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Erasmus+ Key Action 131 – Student Mobility Checklist und additional information for outgoing students

(applies to winter semester 2021/22 and summer semester 2022)

For the successful organisation and completion of the Erasmus+ KA 131 programme, participants are expected to:

- provide the required documentation in a timely and thoroughly completed manner, and
- without fail, promptly communicate any changes in plan or problems that may occur.

This **checklist** should help you stay on top of the process and ensure the best possible outcome for your stay.

Information on the Erasmus+ KA 131 programme: <https://www.uni-goettingen.de/en/480919.html>

Your programme contacts:

Faculty programme coordinators: <https://www.uni-goettingen.de/en/476307.html>

Erasmus+ KA 131 Team

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Forms and documents: <https://www.uni-goettingen.de/en/491452.html>

Mobility database: <https://goettingen.moveon4.de/locallogin/57c56c5d84fb9628263ade11/eng>

CHECKLIST for a successful Erasmus+ KA 131 semester abroad

BEFORE beginning the planned Erasmus+ KA 131 semester abroad:

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Apply for an exchange placement at the partner University	<p>Contact the Departmental Coordinator of your faculty to get professional advice on your preferred universities and to inform yourself about the application process.</p> <p><i>Tip: Take advantage of the advice offered by the Erasmus+ KA 131 team!</i></p> <p>Please register in the application portal exclusively via your @stud.uni-goettingen.de address</p>	<p>Information events at the faculties usually October - December;</p> <p>Application deadlines at the faculties: 31.01.2021; Medicine: 15.01.2020</p>	University of Göttingen Departmental Coordinator	<p>Study Abroad with Erasmus+ KA 131</p> <p><i>Please note: the most recent announcements are published here!</i></p>	<input type="checkbox"/>
Erasmus+ Online Nomination	<p>Fill in the acceptance/nomination form, check the details, sign (either in print with original signature¹ or digital signature² (no scanned signature), submit document (original)¹ or send as PDF² by e-mail. The recipient in each case is the Departmental Coordinator(s).</p>	30 April (Submission via Departmental Coordinator to GI)	<p>Departmental Coordinator (obtain signature)</p> <p>Göttingen International Erasmus+ KA 131 Team</p>	<p>Either in the mobility portal (see online nomination) or you will receive the form from the Departmental Coordinators (see below "What is the online nomination at the University of Göttingen?").</p>	<input type="checkbox"/>

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Online registration at the partner university	<p>The online registration with the partner university is in most cases mandatory and should be completed after the nomination. Information on online registration can be found on the website of your partner university. As a rule, a completed Learning Agreement is required.</p> <p>Note: The online registration is preceded by the nomination by your Departmental Coordinator at the partner university.</p> <p><i><u>Tip: Be sure to find out right away which other documents, such as language certificates, must be submitted with the online application!</u></i></p>	Deadlines for the registration can be found on the websites at the partner university	Departmental Coordinator of the partner university	Website of the partner university	<input type="checkbox"/>
Language certificate English/French/Spanish or other EU language; 1st language of instruction	If you have only submitted the confirmation of an appointment for a language certificate by the application deadline, a corresponding certificate of minimum B1 must be submitted by the end of April.	April 30, 2021	University of Göttingen Departmental Coordinator	<p>Depending on the faculty: Mobility database</p> <p>By mail to Departmental Coordinator University of Göttingen</p>	<input type="checkbox"/>

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Erasmus+ KA 131 Learning Agreement for Studies	<p>Check which courses and events are suitable to be taken abroad. Find out whether the level of the courses offered at the partner university is comparable. Clarify questions regarding recognition in advance with your program representative or recognition officer.</p> <p>Upload the fully signed documentation as a PDF file in the Mobility Portal.</p> <p>In consultation with your Departmental Coordinator you can also use the Online Learning Agreement.</p> <p>Note for students leaving in SoSe 2022: Changeover to digital Learning Agreement planned. You will be informed by us or the Departmental Coordinator about upcoming changes.</p>	<p>Shortly after accepting the nomination</p>	<p>Departmental Coordinator University of Göttingen</p> <p>Departmental Coordinator of the partner university</p> <p>Göttingen International Erasmus+ KA 131 Team Learning Agreement for Studies</p>	<p>Learning Agreement for Studies</p> <p>Mobility database</p>	<input type="checkbox"/>

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Participate in an informational event at Göttingen International	You will have the opportunity here to ask general questions about documents, procedures or anything else about your stay abroad.	June (for stays beginning winter semester) or November (for stays beginning summer semester).	Göttingen International Erasmus+ KA 131 Team	Invitation by email from the Erasmus+ KA 131 Team	<input type="checkbox"/>
Complete Online Linguistic Support Assessment (OLS)	<p>Complete and submit the online language assessment test in your language of instruction.</p> <p><i>Please note: Applies to EU languages only. Native speakers are exempt.</i></p> <p><i>The invitation will be sent only to <code>firstname.surname@stud.uni-goettingen.de</code> address.</i></p>	Complete promptly after receiving the invitation, and no later than one month after receiving your user access.		<p>You will receive an informational email from the Erasmus+ KA 131 team. Access info will be sent from the OLS system via email (sender address: <code>noreply@erasmusplusols.eu</code>)</p> <p><i>Tip: Please check your spam emails after receiving the email from the Erasmus+ KA 131 team!</i></p>	<input type="checkbox"/>
Erasmus+ KA 131 Grant Agreement	Sign and turn in the document during the info event. If you are unable to attend the info event, you must send the signed and completed Grant Agreement to Göttingen International by post <u>before</u> your stay abroad.	BEFORE the start of your stay!	Göttingen International Erasmus+ KA 131 Team	Receipt by email after receipt of an Erasmus+ Learning Agreement	<input type="checkbox"/>

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Submit the certificate of matriculation for the semester abroad	Hand in to Departmental Coordinator	by 30 September / by 31 March	University of Göttingen Departmental Coordinator	Generate via eCampus	<input type="checkbox"/>
Apply for leave of absence, if applicable		Before the start of the stay abroad	Office of Student Affairs	Student and Academic Services	<input type="checkbox"/>
Travel advice and warnings of the German Foreign Office taken into account	<p><u>Before</u> and <u>during</u> your stay abroad, regularly inform yourself about the current security situation and, if necessary, register on the "ELEFAND" crisis precaution list.</p> <p><i>Note: ELEFAND is a registry for German nationals. Your home country might provide similar services.</i></p>	ongoing		<p>Homepage of the German Federal Foreign Office</p> <p>„Travel App“ of the Federal Foreign Office</p> <p>Safety measure list „ELEFAND“</p> <p>Information on COVID-19 regulations at partner universities: Gö Abroad</p>	<input type="checkbox"/>
Visa for UK	Students from EU countries who wish to <u>stay in the UK for longer than 6 months</u> must apply for a "student visa".	(from) three months before the start of the study		Information from the British government	<input type="checkbox"/>

DURING the planned Erasmus+ semester abroad:

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Certificate of Arrival certified upon arrival at the partner university	Upload to the mobility database	No later than 4 weeks after the start of studies	Göttingen International Erasmus+ KA 131 Team	Erasmus+ KA 131 mobility forms	<input type="checkbox"/>
Erasmus+ KA 131 Revised Learning Agreement for Studies (should be the exception please)	Any changes to the Learning Agreement need to be agreed upon in writing with both the Departmental Coordinator at your home university, as well as the Departmental Coordinator at the host faculty.	No later than 5 weeks after the start of studies	University of Göttingen Departmental Coordinator Departmental Coordinator of the partner university	e.g. see the section titled „During the Mobility“ of the Erasmus+ KA 131 Learning Agreement	<input type="checkbox"/>
Extension	Check whether an extension is possible from the contract. If yes, you need the approval of your Departmental Coordinator and the Göttingen International Erasmus+ KA 131 team. An extension beyond the academic year is generally excluded. <i>Note: If an extension is approved, please log in to the OLS portal and update the new end date of your stay to</i>	As soon as possible after decision to extend, no later than 4 week prior to end of studies	Göttingen International Erasmus+ KA 131 Team University of Göttingen Departmental Coordinator Departmental Coordinator of the partner university		<input type="checkbox"/>

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Cancellation	Report to the appropriate contact person (see „Who needs to be informed?“) stating the reasons.	Immediately after decision to cancel	Göttingen International Erasmus+ KA 131 Team University of Göttingen Departmental Coordinator Departmental Coordinator of the partner university		<input type="checkbox"/>
Certificate of Stay certified at the partner university	After it is signed, upload to the mobility database Note: Some partner universities already use digitised confirmations. In order to be recognized by your home university, these must contain the following data: - First and last name - Home university - Start and end date of the stay - Digital signature + Date or QR code	Last day of studies Note: The date of issue must not be 4 or more days before the end of the stay.	Göttingen International Erasmus+ KA 131 Team	Erasmus+ KA 131 mobility forms	<input type="checkbox"/>

AFTER the Erasmus+ semester abroad

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Submit Certificate of Stay	Upload to the mobility database	4 weeks after the end of the stay	Göttingen International Erasmus+ KA 131 Team	Erasmus+ KA 131 mobility forms	<input type="checkbox"/>
EU Online Survey	Complete and submit the EU Online Survey <i>Tip: It is advisable to have the Grant Agreement on hand while filling out this survey.</i>	No later than 45 days after receiving the invitation		The invitation is sent out automatically at the end of the stay. The sender address is: replies-will-be-discarded@ec.europa.eu <i>Tip: Please check your spam mail regularly at the end of your stay!</i>	<input type="checkbox"/>
Submit an Erasmus+ KA 131 Experience Report	Fill out the online questionnaire via the mobility database	No later than 4 weeks after the end of the stay	Göttingen International Erasmus+ KA 131 Team	Mobility Database	<input type="checkbox"/>

Tasks	What must I do?	Due Dates	Who needs to be informed?	Where do I find the document or additional information?	Done!
Submit Transcript of Records	<p>Upload PDF to the mobility database and turn in a copy to the faculty. Please note that each partner university has its own procedures for sending the transcript to students:</p> <ol style="list-style-type: none"> 1. onsite pick-up (system printout) 2. send to home university 3. send directly to students 	Up to 4 weeks after the end of the stay	<p>Göttingen International Erasmus+ KA 131 Team</p> <p>University of Göttingen Departmental Coordinator</p>	This document will be issued to you by the partner university. Enquire onsite as to details on the specific procedure.	<input type="checkbox"/>
Apply for recognition for academic achievements abroad	In order to have your achievements abroad properly credited, you must either submit an application to the Examination Office (Prüfungsamt) or the Recognition Office (Anerkennungsbeauftragte*n) of your faculty.	Up to 12 months after the end of your stay	Faculty	Information on recognition of services provided abroad	<input type="checkbox"/>

FAQ

Why is a current matriculation certificate required?

In your application to the faculty, you must provide proof that you are currently enrolled at the University as a degree seeking student. Please submit the certificate that is valid at the time of application. Only students who are officially enrolled at the University are eligible for funding during their stay abroad (a "leave of absence" has no influence on this). Shortly before your stay, you should submit a valid matriculation certificate for the semester(s) abroad to your Departmental Coordinator.

What is the „Online Nomination“?

After you have been officially selected by your faculty to participate in the Erasmus+ program, you accept the place offer with the online/nomination.

For students of the following faculties/subjects: Agricultural Sciences, Biology, Geosciences, Law, Mathematics, Slavonic Studies as well as the Faculties of Social Sciences and Economics:

Please log in to the mobility portal with your registration. Fill out the online nomination form and create a PDF after submitting it. This must be printed out and signed by you and the Departmental Coordinator. The original must be forwarded by your faculty to Göttingen International by 30.04.2021.

For students of all other faculties/subjects:

You will receive a short nomination form from your Departmental Coordinators with the request to return this form signed form (digitally or in original) to the faculty. The original must then be forwarded by your faculty to Göttingen International by 30.04.2021.

What is the "nomination" at the partner university?

Furthermore, you still have to be registered and nominated at the host university. For this purpose, it is usually necessary that you are registered once by your Departmental Coordinator at the host university and that you also carry out the respective registration procedure at the host university. The partner universities have different procedures for this. It is best to contact your program coordinator and discuss the procedure regarding nomination and registration at the host university.

Nomination and registration by Göttingen International is only done for the central exchange places at the University of Uppsala and the National University of Ireland Galway.

In this phase, the learning agreement must also be drawn up, in which the planned courses at the host university are to be noted.

What is the Erasmus+ Key Action 131 - Learning Agreement* (LA)?



Before the start of your stay, a Learning Agreement must be drawn up and usually signed by your Departmental Coordinator and the responsible person at the host university. A Grant Agreement cannot be issued by Göttingen International without a complete Learning Agreement signed by all parties involved before the start of the stay. Please inform yourself early on about the procedure and deadlines for submitting the Learning Agreement to the host university by contacting your Departmental Coordinator, via the exchange database [Gö abroad](#) or via the homepage of the partner institution. Please note that at least 50% of the credits must be taken in the subject through which you are going to the partner university, also with a view to compliance with § 13, para. 3 of the APO (cf. <https://www.uni-goettingen.de/en/49739.html>) and a smooth recognition of the achievements made abroad after your stay. At least 50% of the courses must also be taken in the first language of instruction for which you provided the required language certificate with your application.

The fully signed Learning Agreement has to be uploaded via the mobility portal of Göttingen International by the beginning of your academic stay at the partner university at the latest. If the signature of the partner institution on the Learning Agreement is not available by the deadline, the document can be uploaded as a PDF via the mobility portal with the signature of the home university (Departmental Coordinator or authorized person in charge = 1st signature) and the student (2nd signature). If there are technical problems, in exceptional cases the file can be submitted as a PDF via email to Göttingen International (erasmus@uni-goettingen.de). **Please note that this is not the rule.**

Important: Without a Learning Agreement, no Grant Agreement will be issued and consequently the stay may not be carried out within the framework of the Erasmus+ Key Action 131 program.

Only in justified individual cases, an upload (portal) or sending (erasmus@uni-goettingen.de) of the completely signed Learning Agreement (+ signature host institution = 3rd signature) can take place even after the start of the academic stay at the host university. The deadline is two weeks. Important: Without the LA with signatures 1., 2. + 3. no payment of the first funding installment will be made. In this case, Göttingen International reserves the right to withdraw the Erasmus+ Key Action 131 grant.

Please always use the template of the University of Göttingen, even if your host university additionally uses its own form. You can find the current Learning Agreement on the following page <https://www.uni-goettingen.de/en/491452.html> or use the online Learning Agreement at <https://www.learning-agreement.eu/start/> (please contact your Departmental Coordinator first).

What is the Online Linguistic Support (OLS)?

For programmes taught in Bulgarian, Croatian, Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hungarian, Italian, Polish, Portuguese, Romanian, Slovak, Spanish, Swedish and Swedish, **the EU requires compulsory language tests before the Erasmus+ stay**. You will receive a link via email in June or July at the latest (**regardless of your starting semester**), which will lead you to the Online Linguistic Support (OLS) system. This license is only valid for you and is only for a limited period of time (one month after it is sent to you). If you are unable to take the test, please inform us of the reasons. The email with the link will be an automated email (from noreply@erasmusplusols.eu). Please be sure to check your spam folder. Native speakers are exempt from the Assessment.

What is the Grant Agreement (GA)?

Ideally, the Erasmus+ Key Action 131 Team of Göttingen International will hand out the Grant Agreement to you during the information event in June 2021 (outgoing students in WS 2021/22) or in November 2021 (outgoing students in SoSe 2022). If you are unable to attend or if the event has to be held virtually, you will receive the grant agreement by the end of July 2021 (the exact period depends on the total amount of work and the funding provided by NA-DAAD) or by the end of November 2021 (for stays in the summer semester 2022), presumably by e-mail. Please sign both copies immediately and return both originals within 3 weeks to University of Göttingen, Department Göttingen International, Team Erasmus+ KA 131, Von-Siebold-Str. 2, 37075 Göttingen.

What are travel advisories, security advisories and travel warnings?

Travel advisories contain information about, among other things, the entry regulations of a country, medical information, and some specifics with respect to criminal or customs law. They are regularly reviewed and updated.

Security advisories point out special risks for travellers and Germans living abroad. They may contain a recommendation not to travel or to restrict travel. If necessary, we will advise against trips that are not absolutely necessary, or even all trips. The security advisories are also reviewed regularly and updated.

Travel warnings contain an urgent appeal from the German Federal Foreign Office not to travel to a country or a region of a country. They are only issued if there is an acute danger to life and limb, and a need to warn against travelling to a country or specific region of a country. A travel warning is rarely issued. Germans living abroad may be asked to leave the country.

What is the Certificate of Arrival?

The Certificate of Arrival is an arrival confirmation which documents the official start of your stay abroad. Please use the template for the Certificate of Arrival, which is available online from the University of Göttingen. You should have it signed and uploaded **promptly** to the mobility database, no later than 4 weeks after the start of your academic stay. Should there be a problem with uploading the document to the mobility database, the Certificate of Arrival may be send via email to Sabine Plünnecke (Sabine.pluennecke@zvw.uni-goettingen.de).

What is the Certificate of Stay?

The Certificate of Stay documents the last day of your stay at the partner university. Together with the Certificate of Arrival, it documents the duration of your **academic** stay abroad. The Certificate of Stay must be uploaded to the mobility database no later than four weeks after the last day at the partner university (last day of the academic stay).

What is the Transcript of Records (ToR)?

All of your academic achievements at the partner university will be recorded in the Transcript of Records. You will need this document in order to have your credits recognized at the University of Göttingen toward your degree programme. The recognition of your academic achievements should happen within five weeks after receipt of the ToR.

The ToR must also be uploaded to the mobility database. It is recommended that you keep a copy of the document in a safe place, as some universities require it as part of future applications.

Recognition: Notes and legal basis

A workload of 30 ECTS per semester is recommended. The subjects/faculties can set a minimum number of subject-related ECTS in addition to this.

Note: In order to be eligible for funding, 10 ECTS per semester must be proven to Göttingen International with the ToR at the end of the stay.