

# GUIDE FOR ERASMUS+ STUDENT MOBILITIES

## PREPARATION

### Collecting first information about spending a study period abroad:

- ☐ International Office (website, information events, individual consultation)
- ☐ List of current Erasmus+ partner universities on AAU's website
- ☐ Websites of the Erasmus+ partner universities
- ☐ Consultation with the responsible, academic coordinator and the study programme director at AAU
- ☐ Contact with former Erasmus+ outgoing students and with Erasmus+ incoming students at AAU
- ☐ Cost estimate: What is the cost of living in the potential host country, and how much is the Erasmus+ grant?

### Requirements for the application for Erasmus+ student mobility:

- ☐ Enrolled as regular student at AAU

### Application deadlines:

- ➔ Applications for an Erasmus+ mobility for the winter or summer semester of the following academic year, as well as for the entire following academic year must be submitted by 1<sup>st</sup> February of the current academic year.
- ➔ Available remaining spots for Erasmus+ mobility for the summer semester of the following academic year will be announced in the course of an additional deadline in June/July of the current year, should funding be available.

## BEFORE THE ERASMUS+ STUDENT MOBILITY

### Step 1: Online application via ZEUS/MOBIS ([campus.aau.at](https://campus.aau.at)):

- ☐ Click on “My application/Meine Anträge” → “File new application” → “Applications related to mobility programmes” → “File an Erasmus+ for studies”
- ☐ Enter the relevant information: preferred partner universities (first and second choice), mobility duration, bank account details
- ☐ Upload the necessary documents for the application:
  - ☐ Letter of Motivation
  - ☐ CV
  - ☐ Transcript of records
  - ☐ Learning Agreement (template available online at AAU’s website)

After submitting your application for Erasmus+ mobility, it will be processed by the International Office and the responsible academic coordinator. The candidates will be selected based on the fulfilment of the requirements and the availability of spots. The students will be informed about the outcome via email.

### For mobilities to the country of origin:

- ➔ In principle, mobilities to the country of origin are given lower priority when allocating funds. Please elaborate in your motivational letter why you have chosen this destination and what academic value this mobility would bring to you.

### Important information about the Learning Agreement:

- ➔ The Learning Agreement has to be signed only by the student before submission of the application
- ➔ The minimum requirement of ECTS credit points for Erasmus+ mobility is at least 3 ECTS credit points per mobility month to be recognised at AAU.
- ➔ If you intend to work on your thesis during your Erasmus+ student mobility, please schedule an individual appointment at the International Office.

## Step 2: After the nomination by the academic coordinator (AAU)

- ☐ Completion of the compulsory consultation with the Erasmus+ Programme Manager of the International Office
- ☐ Submit your application to the partner university according to their prescribed process.
- ☐ Review and amend the Online Learning Agreement (OLA)
- ☐ Sign the Online Learning Agreement yourself
- ☐ After the formal preliminary assessment by the International Office: Signing of the Online Learning Agreement by the responsible study programme director.
- ☐ Signing of the Online Learning Agreement by the responsible person at the partner university
- ☐ Send a copy of the Learning Agreement, duly completed and signed by all parties (student, study programme director AAU & partner university) to the International Office ([outgoing.exchange@aau.at](mailto:outgoing.exchange@aau.at))

### Note to the application to the partner university

- ➔ The required application documents vary from university to university. Carefully read the information provided by the partner university and respect the given deadlines. If you have any questions about the partner university's application process, please contact them directly.
- ➔ Do not make any financial commitments until you have received an Acceptance Letter from the partner university.

### Additional information to the Online Learning Agreement

- ➔ You will receive the link to the pre-filled OLA by email.
- ➔ If it is technically not possible for the partner university to sign the OLA digitally via the Erasmus+ Dashboard, please let us know immediately.

### Step 3: Insurance

Mobility under Erasmus+ does not include insurance coverage. Please obtain information on the validity of your insurance coverage abroad independently and on time.

### Step 4: Residence regulation

Please inform yourself independently and in good time about the residence regulations applicable to you in the host country and any residence permit documents (visa, residence title, etc.) required for your planned mobility.

### Step 5 (OPTIONAL): Online Language Support (OLS)

- ☐ You will receive an email for the registration to the OLS system
- ☐ After registration enter "Placement Test" in the search field

→ OLS provides the possibility to test one's language skills in the language of the host country and take a free online language course.

### Step 6 ONLY if you receive an Austrian study aid (Studienbeihilfe):

- ☐ Get in touch with the Austrian grant authority (Stipendienstelle) to apply for the grant for studying abroad

## SHORTLY BEFORE THE ERASMUS+ STUDENT MOBILITY

### Grant Agreement

- ☐ International Office issues the Erasmus+ Grant Agreement and sends the document to the student for checking.
- ☐ The Erasmus+ Grant Agreement must be signed by the student and the International Office before the start of the mobility.

**IMPORTANT: The ÷H-fee for the semester of your mobility must be payed within the relevant deadline in order not to be de-registered from AAU!**

## DURING THE ERASMUS+ STUDENT MOBILITY

### Changes to the Learning Agreement:

Any changes to the Learning Agreement are listed in the OLA in the section "Changes to the Learning Agreement". All three parties (student, study programme director AAU, responsible person at the partner university) must confirm and sign the changes no later than five weeks after the start of the mobility period.

- ☐ Sign the Online Learning Agreement
- ☐ After the formal preliminary check by the International Office: Signing of the Online Learning Agreement by the responsible study programme director.
- ☐ Signing of the Online Learning Agreement by the responsible person at the partner university

### Extension of the mobility:

Extensions are possible depending on the availability of spots and only with the consent of the partner university. The selected courses for the additional semester must be indicated in the "Changes to the Learning Agreement" section.

If you want to extend your mobility from the summer to winter semester, a new application must be submitted via ZEUS/MOBIS (campus.aau.at).

- ☐ Send an email to the International Office ([outgoing.exchange@aau.at](mailto:outgoing.exchange@aau.at)) at least one month before the start of the extension

### Confirmation of Attendance:

- ☐ The partner university must sign and stamp the Erasmus+ Confirmation of Attendance in the last week of your stay.

→ Any changes to your mobility must be communicated to the International Office immediately via [outgoing.exchange@aau.at](mailto:outgoing.exchange@aau.at).

## AFTER THE ERASMUS+ STUDENT MOBILITY

### Within 4 weeks after the end of your Erasmus+ mobility:

- ☐ Submit the original confirmation of attendance to the International Office or have a scanned version sent directly from partner university to [outgoing.exchange@aau.at](mailto:outgoing.exchange@aau.at)
- ☐ Send the Online Learning Agreement (incl. all signatures) and a copy of the Transcript of Records from the partner university to [outgoing.exchange@aau.at](mailto:outgoing.exchange@aau.at)

### 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 “elektronisches Prüfungsbuch”, which will be processed by the Admissions and Examinations Office.
- ☐ Submit a copy of the confirmation of recognition “Anerkennungsbescheid” issued by the Admissions and Examinations Office to the International Office ([outgoing.exchange@aau.at](mailto:outgoing.exchange@aau.at)).
- ☐ Fill in the EU Survey online (You will receive the login link by email)

➔ The remaining Erasmus+ grant will only be paid after the final steps have been completed and the final documents have been submitted to the International Office:

- ☐ Final Online Learning Agreement
- ☐ (if applicable:) “Changes to the Learning Agreement”
- ☐ Confirmation of Attendance signed by the partner university
- ☐ The Original Transcript of Records or scanned version sent directly from the partner university to the International Office
- ☐ (if you worked on your thesis abroad:) Confirmation of thesis’s supervisor
- ☐ Copy of the confirmation of recognition from AAU
- ☐ Completed and submitted EU Survey

➔ If, through the fault of the student, the courses taken during the Erasmus+ mobility cannot be recognized to the required extent, all or part of the mobility grant may be reclaimed.

## CONTACT

International Office

Osttrakt (East Wing)

Universitätsstraße 65-67

9020 Klagenfurt am Wörthersee

Austria

✉ : [outgoing.exchange@aau.at](mailto:outgoing.exchange@aau.at)

☎ : +43 463 2700 9264

☎ : +43 463 2700 9274

Office hours: Monday to Thursday from 09:00 till 11:00 am and by appointment

## IMPORTANT LINKS

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

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

[www.oead.at/en/](http://www.oead.at/en/) (Austria's Agency for Education and Internationalisation/OeAD)

[www.oead.at/en/outgoing/higher-education/scholarships-and-internships-in-erasmus](http://www.oead.at/en/outgoing/higher-education/scholarships-and-internships-in-erasmus)  
(Erasmus+ for students /OeAD)

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

[www.aau.at/en/international/international-profile/partner-universities/](http://www.aau.at/en/international/international-profile/partner-universities/) (List of current partner universities)