GUIDE
for Outgoing Erasmus+ student mobilities
The Programme seeks to promote equal opportunities and access as well as fairness across all its actions and the following points:

- Inclusion and diversity
- Digital transformation
- Environment and fight against climate change
- Participation in democratic life, common values and civic engagement

In this guide you will find an overview of the steps required for an Erasmus+ student mobility.

If you have any questions, please do not hesitate to contact us at outgoing.exchange@aau.at.

Impressum: International Office, Universitätsstraße 65-67, 9020 Klagenfurt;
Editing, layout and typesetting: International Office
Version 05/24: last changes May 2024 (subject to change without notice)

*Erasmus+ programme countries: 27 EU Member States plus Iceland, Liechtenstein, Norway, North Macedonia, Serbia and Turkey.
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| Contact details: AAU's International Office & important links | P.14 |
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 1st February of the current academic year.

Available remaining spots for an 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.

Requirements for the application for Erasmus+ student mobility:

- Enrollment as regular student at AAU
- Eligibility for recognition of the planned academic achievements during an Erasmus+ student mobility

Information on the recognition of planned academic achievements

A minimum of 3 ECTS credit points per mobility month has to be recognised at AAU.

E.g: At least 12 ECTS credit points must be recognised for a 4-month student mobility.

Regardless of this minimum requirement, outgoing students are recommened to complete 30 ECTS credit points per semester to ensure progress in their degree programme.
Collecting first information about student mobilities:

Before submitting an application for an Erasmus+ student mobility, it is important and beneficial to consider the following points:

☐ Familiarize yourself with the current list of Erasmus+ partner universities on AAU’s website.

☐ Get to know your potential Erasmus+ host university and the courses it offers by checking the relevant websites.

☐ Reflect on which courses at the potential host university would be a useful addition to your studies at AAU.

☐ Check with your study programme director (SPL) and, if necessary, the responsible academic coordinator whether the courses you wish to complete at the host university can be recognised.

☐ Consider the financial aspects of your planned mobility, e.g. amount of the grant for your chosen destination, travel costs, average living costs in the potential host country.

☐ Inform yourself about your potential host country and about country-specific travel information (e.g. via the website of the Federal Ministry for European and International Affairs (BMEIA)).

☐ If you would like to get in touch with former Erasmus+ outgoing students and Erasmus+ incoming students from your potential host university, please contact us.

☐ Benefit from the information offered by the International Office (homepage, information events, individual (online) counselling sessions).

Tips for research

In the current list of Erasmus+ partner universities you will also find the respective websites.

If you would like to contact former Erasmus+ outgoing or Erasmus+ incoming students, you can send a confirmation of consent to forward your contact details to outgoing.exchange@aau.at. Please indicate which data (e.g. name, e-mail addresses, telephone numbers) the International Office is permitted to forward.

Erasmus+ partner universities provide important information (e.g. housing, cost of living, …) on their websites.

Keywords for the research: Incoming Exchange, Erasmus+ Incoming
Online application via campus.aau.at:

You can apply for an Erasmus+ student mobility at one of AAU’s Erasmus+ partner universities that is relevant to your field of study.

The application must be submitted via 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 documents for your first choice and submit your application.

For mobilities to the country of origin

Student mobilities to the country of origin are permitted, but have the lowest priority in the selection process. Mobilities in the country in which students usually reside are not possible.

In your letter of motivation state precisely why you have chosen this destination in your country of origin and what academic benefits the mobility has for you.

Working on you thesis during an Erasmus+ student mobility

If you intend to work on your thesis during your Erasmus+ student mobility, please arrange an individual appointment with the International Office.
To apply for an Erasmus+ student mobility, you must upload four application documents via [campus.aau.at](http://campus.aau.at). These documents form the basis for deciding on the allocation of a study place abroad.

Please save and upload all documents in PDF file format.

## Application Documents

- **1. Letter of Motivation** (1-2 pages)
  - In English, or the respective language of instruction at the partner university
  
  Explain in detail what academic benefits the planned Erasmus+ student mobility would have for you and why you selected this particular partner university (only first-choice).

  The letter of motivation is addressed to the academic coordinator from AAU of the mobility agreement with the potential host university.

- **2. Curriculum vitae in tabular form**
  - In English, or the respective language of instruction at the partner university

- **3. Certificate of Academic Performance/Studienerfolgsnachweis**
  - In English, available for download at [campus.aau.at](http://campus.aau.at)

- **4. Learning Agreement**
  - A pre-filled template can be found on the [Erasmus+ student mobility website](http://erasmuspluswebsite.com) in the download section.

  For the purpose of the application for an Erasmus+ student mobility at the University of Klagenfurt, you do not need your study programme director’s signature yet.

  Find in our **Tutorial** all the necessary steps and tips on how to fill in your Learning Agreement.
After submitting the application via campus.aau.at:

After submitting the application for an Erasmus+ student mobility, it will be reviewed by the International Office and the responsible coordinator (AAU). Formally correct applications will be ranked according to the following criteria:

- Grade point average of the students of AAU’s degree programme in which the mobility is to take place (for applications from Master’s students in their first semester, the Bachelor’s grades can also be taken into account)
- Language proficiency shown in the application documents
- Quality of the motivation letter

Students will be notified about the outcome of the application via e-mail to the student e-mail address (...@edu.aau.at).

If it is not possible to be allocated for the first choice partner university, students can submit their application documents for the second choice at the request of the International Office by e-mail.

After the allocation of a study place by the academic coordinator (AAU)

- Complete the compulsory consultation with the Erasmus+ Programme Manager of the International Office (AAU)
- Submit your application to the partner university according to their prescribed process.

Important information on the application to the partner university

The required application documents vary from university to university. Read the information provided by the partner university carefully 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.
The purpose of the Online Learning Agreement (OLA) is to ensure the recognition of the courses successfully completed during the student mobility.

The OLA is compulsory for the further application process after being nominated.

You will receive the link to the pre-filled OLA by email and will be able to change your OLA via learning-agreement.eu.

**Online Learning Agreement (OLA)**

- Review and amend the Online Learning Agreement (OLA).
- Sign the OLA yourself and click on „Sign and send“.
- After the formal preliminary assessment by the International Office: Signing of the OLA by the responsible study programme director (SPL).
- Signing of the OLA by the responsible person at the partner university.
- Send a copy of the Learning Agreement, duly completed and signed by all parties (student, SPL AAU & partner university) to the International Office (outgoing.exchange@aau.at) at the latest one month before the start of the Erasmus+ student mobility.

**Pre-filled information in the OLA**

Do not change the pre-filled e-mail addresses (outgoing.exchange@aau.at) of the responsible and administrative contact person of the Sending Institution (AAU).
Before the Erasmus+ Student Mobility

Housing - individual

Please inform yourself independently and ahead of time about the different accommodation options in your host country. Some universities provide suitable housing options and/or offer help to students in finding accommodation.

Insurance - individual

Erasmus+ mobilities do not include insurance coverage. Please obtain information on the validity of your insurance coverage abroad independently and on time. More Information are listed in our FAQ.

Residence regulation & travel information - individual

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

Consider the current information on travel warnings, travel restrictions etc., in the respective host country, which can be found on the website of the Austrian Federal Ministry for European and International Affairs.

Online Language Support (OLS) - optional

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

You will receive an email for the registration to the OLS system from the International Office.

ONLY if you receive Austrian study aid (Studienbeihilfe)

Get in touch with the Austrian Study Grant Authority (Stipendienstelle) to apply for the grant for studying abroad.
Important: Payment of the ÖH-fee

The ÖH-fee for the semester of your mobility must be paid within the relevant deadline in order not to be de-registered from AAU!

Signing of the Erasmus+ Grant Agreements

The Grant Agreement („Stipendienvertrag“) contains personal details of the student, information on the funding (amount, period, payment modalities), scholarship conditions, information on the rights and obligations of the student and of AAU.

□ The 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 Information on the Grant Agreement

The Grant Agreement issued by the International Office may NOT be changed. Any desired changes to personal data must be communicated by e-mail (outgoing.exchange@aau.at) before signing.

Sign the original Grant Agreement in duplicate: print out the Grant Agreement twice, read the agreement carefully and sign both copies with a pen.

Bring both originals of the signed Grant Agreement to AAU's International Office in person or send it by post:

Universität Klagenfurt
International Office
Universitätsstraße 65-67
9020 Klagenfurt, Austria

After the International Office has received the originals, you can pick up the fully signed agreement in person upon request of the responsible Erasmus+ Programme Manager.
During the Erasmus+ Student Mobility

Changes to the pre-selected courses

If there are any changes concerning your courses after the start of your Erasmus+ student mobility, you have to enter them in the OLA and have them signed by all three parties (student, study programme director (SPL) AAU, responsible person at the partner university) within five weeks after the start of your mobility period.

Any changes to the Learning Agreement are listed in the OLA (learning-agreement.eu) in the section „Changes to the Learning Agreement“.

- Review and amend the Online Learning Agreement (OLA).
- Sign the OLA yourself and click on „Sign and send“.
- After the formal preliminary assessment by the International Office: Signing of the OLA by the responsible SPL.
- Signing of the OLA by the responsible person at the partner university

Erasmus+ Aufenthaltsbestätigung

- Have the Certificate of Attendance signed and stamped by the responsible staff member at the partner university during the last week of your stay and keep the original document.

Important changes to the mobility

Any changes to your mobility must be communicated to the International Office without delay at outgoing.exchange@aau.at.

This includes, for example, changes to personal data or study data, discontinuing your mobility, difficulties in meeting the minimum study requirements (e.g. due to illness, an accident, etc.).

If you wish to extend your mobility, please contact the International Office (outgoing.exchange@aau.at) at least 60 days before the end of your Erasmus+ mobility to request an extension.
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 the responsible staff member of the partner university to outgoing.exchange@aau.at.

- Send the latest version of the OLA (incl. all signatures) and have the Transcript of Records (ToR) sent directly from the responsible staff member of the partner university to outgoing.exchange@aau.at.

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

- Apply for recognition of examinations taken at the partner university using the original ToR via the electronic examination book (“elektronisches Prüfungsbuch”). The application for exam recognition 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).

- Fill in the EU Survey online (You will receive the link by email).

Note to the final steps

If you have difficulties in completing the final steps and submitting the required final documents within the specified deadlines, please contact immediately the International Office at outgoing.exchange@aau.at.

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

The University of Klagenfurt’s International Office is available to answer any questions you might have about internationalisation & mobility in the field of teaching and education. The International Office advises the University of Klagenfurt’s (incoming and) outgoing students in mobility programmes.

Further information on the Erasmus+ Programm at the University of Klagenfurt:

- [Erasmus+ student mobility](#)
- [Erasmus+ students charta](#)

Important links

- [www.aau.at/international](https://www.aau.at/international) (International Office)
- [www.aau.at/international/internationales-profil/partneruniversitaeten/](https://www.aau.at/international/internationales-profil/partneruniversitaeten/) (List of current partner universities)
- [www.campus.aau.at](https://www.campus.aau.at) („Meine Anträge“ - My Application)
- [www.erasmusplus.at](https://www.erasmusplus.at) (Austria’s Agency for Education and Internationalisation/OeAD)
- [www.stipendium.at](https://www.stipendium.at) (Austrian Study Grant Authority)
- [esn.org/students](https://esn.org/students) (Erasmus Student Network)

Contact

E-Mail: outgoing.exchange@aau.at

Office Hours:
Monday - Thursday 09:00 - 11:00 
& by appointment

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