

Erasmus+ Programme 2023/2024 —Important Information on Funding Conditions— Short-Term and Blended Mobility

This information sheet contains explanatory notes that will help you understand the Erasmus+ Grant Agreement and the commitments that you make when you sign it.

Please read both your Grant Agreement and this information sheet carefully and thoroughly. It is your responsibility to comply with the obligations implied by the Grant Agreement by the deadlines.

As Germany's national Erasmus agency, the German Academic Exchange Service (DAAD) reserves the right to make urgently required modifications or additions to how the Erasmus Programme is handled during the ongoing academic year, which the University of Bonn will then be required to implement immediately. You will be notified in writing of any such modifications or additions in a timely manner.

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I. FINANCIAL SUPPORT AND HOW IT IS PAID OUT

The philosophy underlying the Erasmus Programme regards the financial support as a “mobility allowance” that is designed to offset a student's increased living expenses in their host country and that is not intended as a (full) scholarship in the traditional sense.

1. Calculation of the Erasmus mobility allowance

For Erasmus+, minimum/maximum funding rates are set by the EU Commission.

As the national Erasmus agency, the DAAD has defined the following nationwide funding for 2024/2025:

Number of days	Subsidy per day in €
1 to 14	79,-
15 to 30	56,-

Funding for “green” travel and travel days

As part of the new Erasmus programme generation (2021-2027), “green” travel is being promoted. Students who do not travel by plane or boat for more than 50% of the total distance (outward and return journey added together) to their destination in the host country and instead use lower-emission means of transport such as train, bus or carpooling can receive a one-off Green Travel Top-Up of € 50.

You can indicate this in your Mobility online account before your stay. It is not possible to edit this after the enquiry.

Additional travel days can also be claimed. For “green” travel up to 6, for “non-green” travel up to 2.

As proof of green travel and/or travel days, please submit a sworn statement provided by the International Office (see III). The International Office reserves the right to request additional travel receipts. Further information can be found in the ["green" travel information sheet](#).

Additional funding equal opportunities

Additional support is available for those who have a level of disability (GdB) of at least 20, a proven handicap, are living with a chronic condition, will be studying abroad with a child, are the first person from their household to enter higher education, or have a part-time job paying over €450 a month.

You can put a cross against the set(s) of circumstances that apply to you when you register for your placement in Mobility-Online. If one or more of the qualifying "special" sets of circumstances apply to you, you will usually receive a one-time payment of up to 150,- € (up to 14 days' stay 100,- €; from 15 days onward 150,- €).

To provide proof of your living situation, you will need to submit a sworn statement, which you can obtain from the International Office (see III.). The International Office reserves the right to request additional evidence of your personal circumstances.

Details can be found in the [information sheet on additional funding](#).

In addition to the one-time top-up, a travel allowance is paid according to the distance to the destination. We use the [Erasmus Distance-Calculator](#) for the calculation. Starting point is Bonn. Participants travelling "green" will receive a correspondingly higher travel allowance instead of the € 50 one-time payment:

For comparison, you can find the travel funding here:

Distance in km	Standard-Travel Funding in €	Travel Funding for „green“ travel €
10 to 99	23.-	-
100 to 499	180.-	210.-
500 to 1.999	275.-	320.-
2.000 to 2.999	360.-	410.-
3.000 to 3.999	530.-	610.-
4.000 to 7.999	820.-	-
8.000 or more	1.500.-	-

Funding period

The maximum period eligible for funding is the period from the first to the last day on which the student must be present at the host institution.

Time that students spend in their host country for personal reasons does not qualify for funding, and neither do any periods in which they are undertaking their mobility measure online from home in Germany (unless they begin their mobility measure in the host country but are then forced to discontinue it and resume it online from Germany). The Traineeship Certificate or Confirmation of Stay, which the host institution fills in after the end of the traineeship, must contain the confirmed ultimate start and end dates of the mobility phase. Online mobility phases completed from Germany must be listed separately.

2. How the funding is paid out

Funding is paid out in two installments:

First installment:

70% of the total grant amount (excluding any travel allowances) is paid out within 30 days of:

- Receipt of your (Online) Learning Agreement with all required signatures (scan uploaded to your Mobility-Online account, see p. 4)

- Receipt of your signed Grant Agreement (original hard copy in duplicate!) BEFORE the beginning of your stay abroad

A countersigned copy of your Grant Agreement will be mailed to your home address. You will also receive notification that the first installment has been approved and paid out via post (with the Grant Agreement) and email.

Second installment:

The remaining 30% of the total grant amount owed to you (plus any supplement and additional daily allowances for travel) will be paid out after the end of your stay abroad, specifically around four to six weeks after receipt of all your required documents by the deadlines (see III.). If you were ultimately given too much funding because your stay ended up being shorter, the surplus will be deducted at this point.

3. Erasmus and other grants

- BAföG recipients are eligible for the full Erasmus mobility allowance. Please note that the proportion of the mobility allowance that exceeds €300 per month will be taken into account when calculating your BAföG grant.*
- Recipients of a DAAD scholarship are not eligible for an Erasmus grant at the same time.
- Language assistants organized by the *Pädagogischer Austauschdienst* (PAD) are eligible for an Erasmus traineeship grant.
- Scholarships from other institutions (e.g. foundations, *Deutschlandstipendium*) can be combined with Erasmus funding without difficulty. However, you should tell your scholarship provider about your Erasmus grant.
- Remuneration for traineeships is not taken into account when calculating the Erasmus grant.
- Neither can you receive both an Erasmus Mundus scholarship and an Erasmus grant simultaneously.

II. ONLINE LANGUAGE TEST AND ONLINE LANGUAGE COURSES

Anyone spending time abroad on the Erasmus+ Programme is eligible to take an online language test to assess their language proficiency level before they set off. These are currently voluntary.

After the test, you will be able to access free online language courses if any are available in your chosen language. The range of courses is gradually being expanded.

We will provide you with a provisional set of instructions so that, if you are interested, you can take tests in all available languages on a voluntary basis and then take advantage of free language courses.

III. DOCUMENTS REQUIRED

Apart from the Grant Agreement (and any sworn statements for “green” travel and additional funding), the forms you will need for your grant can be found at www.uni-bonn.de/erasmus-studium.

Please upload each of your completed forms to your Mobility-Online account as a SINGLE PDF file. The International Office will process your uploads as soon as possible (usually within a week for Grant Agreements, Learning Agreements and Traineeship Certificate and within a month for all other final documents).

If the document is fine, a green check mark will appear in your account; if not, you will receive an email telling you what to correct. Please refrain from asking for progress updates!

* § 1 para. 3 (2) BAföG

Any change to the information you provided when you registered online, especially your email address, home address and bank details, must be made in your Mobility-Online account without delay. If you cannot do so, please email the International Office at a.bredendiek@uni-bonn.de.

Before and at the beginning of your study or placement abroad

Before starting your stay abroad

Short-Term Traineeships: Learning Agreement for Traineeships

- The **Learning Agreement for Traineeships** – Before the Mobility describes the programme for your traineeship abroad that you will have agreed with your host organization and sets the objectives for it. It sets out criteria for having your achievements formally recognized after you return to the University of Bonn.
Explanations on how to fill out the Learning Agreement can be found on our [website](#) "Before your stay" in the section "*What do I need to do in order to get my Erasmus grant?*"
- For blended mobilities, the credit must be at least 3 ECTS; no ECTS credits are usually agreed for stays by doctoral students. **If your Erasmus programme coordinator specifies higher minimum requirements, these are binding for you!**
- The Learning Agreement must be drawn up before the start of the study period abroad and signed by all three parties involved (you, your department and the host university).
- Please make sure to upload the completed and signed Learning Agreement to your Mobility-Online portal at the International Office of the University of Bonn.
- Your Grant Agreement will only be made available in your account after your online registration has been recorded and confirmed by your Departmental Coordinator and once your Learning Agreement has been submitted.
- Your Erasmus Departmental Coordinator or department is responsible for the academic administration of your stay abroad and for preparing the Learning Agreement.

Short-Term Studies: Online Learning Agreement (OLA)

- The OLA lists the courses you wish to attend at the host university (digitally and/or physically) and how they will be recognised upon your return to the University of Bonn under the conditions specified in the Learning Agreement. It is part of your Grant Agreement.
- The Learning Agreement must be completed and signed by all three relevant parties (yourself, your Departmental Coordinator or Examination Office, and your host institution) before the beginning of your traineeship abroad.
- Please make sure to upload the completed and signed Learning Agreement to your Mobility-Online portal at the International Office of the University of Bonn.
- Your Grant Agreement will only be made available in your account after your online registration has been recorded and confirmed by your Departmental Coordinator and once your Learning Agreement has been submitted.
- Your Erasmus Departmental Coordinator or department is responsible for the academic administration of your stay abroad and for preparing the Learning Agreement.

If applicable: sworn statement on equal opportunities

Students who have indicated in their Mobility-Online account that one of the abovementioned sets of living circumstances applies to them will be given a "Sworn statement on additional funding" to download.


You must sign the sworn statement and upload it to your account as soon as possible (after receiving the corresponding email notification) as the Grant Agreement cannot be issued until after this is done.

You must also provide the International Office **on request** with the proof of your circumstances listed in the [information sheet on additional funding](#). If you are unable to do so, you will be denied any additional funding.

Erasmus Grant Agreement

- Is the contractual basis of your Erasmus grant
- Consists of the contract itself plus the annexes listed on page 1 of the Grant Agreement. Although the Learning Agreement also forms an integral part of the Grant Agreement, the two do not have to be submitted at the same time.

The content and form of the Erasmus Grant Agreement as well as the funding criteria and methods for calculating the grant are stipulations set by the European Commission and the DAAD, which the University of Bonn is required to follow.

 You will receive a copy of the Grant Agreement countersigned by the Erasmus Institutional Coordinator by mail **no earlier than four weeks before the beginning of your traineeship abroad.**

In other words, you will NOT need to obtain a signature from the Erasmus Institutional Coordinator yourself! Although no confirmations of receipt will be issued, receipt will be confirmed promptly in your Mobility-Online account.

Sworn statement for “green” travel and/or travel days

Participants who enter travel days in their Mobility-Online account, regardless of the type of trip (“green” vs. “non-green”), can download a sworn statement, which you must upload to your account before the start of your mobility.

On request, you must also be able to provide the International Office with your travel documents. If no travel documents are available (e.g. when travelling by bike or carpool), the trip must be documented with photos, fuel receipts or similar. If no travel documents can be submitted on request, the grant for the travel days will be cancelled.

You will only receive the first instalment of Erasmus funding once you have signed the Grant Agreement and the OLA/Learning Agreement for Traineeships (see p. 3).

Short-Term Traineeships: Mandatory documents to be submitted at the end of your stay abroad

Immediately after the end of your stay abroad

The documents listed here must be submitted to the International Office within four weeks of the official end of your traineeship abroad.

Learning Agreement for Traineeships – After the Mobility (Traineeship Certificate)

- Is issued by your host institution at the end of your traineeship abroad.
- Must state the exact duration (to the day) of your traineeship. The dates should match those in the Grant Agreement.
- The final calculation of your funding period is based on the dates entered there.
- You may use the form provided in the “During Your Stay Abroad” section at www.uni-bonn.de/erasmus-studium or an equivalent form provided by your host institution containing the same information.
- The document must be uploaded to your Mobility-Online account at the International Office immediately after the end of your stay abroad.

EU Survey

The EU Survey is an online questionnaire run by the EU Commission in order to evaluate the programme. The relevant link will be emailed to you automatically as soon as your stay comes to an end (based on the information in your Learning and Grant Agreement). However, this system is not currently fully up and running either, so you may not receive the invitation link until some time after you have returned home. Nevertheless, you will still be required to complete the survey. You will then receive the second installment of your Erasmus grant on the proviso that you fill in the survey as soon as we are able to provide you with it.

You will also need to complete a personal report, which takes the form of a questionnaire. Our website has more details on this as well.

Short-Term Studies: Mandatory documents to be submitted at the end of your stay abroad

Confirmation of Stay (CoS)

The CoS is issued by your host university at the end of your stay abroad - dated signature at the earliest 5 days before the certified end of your studies, a signature after the end of your studies is also possible.

The CoS must contain the exact duration of your study period, including any phases of your Erasmus stay completed virtually from Germany.

The data is the basis for the final calculation of the funding period (taking into account the maximum study-related period of stay specified in the Grant Agreement).

You must upload it to your Mobility-Online account at the end of your stay abroad.

You must use the [template provided by the University of Bonn](#).

Up to 2 months after the end of the stay

The Learning Agreement for Studies (Annex 1, which is part of the Grant Agreement) includes a further section entitled "After the Mobility". This includes:

The Transcript of Records, which is issued to you by your host university at the end of your study abroad period, and the Transcript of Records and Recognition at the Sending Institution: This is the certificate of recognition issued to you by your department after you have submitted your Transcript of Records and application for recognition. As a rule, recognition is recorded in Basis.

Therefore, please upload the following documents to your Mobility online account:

Transcript of Records of your host university

Please note the minimum requirement of 3 ECTS for blended mobilities.

Doctoral students: Another form of documentation/certificate from the host university about the study or research programme completed at the host university can replace the Transcript of Records.

Proof of recognition

A PDF of your basic account (or another document from your department/examination office) showing which of your achievements abroad have been recognised at the University of Bonn.

Doctoral students do not need to submit a proof of recognition.

If the abovementioned documents are not submitted to the International Office of the University of Bonn by the deadline, the University will be required to request the return of the mobility allowance already paid out and bar you from receiving any more as the Erasmus provisions issued by the EU Commission stipulate that only students who have submitted all required documents may receive funding.

You can find all the important information at a glance in the checklist for Erasmus short-term-mobility at www.uni-bonn.de/erasmus-studium → Before your stay

IV. ADDITIONAL INFORMATION ON ERASMUS GRANTS

Insurance

Please note that neither the Erasmus Programme nor the University of Bonn can provide insurance cover during your stay abroad.

i Students completing an Erasmus traineeship must ensure sufficient health insurance (including repatriation), liability insurance and accident insurance.

▪ **Health insurance**

Find out whether and to what extent your health insurance provider will also cover you abroad before you leave. Students who do not have private health insurance can obtain a European Health Insurance Card[†] from their health insurer for stays in other EU member states and countries with which Germany has signed a social insurance treaty. This card will usually ensure the same level of insurance cover in your host country as is provided to students from that country, although this may differ from what you are used to in Germany. Most notably, this cover will not be sufficient in the event that repatriation or particular medical interventions are required. You should take out supplementary private health insurance for such eventualities, particularly repatriation. It is therefore a good idea to ask your German health insurance provider about the benefits provided by their partners in your host country and to take out additional health insurance for your time abroad if you are in any doubt. You must also clarify whether specific insurance terms and conditions apply in the event of a pandemic and/or if you are traveling to (very) high-risk areas.

▪ **Other insurance (liability and accident)**

Please note that, during the time of your traineeship abroad, accidents occurring on the way between your residence and the host institution as well as on site of your host institution are not covered through the University of Bonn. We therefore advise you to ask your host institution whether you have accident insurance cover there. If not, you will need to arrange for personal accident insurance with sufficient coverage. In addition, you will need liability insurance for any loss or damage occurring in your workplace.

Please find out about the specific requirements in your host country (you could contact your German insurer, for instance).

As an Erasmus trainee, you will be able to take out a combined health, accident and personal liability insurance policy via the DAAD ([collective insurance](#)), among others.

▪ **Your health insurance obligation in the case of paid traineeships**

As soon as you receive remuneration, in whatever amount, for your traineeship, you will need to have health insurance in your host country. This means that you will be required to take out health insurance locally and “freeze” your German cover. You will therefore need to contact your future traineeship provider or a local (state) health insurance provider to find out the actual requirements.

Cancellation and shortening of the traineeship abroad

[†] If you have statutory health insurance in Germany, you will not need to apply for a European Health Insurance Card as it is printed automatically on the back of your health insurance card.

- If you do not embark on your planned trip abroad, abandon it partway through or decide to make it shorter, you will need to tell the International Office at the University of Bonn and your Erasmus Departmental Coordinator without delay.
- If you are making your stay much shorter, you may be required to pay back a proportion of your first installment. Whatever happens, however, you should wait until you receive a repayment request complete with the necessary bank details.

Your contact at the International Office:

Anne Bredendiek

International Office, Section 6.2
Poppelsdorfer Allee 53, 53115 Bonn, Germany

Email: a.bredendiek@uni-bonn.de
www.uni-bonn.de/erasmus-studium

Phone: +49 228 73-6498