/eng>

CHECKLIST for a successful Erasmus+ KA 103 semester abroad

BEFORE beginning the planned Erasmus+ KA 103 semester abroad:

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Apply for an exchange placement at the partner University	<p>Contact the departmental coordinators of your faculty to get subject-specific advice on the universities of your choosing and find out more about the application process.</p> <p><i>Tip: Take advantage of guidance counselling offered by the Erasmus+ KA 103 team!</i></p>	<p>Informational events are usually held October - December</p> <p>Application deadlines Faculties: 31 January / 15 September (Call "Summer term 2021")</p>	University of Göttingen departmental coordinator	<p>Study Abroad with Erasmus+ KA 103</p> <p><i>Please note: the most recent announcements are published here!</i></p>	<input type="checkbox"/>
Erasmus+ Online Nomination	Fill out the form, double-check the info, print it, sign it and send it to the departmental coordinator with a request for signature and to forward it accordingly.	30 April / 10 October (Call „Summer term 2021“)	<p>Departmental coordinator (obtain signature)</p> <p>Göttingen International Erasmus+ KA 103 Team</p>	Information and form Erasmus+ Online Nomination	<input type="checkbox"/>

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Online registration at the partner university	<p>The online registration with the partner university is in most cases mandatory and should be completed after the nomination. Information on online registration can be found on the website of your partner university. As a rule, a completed Learning Agreement is required.</p> <p>Note: The online registration is preceded by the nomination by your Program Officer at the partner university.</p> <p><i><u>Tip: Be sure to find out right away which other documents, such as language certificates, must be submitted with the online application!</u></i></p>	Deadlines for the registration can be found on the websites at the partner university	Departmental coordinator of the partner university	Website of the partner university	<input type="checkbox"/>

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Erasmus+ KA 103 Learning Agreement for Studies	<p>Review the list of courses that you are planning on attending at the partner university including how many credits you expect to receive for these courses with the programme office and the partner university. Upload fully signed documents (PDF) to the mobility database.</p> <p>Note: You can also use the Online Learning Agreement in consultation with your programme officer.</p>	Shortly after accepting the nomination	<p>Departmental coordinator University of Göttingen</p> <p>Departmental coordinator of the partner university</p> <p>Göttingen International Erasmus+ KA 103 Team Learning Agreement for Studies</p>	<p>Learning Agreement for Studies</p> <p>Mobility database</p>	<input type="checkbox"/>
Complete first Online Linguistic Support Assessment (OLS)	<p>Complete and submit the online language assessment test in your first language of instruction.</p> <p><i>Please note: Applies to EU languages only. Native speakers are exempt.</i></p>	Complete promptly after receiving the invitation, and no later than one month after receiving your user access.		<p>You will receive an informational email from the Erasmus+ KA 103 team. Access info will be sent from the OLS system via email (sender address: noreply@erasmusplusols.eu)</p> <p><i>Tip: Please check your spam emails after receiving the email from the Erasmus+ KA 103 team!</i></p>	<input type="checkbox"/>

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Participate in an informational event at Göttingen International	You will have the opportunity here to ask general questions about documents, procedures or anything else about your stay abroad.	June (for stays beginning winter semester) or November (for stays beginning summer semester).	Göttingen International Erasmus+ KA 103 Team	Invitation by email from the Erasmus+ KA 103 Team	<input type="checkbox"/>
Erasmus+ KA 103 Grant Agreement	Sign and turn in the document during the info event. If you are unable to attend the info event, you must send the signed and completed Grant Agreement to Göttingen International by post <u>before</u> your stay abroad.	BEFORE the start of your stay!	Göttingen International Erasmus+ KA 103 Team	It will either be given to you during the info event or sent to your home address (start of shipping: mid-July / mid-December).	<input type="checkbox"/>
Submit the certificate of matriculation for the semester abroad	Hand in to departmental coordinator	by 30 September / by 31 March	University of Göttingen Departmental coordinator	Generate via eCampus	<input type="checkbox"/>
Apply for leave of absence, if applicable		Before the start of the stay abroad	Office of Student Affairs	Student and Academic Services	<input type="checkbox"/>
Language certificate Spanish/French Language of instruction	If only an A2 level certificate was submitted by the 30 April deadline, a B1 certificate must be submitted for Spanish and French.	No later than one month before the stay	Göttingen International Erasmus+ KA 103 Team	Mobility database	<input type="checkbox"/>

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Receive travel advice from the Federal Foreign Office	<p><u>Before</u> and <u>during</u> your stay abroad, you can stay informed about the current security situation and, if necessary, enter your name on the „Elefant“ crisis action list.</p> <p><i>Note: ELEFAND is a registry for German nationals. Your home country might provide similar services.</i></p>	Ongoing		<p>Homepage of the German Federal Foreign Office</p> <p>„Travel App“ of the Federal Foreign Office</p> <p>Safety measure list „ELEFAND“</p>	<input type="checkbox"/>

DURING the planned Erasmus+ semester abroad:

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Certificate of Arrival certified upon arrival at the partner university	Upload to the mobility database	No later than 4 weeks after the start of studies	Göttingen International Erasmus+ KA 103 Team	Erasmus+ KA 103 mobility forms	<input type="checkbox"/>
Erasmus+ KA 103 Revised Learning Agreement for Studies	Any changes to the Learning Agreement need to be agreed upon in writing with both the departmental coordinator at your home university, as well as the departmental coordinator at the host faculty.	No later than 5 weeks after the start of studies	University of Göttingen departmental coordinator Departmental coordinator of the partner university	e.g. see the section titled „During the Mobility“ of the Erasmus+ KA 103 Learning Agreement	<input type="checkbox"/>
Extension	Check whether an extension of the contract is possible. If it is, then you need the approval of your departmental coordinator and the Göttingen International Erasmus+ KA 103 Team. Note: If you agree to an extension, please log into the OLS portal and update the new end date of your stay.	As soon as possible after decision to extend, no later than 4 week prior to end of studies	Göttingen International Erasmus+ KA 103 Team University of Göttingen departmental coordinator Departmental coordinator of the partner university		<input type="checkbox"/>

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Cancellation	Report to the appropriate contact person (see „Who needs to be informed?“) stating the reasons.	Immediately after decision to cancel	Göttingen International Erasmus+ KA 103 Team University of Göttingen departmental coordinator Departmental coordinator of the partner university		<input type="checkbox"/>
Certificate of Stay certified at the partner university	After it is signed, upload to the mobility database Note: Some partner universities already use digitised confirmations. In order to be recognized by your home university, these must contain the following data: - First and last name - Home university - Start and end date of the stay - Digital signature + Date or QR code	Last day of studies Note: The date of issue must not be 4 or more days before the end of the stay.	Göttingen International Erasmus+ KA 103 Team	Erasmus+ KA 103 mobility forms	<input type="checkbox"/>

AFTER the planned Erasmus+ semester abroad

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Submit Certificate of Stay	Upload to the mobility database	4 weeks after the end of the stay	Göttingen International Erasmus+ KA 103 Team	Erasmus+ KA 103 mobility forms	<input type="checkbox"/>
EU Online Survey	Complete and submit the EU Online Survey <i>Tip: It is advisable to have the Grant Agreement on hand while filling out this survey.</i>	No later than 45 days after receiving the invitation		The invitation is sent out automatically at the end of the stay. The sender address is: replies-will-be-discarded@ec.europa.eu <i>Tip: Please check your spam mail regularly at the end of your stay!</i>	<input type="checkbox"/>
Submit an Erasmus+ KA 103 Experience Report	Fill out the online questionnaire via the mobility database	No later than 4 weeks after the end of the stay	Göttingen International Erasmus+ KA 103 Team	Mobility Database	<input type="checkbox"/>

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Submit Transcript of Records	<p>Upload PDF to the mobility database and turn in a copy to the faculty. Please note that each partner university has its own procedures for sending the transcript to students:</p> <ol style="list-style-type: none"> 1. onsite pick-up (system print-out) 2. send to home university 3. send directly to students 	Up to 4 weeks after the end of the stay	<p>Göttingen International Erasmus+ KA 103 Team</p> <p>University of Göttingen Departmental coordinator</p>	This document will be issued to you by the partner university. Enquire onsite as to details on the specific procedure.	<input type="checkbox"/>
Apply for recognition for academic achievements abroad	In order to have your achievements abroad properly credited, you must either submit an application to the Examination Office (Prüfungsamt) or the Recognition Office (Anerkennungsbeauftragte*n) of your faculty.	Up to 12 months after the end of your stay	Faculty	Information on recognition of services provided abroad	<input type="checkbox"/>

FAQ

Why is a current matriculation certificate required?

In your application to the faculty, you must provide proof that you are currently enrolled at the University as a degree seeking student. Please submit the certificate that is valid at the time of application. Only students who are officially enrolled or on leave at the University are eligible for funding during their stay abroad. Shortly before your stay, you should submit a valid matriculation certificate for the semester(s) abroad to your departmental coordinator.

What is the „Online Nomination “?

The online nomination is the registration process for your stay abroad and is a multiple-step process. Please submit the online nomination after you have been selected by your faculty / departmental coordinator. First, you must sign up with your *@stud.uni-goettingen.de* account in the portal. Please keep your password safe from third parties, as you will need access to this system until the end of your mobility. The online nomination form can then be saved as a PDF, printed out and signed by you and the departmental coordinator and the original forwarded to Göttingen International **no later than 30 April 2020 / 10 October 2020**. Please also note that the required language certificate in the language of instruction (see Erasmus+ KA 103 Announcement 2020/2021) must be uploaded with the online nomination by the applicable deadline. Nominations received by Göttingen International after 30 April 2020 / 31 October 2020 will no longer be considered in the selection process.

Then you must be registered and nominated at the host university. For this you must first be registered at the host university by your departmental coordinator, and then also complete the registration process at the host university. The partner universities often vary in their procedures. It is best to contact your departmental coordinator and discuss the nomination and registration procedures with the host university.

Göttingen International does not handle the nomination and registration process.

During this phase, the Learning Agreement must also be drawn up with a record of the courses planned at the host university.

What is the Erasmus+ Key Action 103 Learning Agreement* (LA)?

Before the start of your stay, a Learning Agreement must be created and signed, typically by your departmental coordinator and the host university.

Göttingen International will be unable to issue the Grant Agreement without the signed Learning Agreement. The Learning Agreement must be signed by all participants before the start of the stay. Please contact your departmental coordinator, and refer to the [moveON exchange database](#) or the homepage of the partner institution as soon as possible to learn about the procedure and deadlines for submitting the Learning Agreement to the host university. Please note that at least 50% of the credits must be taken in your field of study (degree programme), in compliance with § 13, paragraph 3 of the APO, and to ensure a smooth accreditation of your academic achievements abroad after your stay is completed. At least 50% of the courses must also be taken in the first language of instruction for which you have been certified as part of the application process.

The fully signed Learning Agreement has to be uploaded via the online portal of Göttingen International as a follow-up document to the online nomination **at the latest by the beginning of your academic stay at the partner university**. If the signature of the partner institution on the Learning Agreement has not been received by the deadline mentioned above, the document can be uploaded as a PDF file via the mobility portal in *individual cases or under certain circumstances* with the signature of the home university (departmental coordinator or authorised person responsible = 1st signature) and the student (2nd signature). In the exceptional case of technical problems, the file can be submitted as a PDF by e-mail to Göttingen International (sabine.pluennecke@zvw.uni-goettingen.de).

Important: Without a Learning Agreement, no Grant Agreement will be issued and therefore the stay may not be conducted within the context of the Erasmus+ Key Action 103 programme.

Please always use the University of Göttingen's template, even if your host university also uses its own form. The current Learning Agreement can be found on the following page <http://www.uni-goettingen.de/de/formulare-zur-abwicklung-der-mobilität/491452.html> or use the Online Learning Agreement at <https://www.learning-agreement.eu/start/> after consultation with your departmental coordinator.

What is the Online Linguistic Support (OLS)?

For programmes taught in Bulgarian, Croatian, Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hungarian, Italian, Polish, Portuguese, Romanian, Slovak, Spanish, Swedish and Swedish, **the EU requires compulsory language tests before the Erasmus+ stay**. You will receive a link via email in June or July at the latest (**regardless of your starting**

semester), which will lead you to the Online Linguistic Support (OLS) system. This license is only valid for you and is only for a limited period of time (one month after it is sent to you). If you are unable to take the test, please inform us of the reasons. The email with the link will be an automated email (from noreply@erasmusplusols.eu). Please be sure to check your spam folder. Native speakers are exempt from the Assessment.

What is the Grant Agreement (GA)?

The Erasmus+ Key Action 103 Team of Göttingen International will give you your Grant Agreement at the informational event in June 2020 (winter semester 2020/21 outgoing students) and November 2020 (summer semester 2020 outgoing students). If you are unable to participate, you will receive two copies of the Grant Agreement by the end of July 2020 (the exact timing depends on the processing volume and NA-DAAD funding commitments) or by the end of November 2020 (for stays in summer semester 2021) by post to your home address. Please sign both copies immediately and return **an original** within 3 weeks **to Sabine Plünnecke, University of Göttingen, Göttingen International, Von-Siebold-Str. 2, 37075 Göttingen** (addressed envelope enclosed). If you are already abroad, have the agreements forwarded to you by someone from your home address.

What are travel advisories, security advisories and travel warnings?

Travel advisories contain information about, among other things, the entry regulations of a country, medical information, and some specifics with respect to criminal or customs law. They are regularly reviewed and updated.

Security advisories point out special risks for travellers and Germans living abroad. They may contain a recommendation not to travel or to restrict travel. If necessary, we will advise against trips that are not absolutely necessary, or even all trips. The security advisories are also reviewed regularly and updated.

Travel warnings contain an urgent appeal from the German Federal Foreign Office not to travel to a country or a region of a country. They are only issued if there is an acute danger to life and limb, and a need to warn against travelling to a country or specific region of a country. A travel warning is rarely issued. Germans living abroad may be asked to leave the country.

What is the Certificate of Arrival?

The Certificate of Arrival is an arrival confirmation which documents the official start of your stay abroad. Please use the template for the Certificate of Arrival, which is available online from the University of Göttingen. You should have it signed and uploaded **promptly** to the mobility database, no later than 4 weeks after the start of your academic stay. Should there be a problem with uploading the document to the mobility database, the Certificate of Arrival may be sent via email to Sabine Plünnecke (Sabine.pluenecke@zvw.uni-goettingen.de).

What is the Certificate of Stay?

The Certificate of Stay documents the last day of your stay at the partner university. Together with the Certificate of Arrival, it documents the duration of your **academic** stay abroad. The Certificate of Stay must be uploaded to the mobility database no later than four weeks after the last day at the partner university (last day of the academic stay).

What is the Transcript of Records (ToR)?

All of your academic achievements at the partner university will be recorded in the Transcript of Records. You will need this document in order to have your credits recognized at the University of Göttingen toward your degree programme. The recognition of your academic achievements should happen within five weeks after receipt of the ToR.

The ToR must also be uploaded to the mobility database. It is recommended that you keep a copy of the ToR in a safe place, as some universities require it as part of an application to a masters programme.