

Going abroad with Erasmus+

Organizing your mobility with Erasmus+
SMS (Student Mobility for Studies)

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International Relations Division
Erasmus KA131



Deutscher Akademischer Austausch Dienst
German Academic Exchange Service



Erasmus+

BEFORE YOUR MOBILITY

- Application, selection, nomination: Subject coordinator (FK)
- Online applications / Declaration of acceptance to Erasmus+ team (online)
- Online Language Support (OLS): Provided by the European Commission shortly before the stay
 - Offer from the European Commission
 - Free of charge

Opportunity to take part in free online language courses: [guidance on taking the OLS language test](#), including information on registration and obtaining a language certificate

BEFORE YOUR MOBILITY

- Learning Agreement (LA): MANDATORY!
- Since winter semester 24/25: only OLA (Online Learning Agreement) via:
 - If this is not technically possible for the partner university, then as a PDF
- LA or OLA must be signed in full and sent to the International Office as a PDF

My Personal Information

Firstname *	Max			Surname *	Mustermann		
Date of birth *	01.01.2000	Gender *	Male	Nationality *	Germany (287)		
Field of education *	Economics (0311) (759)			Study cycle *	Bachelor or equivalent first cycle (EQF level 6) (19)		

☒ I have read and agree to the Terms and Conditions and Privacy Policy *

[Terms and Conditions and Privacy Policy](#)

Save

BEFORE YOUR MOBILITY

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

Semester Mobility

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.

Blended Mobility with Short-term Physical Mobility

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.

Short-term Doctoral Mobility

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

BEFORE YOUR MOBILITY

Exemplary for
Business
students:

Academic year *

2024/2025

Sending

Sending Institution

Country *

Germany x

Name *

UNIVERSITÄT DES SAARLANDES x

Faculty/Department *

Fakultät für Empirische Humanwissenschaften und Wirtschaftswissenschaft

Address *

Saarbrücken

Erasmus Code *

D SAARBRU01

BEFORE YOUR MOBILITY

Exemplary for
Business students:
Departmental
coordinator
Waldemar
Schwarzkopf

w.schwarzkopf@
wiwipa.uni-
saarland.de

Sending Responsible Person

First name(s) *

Waldemar

Last name(s) *

Schwarzkopf

Position *

Coordinator for signing OLA

Email *

w.schwarzkopf@wiwipa.uni-saarland.de

Phone number

+

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Sending Administrative Contact Person

First name(s)

Ekaterina

Last name(s)

Klüh

Position

Erasmus+ Institutional Coordinator

Email

ekaterina.klueh@uni-saarland.de

Phone number

+

Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

BEFORE YOUR MOBILITY

Receiving Responsible Person

First name(s) *

Sergio

Last name(s) *

Terzi

Position *

Responsible person at the Receiving Institution

Email *

international-dig@polimi.it

Phone number

+

Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Receiving Administrative Contact Person

First name(s)

Sergio

Last name(s)

Terzi

Position

Responsible person at the Receiving Institution

Email

international-dig@polimi.it

Phone number

+

BEFORE YOUR MOBILITY

- Table A: List of courses that you are taking abroad (Minimum: 15 ECTS credits per semester). You must sit the examinations for all of the courses listed in Table A.

Failure to pass an exam has no effect on your grant!

If you do not know the component code, just enter '-'

Planned start of the mobility * 01.10.2024

Planned end of the mobility * 01.03.2025

Table A - Study programme at the Receiving institution *

Component to Table A Remove

Component title at the Receiving Institution (as indicated in the course catalogue) *

Musterkurs

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *
12345	15	First semester (Winter/Autumn)

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Add Component to Table A

At least 15 ECTS credits per semester !!!

- **Table B:** List of courses that are recognized at Saarland University. If not yet known, please enter 0 CP in the 'Mobility window'. (and submit Changes during your mobility)
The ECTS credits may differ from those in Table A.

Table B - Recognition at the Sending institution *

Component to Table B Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

Musterkurs UdS

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *	Semester *
234567	15	First semester (Winter/Autumn) ⇅

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

☒ Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

- Sign the OLA (signature date must be **BEFORE** the start of the stay): *The subject coordinator is required to sign on behalf of the sending institution!!*

Commitment Preliminary

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Clear

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

[Previous](#) [Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review](#)

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Sending Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email / Phone	Position	Date	Signature
Student					
Commitment	Name	Email / Phone	Position	Date	Signature
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

BEFORE YOUR MOBILITY: Online: The Online Learning Agreement must first be signed by the student, then by the subject coordinator at Saarland University and finally by the subject coordinator at the partner university.

- Recognition of academic credits is **ONLY** arranged by the subject coordinator/examinations office!
- The International Office is not involved in credit recognition and credit transfer procedures!

DURING YOUR MOBILITY: Changes: It is possible to make changes during your stay:

- Tables A2 and B2 must be adjusted accordingly
- The exams for the courses listed in A2 must be taken
- The subject coordinator, the partner university and the student must sign part 2 again
- The Erasmus+ team must be informed of any changes in the Learning Agreement and requires a copy of part 2 of the Learning Agreement: 'During the mobility' as a PDF **which must be uploaded via the application portal**
- 15 ECTS credits in Table A2 (or in total with A) must still be ensured! Table B/B2 may contain a different number of ECTS credits!

MISCELLANEOUS

- Certificate of enrolment from Saarland University (for the current semester [application period] and the semester(s) abroad, **re-registration at Saarland University via the SIM portal is required!**)
- Proof of health insurance (EHIC or certificate of private insurance for abroad)
- International liability insurance*
- International personal accident insurance*
- Repatriation insurance*

*optional, but strongly recommended (see grant agreement)!

Compare with the insurance offered by the DAAD: www.daad.de/versicherung

- If interested in: International Student Identity Card: virtual International Student Identity Card (ISIC) with integrated European Card (ESC): You must consent to data processing > Click Yes if you agree and wish to take advantage of the benefits

IN ADDITION (please check individually)

- A leave of absence is NOT mandatory, please clarify with the subject coordinator whether a leave of absence makes sense / is possible. -> If yes, you need a trilingual Erasmus+ certificate. Requests for leave of absence must be submitted to the Admissions Office.
- BAföG student loan for studying abroad (Form 06 [BAföG] or trilingual Erasmus+ confirmation from subject coordinator)
- Semester travel ticket refund (General Student Committee (AStA))
- Applications you may need to make for additional individual funding (top-up funding or green travel) **Important: Applications must be made 3 weeks BEFORE the start of the stay** – top-up funding/green travel funding will not be approved after this date (exception: stays starting in August)! Supporting documents can be submitted up to 2 weeks after the start date

BEFORE YOUR MOBILITY

TOP-UP FUNDING (the Erasmus team will send you a declaration of honour (self-certification) that you will need to submit):

- Students with fewer opportunities: top-up of **€250 per month**
 - Rating of at least 20% on the German disability status scale (copy of disability card, medical certificate)
 - Chronic illness (medical certificate, without specifying exact name of illness!)
 - Students going abroad with their child/children (copy of birth certificate)
 - Students from a non-academic background (declaration by parents) (the amount of BAföG support you receive while abroad will be reduced accordingly)
 - Employed students who have earned between €450/month and €850/month on average in the last 6 consecutive months prior to their mobility (the amount of BAföG support you receive while abroad will be reduced accordingly)
- **To be submitted 3 weeks before the start of your mobility (except for students who start their stay in August already)**
- Further information
- Funding of up to two travel days for non-environmentally friendly travel is available for all students (automatically, no application needed)

BEFORE YOUR MOBILITY

- **ERASMUS FUNDING IS NOT POSSIBLE WITHOUT A GRANT AGREEMENT**
- The funding agreement will be send to you individually once all the necessary documents have been submitted and will be emailed to you approximately two weeks before the start of your stay.
- The funding agreement (FV) must be signed **BEFORE** the start of your stay!!
- Please download the file and **sign it digitally**
- The following signatures are accepted:
 - handwritten signatures inserted as image files
 - handwritten signatures created using a mouse or a pen (e.g. on an iPad or Surface),
 - certified digital signatures (e.g. Adobe Sign).
 - However, simply typing your first name and surname using the keyboard is **not permitted**.
- **Please upload the document via the MoveON application portal and submit it!**

**Erasmus+ - Study
GRANT AGREEMENT**

AGREEMENT : ERASMUS+ MOBILITY FOR INDIVIDUALS

Projekt-Code: _____

Area: Higher education
Academic year: 2024/25
Erasmus+ Mobility ID No: n/a

Saarland Universität (Uds) - Erasmus Code: D SAARBRU01
International Office (IO) - Campus Center - Postfach 15 11 50 - 66041 Saarbrücken

Herinafter referred as „the Institution“ , represented for the purposes of signature of this agreement by Ms Fabienne Adolphe, ERASMUS+ Institutional Coordination at Saarland University, on the one part
and

Mr/Ms Last name: _____ Name: _____

Personal data:
Gender: ☐ female ☐ male ☐ undefined
Date of Birth: _____ Place of birth: _____
Nationality: _____
Home address: _____
Tax ID: _____
Responsible tax office: _____
Phone: _____ Mobile phone: _____
E-Mail: _____
Registration No: _____
(Please enclose a copy of your certificate of enrolment)

Bank details:
Bank account holder (if different than participant): _____
Name of the Bank: _____
IBAN: _____
BIC / SWIFT: _____

Study details:
Study cycle: ☐ Bachelor ☐ Master ☐ Staate exam ☐ PhD
Subject area: _____ ISCED Code: _____
Aimed Degree: _____
Number of completed higher education study years (prior to mobility): _____

Study abroad:
Departmental coordination at Saarland University: _____
destination country: _____ Host university: _____

- **Certificate of Arrival:**
- We will send you the Certificate of Arrival form before your mobility period begins.
- The **first instalment** of your grant will be paid **once we have received the Certificate of Arrival: 80% of the total grant amount.**
 - Please upload it to the Move On application portal immediately after signing it and submit it
 - The first instalment will only be paid once the Certificate of Arrival and **ALL** documents required **BEFORE** the mobility period have been submitted, within 30 days (see funding agreement).
 - If you are staying for two semesters, please complete the Certificate of Arrival for both semesters!
 - Please complete the form in full (including, where applicable, the start date of the orientation event or language course; otherwise, the start of the funding period will be set as the start of lectures)

EXTENDING OR SHORTENING YOUR STAY:

- Application for possible extension of stay ⇔ new grant agreement.
- Extension is approved **without financial** funding (zero grant)
- Applications must be submitted at least **4 weeks before the start** of the extension!
- Notification that you intend to shorten your stay
The grant amount will be adjusted!
- Shortening of stay to less than 60 days ⇔ **Repayment of the entire grant**
Exception: force majeure (see grant agreement)

DURING YOUR MOBILITY

GRANT AMOUNT:

- **Only the actual duration of the stay is financed!**
 - From the first day of courses
 - If applicable: from the first day of the orientation units or language courses
 - Until the last day of **your examinations** at the host university (if shorter than **4 / 8 months**)
 - 1 month = 30 days
 - **However, the maximum grant period for 1 semester is 4 months, for 2 semesters 8 months! Any mobility days beyond this are supported on a zero grant basis!**
 - If the second semester is shortened, a maximum of 4 months will be funded, the rest will be supported on a zero grant basis!
- Grant amount by country:
 - **Group 1 (€20 per day or €600/month)** BE, DK, FR, FI, IE, IT, LI, NL, NO, SE, IS, LU, AT and also UK, CH, Faroe Islands
 - **Group 2 (€18 per day or €540/month)** EE, ES, GR, LV, PT, MT, CY, SK, SI,
 - **Group 3 (€18 per day or €540/month)** BG, HR, HU, LT, PL, RO, FYROM, TR, CZ

TOP-UP FUNDING:

- Funding of up to 6 travel days for **environmentally friendly means of transport** (Green Travel: 'green travel' or 'environmentally friendly travel' is defined as travel in which more than half of the total distance is covered using low-emission modes of transport, such as bus, train, bicycle, or car sharing.
 - Under Project 2026, journeys in which at least 50 per cent of the total journey is made using low-emission modes of transport are considered environmentally friendly.
"Furthermore, traveling by ship is regarded as a sustainable mode of travels when used in combination with low-emission modes of transport."
 - Requirement for a declaration of honour (form available on the website)
 - **Travel days are calculated as follows:**

The distance in kilometres is calculated using the [Erasmus distance calculator](#) and the number of allocated travel days is determined based on the following distance bands:

environmentally friendly means of transport (Green Travel)

Distance	Travel days
10 to 800 KM	2
801 to 1500 KM	4
1501 to 2200 KM	5
2201 and more KM	6

TOP-UP FUNDING:

Funding of up to 2 travel days for **non-environmentally friendly means of transport** (for example, via plane or boat)

- “Traveling by plane is not considered sustainable, even if CO₂ emissions are offset”
- Traveling by plane (even if it is only a partial route) is always regarded as an **environmentally unfriendly form of travel**

Travel days are calculated as follows:

The distance in kilometres is calculated using the [Erasmus distance calculator](#) and the number of allocated travel days is determined based on the following distance

Non-environmentally friendly means of transport

Distance	Travel days
10 KM to 500 KM	1
501 KM or more	2

NEW: Travel allowance (non-green travel or green travel)

Distance	Standard traveling	Green Travel
10 und 99 KM	28 EUR	56 EUR
100 und 499 KM	211 EUR	285 EUR
500 und 1999 KM	309 EUR	417 EUR
2000 und 2999 KM	395 EUR	535 EUR
3000 und 3999 KM	580 EUR	785 EUR
4000 und 7999 KM	1.188 EUR	1.188 EUR
8000 KM oder mehr	1.735 EUR	1.735 EUR

If **no application for Green Travel** is submitted, we will **automatically charge the travel allowance for a standard** trip for your stay.

The distance in kilometres is calculated using the [Erasmus distance calculator](#) and the amount of the travel allowance is determined accordingly (depending on whether green travel has been recognized or not)

AFTER YOUR MOBILITY

- **Certificate of Erasmus+ Stay:**

- Please pay attention to the dates on the Certificate of Arrival! There is a tolerance of up to 5 days (shorter or longer than in Certificate of Arrival)!
- Must be signed on exactly the same day **of your last exam** (**not** before!)
- Complete in full! ('date of the end of physical classes' and 'date of the end of physical examinations' must be filled in)

If the stay was **shorter than 4 months** (for 1 semester) or **8 months** (for an academic year), then the grant will be calculated based on **the exact number of days**

If the stay is **longer than 4 or 8 months**, **only 4 or 8 months will be funded**. The **rest of the time is** approved on a **zero grant** basis and students retain their Erasmus+ status.

- Erasmus status with zero grant (stay is longer than 4 or 8 months) ≠ Grant period (maximum grant period = 4 or 8 months)
- **Zero grant extensions still count towards the period eligible for funding (Bachelor: 12 months, Master: 12 months, PhD: 12 months; exception: degree programmes with state examination (teacher training, law, medicine))**

- Mandatory **online report** (participant report) : Will be requested by the EU Commission **by email** (check your spam folder!).
- If the recognition procedure has not yet been completed at the end of your stay, you will receive a new request for a separate report after about 6 weeks.
- Payment of the second instalment: the payment will be adjusted according to your actual stay (if shorter than **4 or 8 months**)!
 - Stay = Certificate of Arrival: 20%
 - Stay > Certificate of Arrival: 20%, rest of the time zero grant
 - Stay < Certificate of Arrival: Partial repayment
 - Stay < 60 days: Repayment of the grant amount received (exception: force majeure)

A tolerance of 5 days (+ or -) difference is allowed in the calculation

The second instalment will only be paid if all documents are complete and the online report has been submitted! You may be asked to pay back the entire grant if documents are missing!

- The **Transcript of Records** from the host university: a copy for the Erasmus+ team is mandatory (stamped and signed as a PDF), must match OLA/changes
 - Please send a copy of your transcript of records to your Erasmus+ subject coordinator from UdS!
- Recognition of credits earned abroad must be agreed with your subject coordinator/the examinations office!
- **Diploma Supplement:** An important document for recognition purposes: the Diploma Supplement can list all academic achievements that are not directly credited to your study programme. Internships abroad can also be included in the Diploma Supplement. The document is automatically issued by your examinations office at the end of your study programme together with your examination certificate.

UPLOADING THE DOCUMENTS

- **Help us to reduce the mountains of paper!**

All documents must be submitted via the following portal:

- **Online portal** for applications/ uploading Erasmus+ documents

- For all **students who have not applied or registered online via the portal:**
 - Please register in advance using your Teams ID and let us know briefly by email! We will activate your account and you will then be able to use the subsequent forms.
 - Your login details are the same as the MS Teams details for your UdS account.
 - Under no circumstances should you use a different email address! Please ensure that the information you provide is complete and accurate when filling in the forms.
 - Do not fill in the form on a mobile phone or tablet.
 - You can only be granted access to the subsequent forms once you have registered
 - If you are already registered, log in to the application portal using your Teams ID and navigate to the subsequent forms

UPLOADING THE DOCUMENTS

- Help us to reduce the mountains of paper!

All documents must be submitted via the following portal:

- Online portal for applications/ uploading Erasmus+ documents
- For all students using Online Applications
- If you have already submitted an online application via the mobility portal for other programmes, you do not need to register!
- Log in to the application portal using your Teams ID and navigate to the subsequent forms



UPLOADING THE DOCUMENTS

- Do NOT start a new application, navigate to the follow-up forms on the page!
- You can then fill in and send the follow-up form bank details outgoing
- Please fill in and submit the follow-up form Updating my mobility information with all the documents you can submit by now (**including the exact dates of your stay**)
- You will then receive the Grant Agreement from us with a request for your signature > Upload the document using the same follow-up form and submit it
- If you are experiencing technical problems with the registration process/uploading documents, please contact mobility@uni-saarland.de

Online Services

Here you can find all application forms for Outgoings at Saarland University

Form	Status
Application for outgoing students	Start
Application for outgoing traineeships in Europe	Start
Application for UdS - Outgoings GradUS global	Start
Follow-up form bank details outgoing	Start
Follow-up form Updating my Mobility Information	Start

NEW: UPLOADING THE DOCUMENTS

Do NOT start a new application, navigate to the follow-up forms on the page!

Follow-up form bank details outgoing

- Bank details: enter IBAN, BIC, including Tax Identification Number, tax office
- **Information on the tax identification number:**
 - Where can you obtain this? -> From your local tax office
 - **International students** will receive this number by post at their registered address from the **Residents' Registration Office** where they **have registered their residence!**
 - Name of your local tax office (depending on your registered address), home address (if your registered address is still with your parents)

UPLOADING DOCUMENTS – Erasmus Study

Follow-up form Updating my mobility information

Updates to my mobility

Please select the type of your stay abroad/ Programme* ☐ Erasmus+ Internship / PROMOS ☒ Erasmus+ Study ☐ Staff Mobility STA/STT

Choose your stay* Please select
 This field is mandatory and must be filled in.

Please indicate at which stage of your stay abroad you currently are* Before the mobility

Before the mobility/Grant Agreement

Did you apply for any other Scholarship (DAAD)? ☐ Yes ☐ No

Planned start date* Day / Month / Year

Planned end date* Day / Month / Year

Grant Agreement Durchsuchen... Keine Datei ausgewählt.

OLA "Before the Mobility" Durchsuchen... Keine Datei ausgewählt.

Health insurance abroad Durchsuchen... Keine Datei ausgewählt.

Enrolment certificate Durchsuchen... Keine Datei ausgewählt.

Top up application Durchsuchen... Keine Datei ausgewählt.

Additional Applications Durchsuchen... Keine Datei ausgewählt.

Start date - virtual component Day / Month / Year

End date - virtual component Day / Month / Year

Timing of virtual mobility Please select

Notes The OLA must be submitted afterwards due to the missing signature from the host university.

Make sure you select **Erasmus Study**, your individual stay and 'Before the mobility'

"Yes" (only with funding by DAAD, otherwise "No")

Enter your planned start and end dates (beginning of orientation/ language course/ lecture or date of arrival if afterwards and end of classes/examination)

Upload all relevant documents here; Please note the instructions

Beware: You will only receive the Grant Agreement after you have uploaded all other mandatory documents. Send it back signed digitally via the same formular!

You must not fill in dates of the virtual component

UPLOADING DOCUMENTS – Erasmus Study

Make sure you select
Erasmus Study and 'During the stay mobility'

Updates to my mobility

Please select the type of your stay abroad/ Programme*	☐ Erasmus+ Internship / PROMOS ☒ Erasmus+ Study	
Choose your stay*	Please select	
Please indicate at which stage of your stay abroad you currently are*	During the mobility	
During the mobility		
Do you want to submit a certificate of Arrival?	☐ No ☐ Yes	
Do you want to submit changes on the end date of your stay?	☐ No ☐ Yes	
OLA Changes	Datei auswählen Keine Datei ausgewählt	
Other	Datei auswählen Keine Datei ausgewählt	

Upload the Certificate of Arrival

Upload your OLA with the required three signatures and any **missing** documents

UPLOADING DOCUMENTS – Erasmus Study

Make sure you select
Erasmus Study and After the mobility

Updates to my mobility

Please select the type of your stay abroad/ Programme*	☐ Erasmus+ Internship / PROMOS ☒ Erasmus+ Study	
Choose your stay*	Please select	
Please indicate at which stage of your stay abroad you currently are*	After the mobility	
After the mobility		
Confirmation of stay*	Datei auswählen Keine Datei ausgewählt	
Start date*	Day / Month / Year 	
End Date stated on the certificate of stay*	Day / Month / Year 	
Field report (not mandatory)	Datei auswählen Keine Datei ausgewählt	
May the field report be published on the Saarland Uni website?	☐ No ☐ Yes	
ToR	Datei auswählen Keine Datei ausgewählt	
Other	Datei auswählen Keine Datei ausgewählt	

Upload the
Certificate of Erasmus+ Stay and put
your individual end date (last day of
classes / examination)
Experience report is
not necessary for
Erasmus Study!

Upload your Transcript
of Records

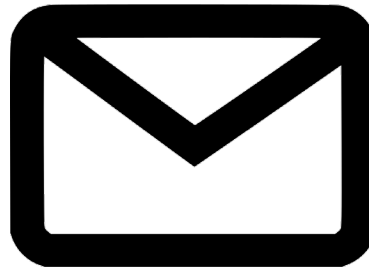
TO ENSURE SMOOTH PROCESSING

- **Send us good quality documents!**
- Please use one of the many free scan apps for your smartphone!
- Fill in documents carefully and in full, please read them through again before sending!
- For Learning Agreements that could not be completed online: Please fill in the Learning Agreement (Word) on the computer, insert table columns (if necessary) and add up the ECTS credits! A copy with the required three signatures is to be sent **via upload** as a PDF to the Erasmus+ team!



TO ENSURE SMOOTH PROCESSING

- **Communication: Svenja Heinrich is now your main contact for Erasmus+ Study**
- Read the documents provided!
- Do you need to withdraw, extend or cancel your stay? Please contact us!
- Questions, problems or requests? Please contact us!
- Please include your name in all emails
- Please use **erasmus@uni-saarland.de** if you want to ask any questions!



THE ERASMUS PROGRAMME IS BECOMING MORE INCLUSIVE

- **Erasmus short-term mobilities are possible under certain circumstances**
 - ⇒ Only if long-term mobility is not possible
 - ⇒ Only if combined with virtual component
 - ⇒ Only if at least 3 ECTS credits are earned
 - ⇒ Stay must last min. 5 days and max. 30 days
 - ⇒ If all requirements are met => grant amount: €79 per day
 - ⇒ Top-ups are also possible. For details please see the [website](#).

ERASMUS+ INTERNSHIP (SMP – Student Mobility for Internships)

- Contact: **Valentina Tibesh (erasmuspraktikum@uni-saarland.de)**
- Grants are available for internships of 60 days or longer (shorter internships can be combined with Erasmus+ SMS on a zero grant basis!)
- Internships relevant to your study programme
- Full time
- Erasmus internship is still possible after completing your study programme for a period of one year
- Additional Top-up funding of €150 is possible for internships
- Apply at least 4 weeks before the start of your internship
- All information about the application process can be found on the [website!](#)
- **Erasmus grant:**
- Up to 12 months per study cycle (Bachelor, Master, PhD)
- Up to 24 months for state examinations (Staatsexamen)
- 12 months for PhD
- **However, the maximum grant period for 1 semester is 4 months, for 2 semesters 8 months! Any mobility days beyond this are supported on a zero grant basis! Erasmus International Mobility: maximum grant period: 3 months**



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**WE WISH YOU AN ENJOYABLE
ERASMUS+ STAY ABROAD!**

THANK YOU FOR YOUR ATTENTION!