

ERASMUS+ for students

CHECKLIST**Preparations****Collecting first information about spending a study period abroad:**

- International Office (Homepage, information events, in person by appointment)
- List of current partner universities:
<https://www.aau.at/wp-content/uploads/2015/09/erasmus-partneruniversitaeten.pdf>
- Visit the websites of the partner universities
- Get in touch with the academic coordinator at AAU
- Get in touch with former ERASMUS+ students
- Get in touch with incoming ERASMUS+ students at AAU

Requirements for the application as an ERASMUS+ student:

- Regular student enrolled at AAU
- 2 semesters successfully completed (by the start of the mobility)

Application deadlines:

Winter term (and full academic year) → 15th January
Summer term → 15th June

BEFORE THE MOBILITY**1st step:** Online Application via ZEUS/MOBIS (<https://campus.aau.at>)

- Click on “Meine Anträge” → „File new application“ → “Applications related to mobility programmes” → “File an ERASMUS+ for studies”
- Enter the required information (partner universities, duration, bank account details)
- Upload the necessary documents for the application:
 - Motivation letter
 - CV
 - Transcript of records
 - Learning Agreement “Before the mobility”

The Learning Agreement has to be sent to the International Office for a formal preliminary examination *before submission of the application* and has to be signed only by the student and the responsible study programme director (SPL)

<https://www.aau.at/en/international/study-abroad/erasmus/>

There is a minimum requirement of ECTS for every ERASMUS+ mobility: for every month of your ERASMUS+ stay, you must yield at least 3 ECTS that have to be recognised at your home university!

- *For mobilities in your country of origin:* please elaborate in your motivation letter why you have chosen this destination exactly and what academic advantages this mobility would bring you.

At this stage the application for your ERASMUS+ study period abroad will be submitted to the International Office and the responsible academic coordinator from the institute. The candidates will be chosen according to the availability of spots and the fulfilment of the requirements. The students will be informed about their nomination via email.

2nd step: After the nomination by the academic coordinator

- Pay the ÖH fee (ÖH-Beitrag) to stay enrolled at AAU (tuition fee waiver for both universities)
- Submit your **application to the partner university:**

The required documents vary from university to university. Please inform yourself about the necessary documents to be submitted and **consider the application deadlines at the partner university!** Do not enter into any financial obligations until you have received an *Acceptance Letter* from the partner university!

- If necessary, review and amend the Learning Agreement, in consultation with and after the preliminary review by the International Office:
 - Sign the National Sheet and have it signed by the responsible study programme director (SPL)
 - Send your Learning Agreement to the partner university
 - Send a copy of the Learning Agreement, duly completed and signed by all parties, to the International Office (outgoing.exchange@aau.at)

3rd step: Registration via STUDENTS-Online/OeAD-Database

- Receipt of the nomination email with the login data for the Students-Online database (July and November)
- Registration in the Students-Online database
- Complete and check the data in the Students-Online database
- Receipt of the awarding email
- Print two copies of the agreement to be found in the database (ERASMUS+ contract!)
- Read the agreement carefully, sign both copies and send the original to the Erasmus-Office/OeAD Klagenfurt (at the International Office) in person or by post
- Print all annexes to the agreement

The agreement is available in the Students-Online database not earlier than 20 days before your Erasmus+ stay begins.

80% of the total grant is paid at the beginning of the stay and the remaining 20% after submission of the EU Survey and confirmation of stay at the Erasmus-Office/OeAD Klagenfurt.

4th step: Online-Linguistic-Support (OLS)

- First Erasmus+ OLS Language Assessment: You will receive an e-mail for the registration in the OLS system
- Press the button “Start the language assessment” (the first assessment BEFORE the mobility is compulsory!)
 - After completing the first assessment, you will have the possibility to attend an online language course corresponding to your language level (this is not compulsory).
 - Additional Erasmus+ OLS Language Assessment in the language of the country: you have the possibility to test your language skills in the language of the country and to take a free online course in that language (not compulsory).

As only a limited number of licenses for the optional language courses is available, we kindly ask you not to access it if you do not intend to it.

SHORTLY before the start of your stay abroad:

- If you receive an Austrian study grant (Studienbeihilfe):
 - Get in touch with the scholarship office (Stipendienstelle) to apply for the grant for a study period abroad

DURING THE MOBILITY

If the courses you planned change:

- Change the **Learning Agreement** accordingly completing the section “**During the Mobility**”. The changes must be confirmed by your responsible study programme director (SPL) by e-mail. **A copy of the form has to be sent to the International Office (outgoing.exchange@aau.at).**

Extension of the mobility:

- Fill in the application for extension → collect all necessary signatures → send it to the International Office **at least 1 month before the start of the extension!** (outgoing.exchange@aau.at)
- Amend the **Learning Agreement** accordingly using the section “During the Mobility”. The changes must be approved by the responsible study programme director (SPL) by e-mail.

An extension is only possible from the winter semester to the summer semester. You can find the application for extension here: <https://bildung.erasmusplus.at/de/hochschulbildung/studierende-und-graduierte/>

The partner university must sign and stamp the **Confirmation of Stay** (in the last week of your stay).

You can find the Confirmation of stay here: <https://bildung.erasmusplus.at/de/hochschulbildung/studierende-und-graduierte/>

AFTER THE MOBILITY

Erasmus+ Online-Linguistic-support (OLS):

- Second Erasmus+ OLS Language Assessment: You will receive an e-mail to register in the OLS system (not mandatory)

Things to do **within 4 weeks** after the end of your ERASMUS+ stay abroad:

- Fill in the EU Survey in the "Mobility Tool" (you will receive the login details by e-mail)
- Submit the *original* Confirmation of stay to the Erasmus-Office/OeAD Klagenfurt
- Upload the **final Learning Agreement section "After the Mobility"** (including all signatures) and **copy of the Transcript of Records** (from the partner university) to MOBIS or send it to outgoing.exchange@aau.at

The outstanding ERASMUS+ grant will only be paid out after completing the EU Survey and submitting the original Confirmation of stay to the Erasmus Office/OeAD Klagenfurt.

Within 2 months after the end of your Erasmus+ mobility:

- Apply for recognition of courses taken abroad** using the original Transcript of Records in the electronic examination book (ePB)
- Submit a copy of the **confirmation of recognition** (Anerkennungsbescheid) issued by the Admissions Office to the International Office (outgoing.exchange@aau.at)

Important Information:

International Office

Servicegebäude, 1st floor O. 1.22
Universitätsstraße 65-67
A-9020 Klagenfurt

✉: outgoing.exchange@aau.at

☎: +43 463 2700 9263

Erasmus-Office/OeAD Regionalbüro

International Office
Servicegebäude, 1st floor O.1.17

✉: ulrike.wallenko@oead.at

☎: +43 463 2700 9232

Important links:

www.aau.at/internationaloffice (International Office)

www.campus.aau.at (ZEUS/MOBIS application: „Meine Anträge“)

www.erasmusplus.at (Lebenslanges Lernen/OeAD)

<https://bildung.erasmusplus.at/de/hochschulbildung/studierende-und-graduierte/> (Erasmus+ OeAD)

<https://asp.sop.co.at/students/LoginServlet> (Students Online-Database)

www.stipendium.at (Studienbeihilfenbehörde)