

Erasmus+ Programme 2024–2025

Important Information on Funding Conditions – Studies longterm

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 in a timely manner with the obligations that you enter into when signing the Grant Agreement.

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+, the European Commission has defined minimum/maximum funding for specific geographic regions.

As acting national Erasmus agency, the DAAD has defined the following nationwide funding for 2024/25:

Geographic region	Countries	Funding rate per month (= 30 days) + (daily allowance)
Group 1 <i>(higher living expenses)</i>	Austria, Belgium, Denmark, Finland, France, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden, United Kingdom	€600 (€20.00 per day)
Group 2 <i>(moderate living expenses)</i>	Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain	€540 (€18.00 per day)
Group 3 <i>(low living expenses)</i>	Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey	€540 (€18.00 per day)

Funding period (up to 120/ 255 days)

The Erasmus grant is calculated down to the exact day and covers a **maximum of 120 days for a semester-long stay and 255 days for a year-long stay.**

The maximum period that qualifies for funding lasts from the first to the last day on which you are required to be present at your host university (including induction days and any intensive language courses before your studies begin). Proof of this period is provided on the Confirmation of Stay at the end of your stay. You do not need to count any days on which you were undertaking "green" travel, as the International Office adds these on to the stated length of your stay.

Time that you spend in your host country for personal reasons does not qualify for funding and neither do any periods in which you are undertaking your mobility measure online from Germany.

The Confirmation of Stay, which your host university fills in after the end of your stay, must contain the confirmed ultimate start and end dates of your mobility phase. Online mobility phases completed from Germany must be listed separately.

Additional funding equal opportunities

Additional support is available for those who have a disability level ("GdB") of at least 20, a proven disability or chronic condition giving rise to additional financial requirements while abroad, 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 but less than €850 a month.

You can checkmark the living situation(s) that apply to you when you register for your study abroad stay in Mobility-Online. If one or more of the listed living situations apply to you, you will usually receive lump-sum additional funding of €250 a month. Under certain circumstances, you may instead or additionally apply to have your actual costs covered if you undertake a preparatory trip and/or incur additional costs every month. You can do this up to two months before the start of your stay abroad using the application form that the International Office will provide you with on request (erasmus-outgoing@uni-bonn.de).

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 living situation.

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

Allowance for "green" travel

If you use "green" means of transport (such as trains, buses and carsharing) for over 50% of the total distance you travel (outward and return journeys added together), you are entitled to a subsidy of up to 6 additional travel days. The legs of the trip for which you use an airplane, motorcycle or ship or drive alone by car are considered "non-green".

You can indicate your intention to do this in your Mobility-Online account before you leave. You will not be able to request funding for additional "green" travel days retrospectively, although you can amend your "green" travel details after your stay if you ultimately did not undertake any "green" travel.

To provide proof of your "green" travel, 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 travel documents.

You can find more details in the [information sheet on "green" travel](#)¹.

¹ According to a new Erasmus regulation, up to 2 travel days can also be funded for non-green travel if there is a demonstrable need. However, due to the already high monthly funding rates in Germany and the broadly defined target groups that are entitled to the additional funding for equal opportunities, there is generally no need for additional travel days for non-green travel. These are generally covered by the Erasmus grant, which is not a full scholarship. Only upon application, including justification (e.g. essential accommodation costs), can funding of up to 2 travel days be granted for non-green trips. The

2. How the funding is paid out

Funding is paid out in two installments:

1st installment: 70% of the total grant amount (excluding any allowances for “green” travel) is paid out within 30 days of

- you and the International Office signing the Grant Agreement before you begin your mobility measure abroad (submission deadline: before you start studying abroad, even if you are beginning it online from Germany);
- receipt of your Learning Agreement, signed by the University of Bonn as a bare minimum (uploaded to your Mobility-Online account in PDF format) (see III, 1.). If your host institution has not signed the Learning Agreement by the time your funding is to be paid out, this will be made contingent on the fully signed agreement being uploaded to your Mobility-Online account by the time the mobility phase begins at the latest.

Restriction: if the mobility measure is begun online from Germany, the 30-day payment period starts once you begin your in-person mobility measure in your host country.

You will receive email confirmation that your first installment has been paid out as well as an approval notification and the countersigned copy of your Grant Agreement, which will be mailed to your home address.

2nd installment: the remaining 30% of the total grant amount owed to you (plus any additional daily allowances for “green” travel) will be paid out after the end of your study 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 than the period originally planned/funded, 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 grant².
Exception: If you receive the additional funding equal opportunities of €250/ month due to a disability, a chronic illness or if you have your own child(ren) with you, this extra funding will not be deducted from your BAFöG entitlement. Please make sure to inform the BAFöG office responsible for your destination country. Unfortunately, this exception does not apply to working students and to students who are the first from their household to enter higher education.
- You cannot claim a DAAD scholarship and an Erasmus grant at the same time.
- Neither can you receive both an Erasmus Mundus scholarship and an Erasmus grant simultaneously.
- If you receive a scholarship from another institution (e.g. foundation, *Deutschlandstipendium*), you will still receive the standard amount of Erasmus funding. However, you must tell your scholarship provider about your Erasmus grant.

II. ONLINE LANGUAGE TEST AND ONLINE LANGUAGE COURSES

Anyone studying abroad on Erasmus+ will be given access to the “Online Language Support” (OLS) language-learning tool, where you can take online language tests at any time to check your level in all available languages (all official EU languages plus several others). The tests are not compulsory and the results are not official evidence of language skills. However, some host universities will accept OLS test results as a form of proof.

application must be sent by email to erasmus-outgoing@uni-bonn.de before the start of the stay abroad and must include receipts for the costs incurred (e.g. invoices) as an email attachment.

² § 1 para. 3 (2) BAFöG

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

[These instructions](#) will show you how to create an OLS account. Do not be surprised if the system “hangs” sometimes. New features are being added all the time, which may cause temporary problems with access.

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 [on our website](#). Please upload each completed form separately as ONE PDF file to your Mobility-Online account.

The International Office will process your uploads as soon as possible (usually within a week for Grant Agreements, Learning Agreements and Confirmations of Stay 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!

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 (erasmus-outgoing@uni-bonn.de).

Before and at the beginning of your study stay abroad

1. Learning Agreement for Studies (Before the Mobility; During the Mobility)

Before the Mobility

The Learning Agreement specifies the courses that you wish to take at your host university and how these will be recognized upon your return to the University of Bonn under the conditions stipulated in the Learning Agreement. It forms an integral part of your Grant Agreement.

The Learning Agreement must be concluded electronically as an “Online Learning Agreement” (OLA). More information is provided in the [instructions on completing the OLA](#).

We recommend a study program of at least 20 ECTS credits per semester.

If your planned studies amount to fewer than 15 ECTS credits per semester, no funding can be provided through the Erasmus+ Programme! **If your Erasmus Departmental Coordinator or your host institution sets you more stringent minimum requirements, these will apply to you instead!**

The Learning Agreement must be completed and signed by all three relevant parties (yourself, your Erasmus Departmental Coordinator or Examination Office, and your host institution) before you start studying abroad.

So that you can still be paid the first installment of your funding even if your host university does not sign the document until just before your mobility starts, you can upload a version that has been signed only by the University of Bonn (i.e. by you and your department) as a first step.

The first installment of your Erasmus grant (see I, 2.) cannot be paid out until you have submitted your Learning Agreement – Before the Mobility together with your Grant Agreement.

However, payment of the first installment is contingent on you uploading your fully signed Grant Agreement to your account as soon as you have it to hand. This should be done by the beginning of your studies abroad at the very latest

During the Mobility (“Apply Changes”):

Amendments to the study program originally agreed to can be requested and approved within five weeks of the official start of the semester. Please upload the Learning Agreement – During the Mobility to your Mobility-Online

account as a PDF file as soon as it has been approved by all three parties. Make sure that you also get the changes to your Learning Agreement signed off in good time during the first five to seven weeks of your mobility.

Your Erasmus Departmental Coordinator or department is responsible for the academic administration of your stay abroad and for preparing the Learning Agreement.

2. If applicable: sworn statement on “additional funding”

Students who have indicated in their Mobility-Online account that one of the living situations listed above 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.

3. If applicable: sworn statement on “green” travel

Students who indicate in their Mobility-Online account that they are intending to undertake “green” travel will be given a “Sworn statement on “green” travel” to download.

You must upload the signed sworn statement to your account as soon as possible (immediately after entering the means of travel), as the Grant Agreement can only be issued afterwards!

You must also be able to provide the International Office with your travel documents on request. If you do not have any travel documents (e.g. because you are traveling by bike or carsharing), you must be able to provide evidence of your journey in the form of photographs, gas station receipts, etc. If you cannot submit any evidence of your journey when asked to do so, your allowances for “green” travel days will be revoked.

4. 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.

Providing information on your stay abroad

The possible length of your mobility as indicated in the Grant Agreement **covers a period in which you will be granted Erasmus funding for a maximum of 120 or 255 days**, even if you will actually be studying abroad for longer.

If you entered a shorter period when you registered online, you will receive the first installment of your grant based on this information. However, the final amount of your funding will be determined in line with the Confirmation of Stay (see next page), which you are required to submit when you finish studying abroad.

If you end up staying longer than you indicated when you registered online, therefore, your second installment will be correspondingly higher (if you originally planned to stay for fewer than 120/255 days).

You will receive a lower second installment if you stayed for less time than planned (fewer than 120/255 days).

This means that specifying a length of time for your Erasmus funding in your Grant Agreement will not require a new Grant Agreement to be issued should the actual dates for/duration of your stay abroad differ from the information you supplied in Mobility-Online.

You will receive your countersigned Grant Agreement from the Erasmus Institutional Coordinator by mail together with your award letter as soon as we have received your complete Learning Agreement, but no earlier than the end of July or mid-December, as applicable.

You will NOT need to obtain a signature from the Erasmus Institutional Coordinator yourself!

Although no confirmations of receipt will be issued, receipt is usually confirmed in your Mobility-Online account within a week.

Within four weeks of the official end of your study stay abroad, but by September 1 at the latest (if your stay ends in the summer semester)

1. Confirmation of Stay (CoS)

The CoS is issued by your host university at the end of your stay abroad. A dated signature is required no earlier than five days before the confirmed end of your stay, although your CoS can also be signed after you finish studying.

It must state the exact duration (to the day) of your Erasmus study stay including proof provided separately of any phases that were completed online from Germany.

These dates will form the basis for the final calculation of your funding period.

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

The [template provided by the University of Bonn](#) must be used.

2. Erasmus+ participant report and personal report

The Erasmus+ participant report is an online questionnaire run by the EU Commission in order to evaluate the program.

The relevant link will be emailed to you automatically after the end of your stay (based on the information in your online registration or Confirmation of Stay).

You also need to write a personal report and upload it to your Mobility-Online account. Our [website](#) has more details on this as well.

By July 15 (if going abroad in the winter semester) or December 15 (if going abroad in the summer semester)

The Learning Agreement for Studies (Annex 1, which forms an integral part of the Grant Agreement) includes a third part entitled "After the Mobility." This comprises the transcript of records that your host institution issues to you after the end of your study stay abroad, plus the so-called Transcript of Records and Recognition at the Sending Institution. This is the confirmation of recognition that is issued to you by your department after you submit your transcript of records and application for recognition. Recognition is usually logged in BASIS.

Please therefore upload the following documents to your Mobility-Online account:

1. Transcript of records from your host university

Please note that the EU Commission, which funds the Erasmus+ Programme, expects you to have completed a substantial study program at your host university as laid down in your Learning Agreement (see Art. 1.2 of the Grant Agreement).

Your transcript of records should therefore contain at least 15 ECTS credits per semester (apart from doctoral students; see below).

If you have obtained fewer than 10 ECTS credits in a semester, you may be asked to repay your Erasmus mobility grant (unless you are an exceptional or hardship case with justification provided by your Departmental Coordinator; see the relevant application form on our website under "[After Your Stay Abroad](#)") in accordance with Art. 1.3 of the Grant Agreement.

Doctoral students may submit another form of documentation/confirmation from their host university regarding the study or research program followed there in place of their transcript of records.

2. Confirmation of recognition — “Supplementary information on recognition”

This will be a PDF from your BASIS account or another document signed by your Examination Office showing which of your academic achievements earned abroad have been recognized at the University of Bonn.

3. Supplementary information on recognition

Please complete the (short) set of questions about recognition in your Mobility-Online account.

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 will find all the key information at a glance in the [checklist for Erasmus students](#).

IV. ADDITIONAL INFORMATION ON ERASMUS GRANTS

Insurance

Please note that neither the Erasmus Programme nor the University of Bonn provides insurance cover. You yourself are responsible for ensuring sufficient insurance cover (health insurance including repatriation plus— optional but recommended—liability and accident insurance).

Please find out about the specific requirements in your host country (you could contact your German insurer, for instance). 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. Also make a note of any requirements made by your host university.

You can find more tips and links in the section entitled “*What else should I bear in mind when getting ready?*” on our website “[Before Your Stay Abroad](#).”

You have the option of taking out [collective insurance with the DAAD](#).

As soon as you take a part-time job, regardless of how much it pays, 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 for the relevant length of time. You will therefore need to contact your future employer or a local (state) health insurance provider to find out the actual requirements before starting your part-time job.

Abandoning and shortening your stay abroad

If you do not embark on your planned study stay abroad, abandon it partway through or decide to make it significantly 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.

As the minimum duration of a stay is two months, you will need to pay back all the funding already paid out if you end your stay abroad within two months.

This does not apply if you can claim hardship backed up by a medical certificate.

Extending your stay by a semester

Although you may extend your stay from one to two semesters for study reasons as a basic principle, you will need approval from your Erasmus Departmental Coordinator and your host institution.

You will be sent more information on the procedure and formalities involved in staying for another semester (from the winter to the summer semester) if you click on the button in your Mobility-Online account to indicate that you are interested in extending your Erasmus stay by a further semester. The deadline for extension applications is 30 days before the original end of your Erasmus stay, or January 15, whichever is sooner.

Only in exceptional circumstances may a stay be extended from the summer semester of one academic year to the winter semester of the next. Please email erasmus-outgoing@uni-bonn.de in order to obtain more information, if you are interested.

Applying for an extension does not automatically extend your Erasmus grant. This will only happen if sufficient funds are available, something we cannot determine until after the application deadline has passed.

Please note that study stays cannot last longer³ than 12 months per study phase (bachelor's, master's, doctorate) or 24 months if you are studying for the state examination. Be aware that it is the duration of your stay that will be counted toward the number of months you are allocated (12/24), not the length of your funding period.

Intensive language courses in your destination country immediately before your study stay starts

The cost of preparatory intensive language courses cannot be covered from Erasmus funds.

However, intensive language courses taken abroad may be added on to the funding period up to a maximum length of four weeks if this does not cause the maximum length of stay of 360 days per study phase to be exceeded (the maximum funding period of 120/255 days will remain unchanged).

To qualify, a course must comprise at least 15 teaching hours per week and take place right before you start studying abroad.

Providing evidence:

For language courses at your host university, this will ideally be done by including the time spent in your Confirmation of Stay and submitting a certificate from the language course. For language courses taken elsewhere, you will need a certificate from the institution offering the course.

Your contact at the International Office:

Gudrun Hille

International Office, Section 6.2
Poppelsdorfer Allee 53, 53115 Bonn, Germany
erasmus-outgoing@uni-bonn.de
Phone: +49 228 73-6191

³ Including participation in a previous LLP/Erasmus Programme and including zero-grant funding