

## ERASMUS+ for students

# CHECKLIST

### Preparations:

#### Collecting first information about the semester abroad:

- International Office (Homepage, information event, office hour)
- List of current partner universities: Homepage of the AAU
- Homepage of the partner universities
- First discussion with the departmental coordinator at the AAU
- First discussion with former ERASMUS students
- First discussion with incoming ERASMUS students at the AAU

#### Requirements for the application as an ERASMUS student:

- Regular student enrolled at the AAU
- Completed 2 semesters successfully (at the start of the mobility)
- IF the desired ERASMUS country is also the home country: Confirmation of an AAU department teaching staff regarding academic relevance or reasonable addition to the student's area of studies.

#### Application deadlines:

Winter term (and summer term) → 15<sup>th</sup> March  
Summer term → 15<sup>th</sup> October

## PRIOR TO THE MOBILITY PROGRAMME

### 1<sup>st</sup> step: Online Application via ZEUS/MOBIS

- click on „Meine Anträge“ → „Neuen Antrag stellen“ → „ERASMUS Studienaufenthalt“
- enter the most important information (Partner universities, duration, bank account details)
- upload the necessary documents (**cover letter, CV, transcript of records**)
- submit online application

The application for your ERASMUS residence will now be submitted to the International Office and the responsible academic coordinator from the institute. The candidates will be chosen according to availability of spots and the fulfilment of the requirements. The students will receive the nomination via Email.

## 2<sup>nd</sup> step: After the nomination by the academic coordinator

- pay student union fee (ÖH-Beitrag) at the AAU (tuition fees are dropped for both universities)
- submit forms to the partner university:
  - Application form (online or written)
  - Housing request
  - Necessary Documents (copy of the passport, photo, transcript of records, etc.)
- consultation with the academic coordinator or StudienprogrammleiterIn about the recognition of the lectures (Learning Agreement)
- preparation of the **Learning Agreement** → duly signed by coordinator uploading via ZEUS/MOBIS

The necessary forms vary with the universities. Students must therefore gather the relevant information from the partner universities. Consider the local application deadlines!

## 3<sup>rd</sup> step: Registration via STUDENTS-ONLINE/OeAD-Database

- Receipt of the nomination email and the code for registration of the OeAD-database
- Registration in the database
- Completion and verification of the personal data
- Receipt of the awarding via Email
- Printing two copies of the agreement found in the database (**ERASMUS contract!**)
- Signing both copies and sending them to the OeAD Klagenfurt (International Office)
- Printing of all appendices

The printing and signing of the ERASMUS contract will be possible earliest 45 days before the mobility.

Students will receive 80% of the grant before the mobility and the remaining 20% after the internship report is filled in and the *original* confirmation of stay is submitted to the International Office.

## 4<sup>th</sup> step: Online-Linguistic-Support (OLS)

- first Erasmus+ OLS Language Assessment: Invitation via E-Mail
- Press the Button „Start the language assessment“ (the first Assessment BEFORE the mobility is compulsory!)
- After completion of the first assessment you will receive a license for an online language course according to your language level (optional)

If you do not want to take the course, please do not register for it!!!

## DURING THE MOBILITY

If the courses you planned change:

- Correspondingly change the **Learning Agreements** → getting all necessary signatures → upload via ZEUS/MOBIS!

Extension of the mobility:

- Completion of the extension request → getting all necessary signatures → sending it to the International office **not later than 4 weeks before the beginning of the extension!**
- Accordingly completing the **Learning Agreement** and getting all necessary signatures!

An extension is only from the winter term to the summer term possible. The extension request can be found in the appendix of the ERASMUS contract.

- Getting the signed and stamped **Confirmation of stay** from the partner university (last week of stay)

## AFTER THE MOBILITY

To-Dos within **4 weeks** after completion of the mobility:

- Filling in the students report for the „Mobility Tool“ (invitation via email)
- Writing a narrative report for the International Office (also via email)
- Handover the *original* confirmation of stay in the ERASMUS office

The confirmation of stay can be found in the appendix of the ERASMUS contract.

Erasmus+ Online-Linguistic-support (OLS):

- Second Erasmus+ OLS Language Assessment: Invitation via E-Mail (the second assessment **AFTER** the mobility is compulsory!)

Within 2 months:

- Recognition of the courses taken abroad** by the Studienprogrammleiter and the admission office (using the *original* Transcript of Records)
- Verification of the courses, if the national agency asks for it

The second tranche of the ERASMUS grant will only be paid, after the students report is filled in and the confirmation of stay (genuine) is submitted to the International Office.

### Important Information:

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!**

#### International Office

Servicegebäude, 2<sup>nd</sup> floor  
Universitätsstraße 65-67  
A-9020 Klagenfurt

email: [erasmus-out@aau.at](mailto:erasmus-out@aau.at)

tel: +43 463 2700 9236

#### Erasmus-Office/OeAD Regionalbüro

International Office  
Servicegebäude, 2<sup>nd</sup> floor

email: [ulrike.wallenko@oead.at](mailto:ulrike.wallenko@oead.at)

tel: +43 463 2700 9232

### Important links:

[www.aau.at/internationaloffice](http://www.aau.at/internationaloffice) (International Office)

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

[www.erasmusplus.at](http://www.erasmusplus.at) (Lebenslanges Lernen/OeAD)

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

[www.stipendium.at](http://www.stipendium.at) (Studienbeihilfenbehörde)