

**BEFORE Mobility**

When	What do I have to do? Which documents are necessary?	Where can I find my documents? Who is in charge?
Until 15 <sup>th</sup> January (deadline)	Handing the application documents in <ul style="list-style-type: none"> <li>• Printout of <a href="#">online application</a></li> <li>• Compendium of achievements (unisono)</li> <li>• CV with signature (in language of instruction or English)</li> <li>• For each university a motivational letter (in language of instruction or English)</li> <li>• Certificate of studies/ enrolment</li> <li>• If necessary, a recommendation letter (for cooperation run by Prof. Averkorn)</li> </ul>	You register online, fill out the form and hand in a printout (with signature and picture) as well as supporting documents at the International Student Affairs department (ISA).
<b>March/ April</b>	<ul style="list-style-type: none"> <li>• <b>Selection of applicants by the departmental coordinators</b></li> <li>• <b>Information of selection results and stay offer</b></li> <li>• <b>Nomination of selected applicants by ISA</b></li> </ul>	
Deadline of the partner university	Application/registration at partner university	After being nominated the selected students will receive information from the <b>partner university</b> about local proceedings.
<b>Depending on partner university; May/ June</b>	<ul style="list-style-type: none"> <li>• <b>Confirmation of applicants by the partner university</b></li> <li>• <b>Erasmus+ Information Event</b></li> </ul>	
Before start of mobility	<b>Letter of Acceptance</b> (original document or photocopy/ scan)	The <b>host university</b> will send you the confirmation of acceptance.
Before start of mobility	<b>Learning Agreement</b> (original document or photocopy/ scan)	Download the LA in the university's " <a href="#">Formularcenter</a> ", enter your planned courses during your stay abroad and let your departmental coordinator and partner university confirm. <b>Minimum 15 ECTS!</b>
Before start of mobility	Handing in signed <b>Grant Agreement</b> in original form.	You will receive the agreement from us <b>by email</b> , check the data and hand in the signed original at department ISA.
<b>Please hand in the necessary documents at our office AR-SSC 113 or post or email (<a href="mailto:isa-erasmus@zv.uni-siegen.de">isa-erasmus@zv.uni-siegen.de</a>) them!</b>		
Within four weeks	Taking the first <b>OLS language assessment</b>	You will receive the link by <b>email</b> , create an account and take the test.

**DURING Mobility**

<ul style="list-style-type: none"> <li>• <b>Begin of stay abroad (first day on-site for <a href="#">academic reasons</a>)</b></li> <li>• <b>Payment of 1st instalment (only happens if <a href="#">all necessary documents</a> are in our file)</b></li> </ul>		
Within five weeks of start of mobility	If necessary, document changes in the Learning Agreement	In the appropriate table(s), document any changes in consultation with the <b>host university</b> and the <b>departmental coordinator</b> in Siegen.
At least four weeks before end of mobility	If necessary extension of stay	Only in consultation with the <b>Partner university, ISA, departmental coordinator!</b>
Shortly before leaving	<b>Confirmation of Stay</b> issued	Form can be found in the university's " <a href="#">Formularcenter</a> ". It shall be signed by the <b>partner university</b> at the end of your stay (max. 5 days prior to the departure) and it shall state the first and last day of the mobility exactly to the date.

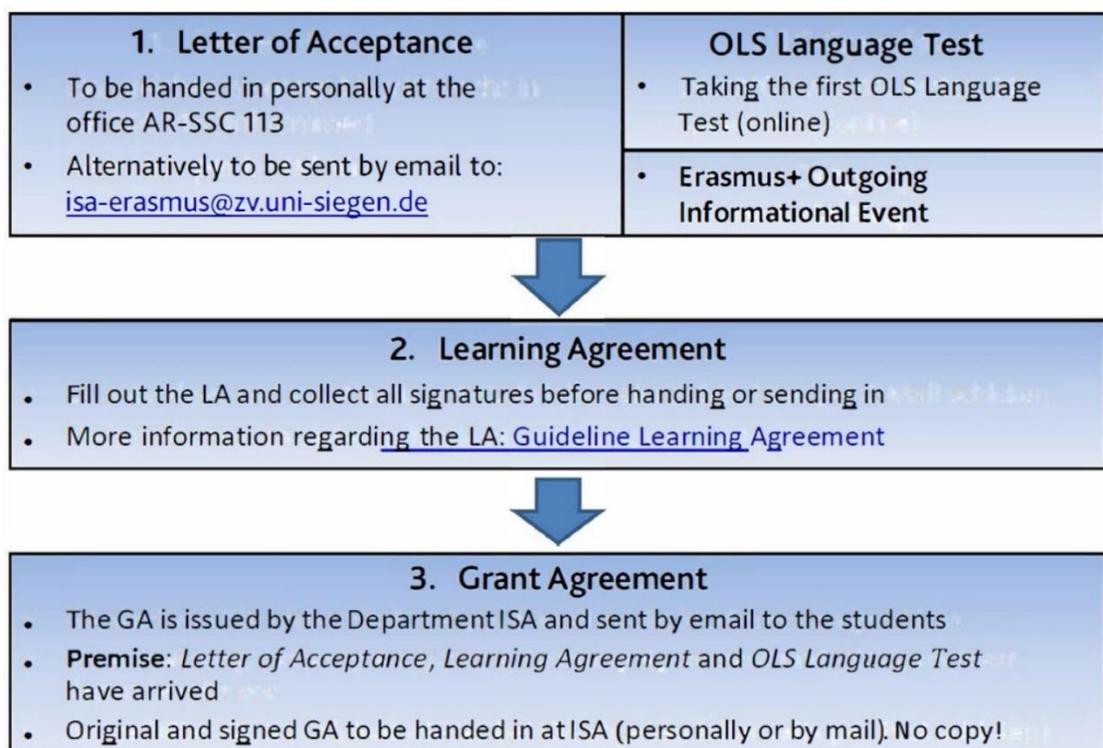
## AFTER Mobility

<ul style="list-style-type: none"> <li>• End of stay abroad (last day on-site for academic reasons)</li> <li>• Payment of 2nd instalment (only happens if <u>all necessary documents</u> are in our file)</li> </ul>		
Within 4 weeks after end of mobility	Handing in <b>Confirmation of Stay</b> (original document or photocopy/ scan)	Can be found in the university's " <a href="#">Formularcenter</a> ".
Within 4 weeks after end of mobility	Writing an <b>experience report</b>	Please follow the <a href="#">link</a> to the online form (credentials are the same as for your online application).
Within 4 weeks of receiving the link	Completing the <b>EU Survey</b> (online survey)	You will receive a link per automated <b>email</b> . Tips on filling out: see below.
Within 4 weeks of receiving the link	Taking the second <b>OLS language test</b>	Log into <b>OLS portal</b> in order to take the test.
Immediately after receiving	Handing in <b>Transcript of Records</b> (photocopy/ scan)	Hand in a copy at <b>ISA</b> (office AR-SSC 113), present the original to the <b>examination office</b> .
After having received the Transcript of Records	Apply recognition of courses completed during the studies abroad. After receiving the <b>recognition</b> , hand in the signed and photocopied form at ISA (office AR-SSC 113).	Fill out the application form for course recognition in you faculty and hand it in at the responsible person (e.g. the examination office).

## ATTENTION!

**Please always pay attention to**

1. Our [Overview of the Application process](#),
2. The [Guide to completing the LA](#),
3. The procedure for submitting the necessary Erasmus documents!



Documents	Information contained and special features
Letter of Acceptance (LoA)	The LoA is the Confirmation of Admission/Acceptance of an applicant at the receiving university and is automatically issued/mailed by said university. You should not book any flights or sign any rental agreements before your confirmation arrives.
Learning Agreement (LA)	The Learning Agreement is a contract which students complete with the University of Siegen and the host university. Therefore, it needs to be <u>signed by all three parties</u> . It is the foundation for support and contains 3 paragraphs of <u>information about the learning content and outcome</u> . Both photocopies and scans are accepted. The LA has to include a minimum of 15 ECTS per semester or 1-2 trimester. In a table, you state the courses, that ought to be attended abroad and which module/module elements your study subject ought to be credited with. In the following tables you can document all courses within four weeks of the begin of your studies or after the completion of the semester (last part can be replaced by a separate document).
Grant Agreement (GA)	The GA is a <u>contract for the Erasmus+ financial support</u> and includes the <u>duration of the planned support period</u> , the <u>reporting obligations of the students</u> and information about all documents that need to be handed in. It is only valid in original and signed paper form. Start and end date of the study period concern the <u>first or rather last day</u> that you have to be present at the host university for <u>academic reasons</u> (introductory events, language courses, etc.). Inform yourself beforehand about <u>semester dates</u> and <u>possible deviations</u> from the academic calendar of the University of Siegen.
Online Linguistic Support (OLS)	For several languages (which you can find on <a href="http://www.erasmusplusols.eu">www.erasmusplusols.eu</a> ) Online Linguistic Support is available. OLS consists of <u>two obligatory online language assessments</u> in the language of instruction which students have to complete before and after their mobility (with the exception of native speakers). The language assessment serves the sole purpose of <u>documenting the language skills</u> before and after the stay abroad and should not be confused with placement tests like TOEFL or OOPT. An additional online language course may be available if the initial assessment result is below CEFR B2.
Letter of Confirmation/ Confirmation of Stay	If the exact length of stay is not stated in the third part of the LA, a <u>precise, to the date confirmation</u> needs to be issued by the partner university. The statement of the exact dates of begin and end of studies, more specifically the first and last day, which you have to be present at the partner university, is decisive for the <u>determination of the final funding period</u> and therefore the exact amount of the Erasmus+ financial support.
Transcript of Records/ ECTS Transcript	After successfully completing your studies abroad the host university issues a <u>certificate of your achievements</u> (separate document or third part of the LA) in accordance with the Learning Agreement. The ToR is needed for the recognition of the qualifications you have received abroad at the respective examination office.
Experience Report	After the mobility, students record their <u>experiences abroad</u> in a report, which needs to be formulated completely, and uploaded via the internet portal <a href="#">MoveOn</a> . Students can agree to a <u>publication</u> of their report so that later applicants can have access to this information.
EU-Survey	This report is a <u>survey</u> , which is conducted online. Students will receive the <u>link</u> to the questionnaire <u>via automatized email</u> . After receiving the email you have 4 weeks' time to complete the questionnaire. A second survey might be sent to you if the recognition process has not been completed when filling out the initial questionnaire. More detailed information on the following pages.
Application form for recognition (Antrag auf Anrechnung)	The application for the recognition of study achievements takes place via your <u>Examination Office</u> . Please submit the <u>application form</u> provided by the Examination Office together with copies of the <u>Learning Agreement</u> and the <u>Transcripts of Records</u> to the Examination Office. For information about students' rights and obligations in respect of recognition of study achievements abroad, please see the <u>Foreign Study and Recognition booklet</u> .

## OLS Language assessment

Der OLS Language assessment serves the EU Commission and the DAAD (German Academic Exchange Service) for **test purposes**. Your test results are evaluated by the EU Commission and, amongst other things, the linguistic success of the Erasmus+ Programme are **assessed** on this basis.

**Sender:** [noreply@erasmusplusols.eu](mailto:noreply@erasmusplusols.eu)  
**Subject:** **How good is your English?** (*example*)

Please fill out the form **carefully and responsibly**.

The OLS language assessment is mandatory for **all** participants to Erasmus+ mobility activities with one of the [following languages](#) as the main language of instruction (with the exception of native speakers). Erasmus+ mobility participants must take the assessment twice — before and at the end of their mobility period — in order to monitor their progress in the language of mobility. The online assessment **assesses participants' language skills - listening, reading and writing** - according to the Common European Framework of Reference for Languages ([CEFR](#)).

Participants must complete the first language assessment **before the mobility** to assess their language competences. For higher education students, taking the OLS language assessment before their departure is a pre-requisite for the mobility, except if duly justified. Assessment results do not prevent participants from taking part in the mobility programme, but can be used by the sending institution/coordinating organization to identify the participants most in need of linguistic support. **Based on their language proficiency**, participants may have the opportunity to access the OLS learning platform to follow an online language course before and during their mobility period. This should be agreed between the participant and the institution/organization in charge of his/her selection. **At the end of their mobility period**, participants will be requested to take a second assessment to assess the progress made.

**The language assessments and language courses are currently available in the following languages:**

Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Gaelic, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovakian, Slovene, Swedish, Spanish

Please consult the user guide of the language assessment [here](#) for further information.

**You can also take a look at our Erasmus+ OLS [language assessment presentation](#)!**

## OLS Language course

After taking the first language assessment, participants who have been selected by their sending institutions/organisations will have the opportunity to take language courses for free. The participants will have the possibility to improve their knowledge in the main language used to study during their Erasmus+ mobility period.

Please consult the user guide of the language courses [here](#) for further information.

**For further information, please consult the Erasmus+ OLS language course presentation [here](#).**

The EU-Survey serves the EU Commission and the DAAD (German Academic Exchange Service) for **test purposes**. Your statements in the questionnaire are evaluated by the EU Commission and, amongst other things, the implementation of the Erasmus+ Programme at the University of Siegen are **assessed** on this basis.

**Sender:** [replies-will-be-discarded@ec.europa.eu](mailto:replies-will-be-discarded@ec.europa.eu)  
**Subject:** Erasmus+ individual participant report request/

Please fill out the form **carefully and responsibly** and observe the **Information** hereinafter when completing the form:

## Participant Report

### Details on the Mobility Phase

The **registered dates** should correspond with the dates in your **Confirmation of Stay**.

### 5 Academic Recognition

#### Question 5.1: Was your Learning Agreement signed by all parties before the start of the mobility?

As the Learning Agreement is an integral part of the Erasmus+ mobility, it is obligatory that the student as well as the persons responsible for recognition at the University of Siegen and the host university sign this document before the start of the mobility.

#### Question 5.10: Is the recognition process for your mobility period finalised?

The recognition process is finalized when you have received the third part of your learning agreement or a substituting transcript of records document AND when your faculty's board of examinations has transferred the courses and grades to your files (→ unisono) at the University of Siegen. If this has not yet been the case, please indicate: **No, the recognition process is still on-going.**

#### Question 5.22: Did the sending institution make the information available on how the grades awarded at the receiving institution would be converted upon return to your sending institution?

**Yes, before the mobility.** The grade conversion table is published [here](#).

### 9 Practical and Organisational Arrangements

#### Question 9.1: Was the selection procedure at your sending institution fair and transparent?

Our selection criteria are published [here](#).

### 11 Costs

#### Question 11.2: What was the amount of your monthly Erasmus+ grant as written in your Grant Agreement?

Your monthly Erasmus+ grant is set out in Article 3 of your Grant Agreement. For the academic year 2018/19 it amounts to:

<b>Country Group 1:</b>	<b>420 Euro</b>
<b>Country Group 2:</b>	<b>360 Euro</b>
<b>Country Group 3:</b>	<b>300 Euro</b>

Per semester, a maximum of 4 months is supported financially. Stays abroad that are longer than 4 months are considered „Zero Grant-Periods“ and are not supported financially.

**Question 11.3: Have you received your payment for your support in time, in accordance with your Grant Agreement?**

Please consider the Articles 4.1. and 4.2 of your **Grant Agreement** when answering the question:

- 4.1** The participant will receive a pre-financing-agreement in the amount of 80% of the in Article 3 stated sum per semester, **within 30 days** after the signing of the agreement by both parties and at the latest until the date of the begin of the mobility phase. If the participant does not present the appropriate proof punctually according the timetable of the home institution, an exceptional later payment of the pre-financing is possible.

**Necessary documents, that need to be available for the payment of the pre-financing, are:**

- Letter of Acceptance (host university),
- Learning Agreement for studies with at least 15 ECTS per semester,
- First obligatory OLS language assessment (comp. Art. 6),
- Grant Agreement (original).

- 4.2** If the payment per Article 4.1 amounts to less than 100 % off the financial support, the following applies

- the transmission of the EU-Online-Survey (comp. Art. 7),
- the completion of the obligatory second OLS language assessment (comp. Art. 6),
- handing in the Confirmation of Stay and
- the decision on the crediting of study achievements rendered abroad (certificate from the responsible examination office or the person(s) responsible for the crediting of the number of credited points)

as an **Application of the participant for the payment of the remaining amount** of the financial support from Erasmus+-means of the EU. For the payment of the remaining amount via the home institution or with due repayment for a repayment claim there is a **limit of 45 calendar days**.

**Question 11.11: Did you have to pay any kind of fees in the receiving institution?**

Please consider, that **Study Fees**, such as the ones at the University of Siegen, can be claimed, however, **they are not tuition fees**. Tuition fees are not allowed in the Erasmus+ Programme.

## Recognition Report

If you answered “[Question 5.10: Is the recognition process for your mobility period finalised?](#)” in the Participant Report with “No, the recognition process is still on-going.”, you will receive a complementary survey report specifically about the recognition process. It will be sent to you 45 days after the end of your mobility.

### Details on the Mobility Phase

The **registered dates** should correspond with the dates in your **Confirmation of Stay**.

#### Question 3.1: Is the recognition process for your mobility period finalised?

The recognition process is finalized when you have received the third part of your learning agreement or a substituting transcript of records document AND when your faculty’s board of examinations has transferred the courses and grades to your files (→ unisono) at the University of Siegen. If this has not yet been the case, please indicate: **No, the recognition process is still on-going.**

#### Question 3.2: Did you gain or do you expect to gain academic recognition?

Universities are obliged, to consider a non-recognition **only when there are „substantial differences”** and to prove the non-recognition capability of a performance. Further information on the topic [„Auslandsstudium und Anerkennung“ \(studying abroad and recognition\)](#) can be found in the brochure of the German rectors conference.

#### Question 3.6: Were ECTS credits used in the Learning Agreement?

**Yes**, because the credit points at the University of Siegen comply with ECTS credits.

#### Question 3.11: Do you think the grade conversion by the sending institution of the grades obtained at the receiving institution was...

If your recognition process **is not yet completed**, you will not be able to answer this question. In this case indicate: „**Not applicable.**“

### Funding Rate per Country group

For your stay abroad with the Erasmus+ Programme you receive with a timely application, a mobility grant, that should cover the cost of living abroad.

All of the countries in the Erasmus+ programme are split into **three categories**. The categorization is based on the estimated living costs in the specific country. Countries are deemed to have high living costs, medium living costs or low living costs. The amount of money available on Erasmus+ is more if you are going to a country with high living costs, and lower for the other two.

For the academic year 2018/19 the following funding rates were set:

Country group	Participating Countries	Financial Support per Semester
Group 1	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom	<b>1,680 EUR</b>
Group 2	Austria, Belgium, Cyprus, France, <i>Germany</i> , Greece, Italy, Malta, Netherlands, Portugal, Spain	<b>1,440 EUR</b>
Group 3	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia (FYROM), Poland, Rumania, Slovakia, Slovenia, Turkey	<b>1,200 EUR</b>

### Funding Period and Payment Modalities

These funding rates apply for a funding period of **4 months**, meaning 120 days, per semester. This period was set according to the average time abroad of students of the University of Siegen during the past years and should provide students a uniform funding period and a higher monthly funding rate. The **payment** takes place in **two instalments** over 80% of the approximate sum at the beginning and 20% of the total sum after completing the semester abroad, as long as the students meet their reporting obligation and all necessary documents have been submitted on time. The planned estimated payment dates are written in the Grant Agreement.

The **planned funding period** is also stated in the Grant Agreement. Start and end dates are the first and last day, that is spent for academic reasons at the partner university. After completing your stay abroad your partner university will confirm the **actual duration of stay**. If the actual duration of stay is shorter than the set funding period, the first instalment will be cleared with the pending second one. If there is a negative balance even after the clearance, the amount payed in excess will be **reclaimed**. If, however more days are spent for academic reasons at the partner university as intended with the funding period of 120 or 240 days, these days will be earmarked as so-called **Zero Grant Days** which are not financially supported.

### Further Funding Opportunities

Erasmus+ mobility grants can be combined with the so-called **Auslands-BAföG** (State grant for studies abroad). Up to an amount of 300 EUR/ month the Erasmus+ mobility grant is free of charges.

**Double grants** are only allowed if, other than the Erasmus+ mobility grant, there are no further grants from EU-funds. Students with disabilities and students with a child, that travel abroad with their children and are single parents there, can use the **Special Grant for students with special needs**. Please consult the department International Student Affairs (ISA) for further information.