



FAQ

on Erasmus study stays abroad (SMS)

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General information on grants for Erasmus study stays abroad

(SMS)

a.) How much is the grant?

The EU has defined three country categories with different monthly grant amounts for student mobilities. You can find the funding rates for these categories in the fact sheet for the corresponding project on the homepage (<https://www.hhu.de/en/international/translate-to-english-studium-und-praktikum-im-ausland-fuer-outgoings/translate-to-english-erasmus-studienaufenthalte>). Funding is paid out on the basis of the exact number of days (30 days = 1 month).

b.) Is there a minimum duration of stay?

The minimum duration for an Erasmus study stay abroad is 2 months.

c.) Is there a maximum funding period?

You can find information about the maximum funding period in the fact sheet for the corresponding project (<https://www.hhu.de/en/international/translate-to-english-studium-und-praktikum-im-ausland-fuer-outgoings/translate-to-english-erasmus-studienaufenthalte>). It is no problem if the duration of stay is longer than the funding period.

In addition, funding can be provided for a maximum of 10 months per study phase (bachelor's degree, master's degree, doctoral studies). This period can be spread over multiple stays as long as you observe the minimum duration of stay in each case (see point b). In study programmes involving State Examinations, you can receive funding for up to 24 months in total; each individual stay may not exceed 12 months.

The conditions set out in the Inter-Institutional Agreement with the partner university must also be observed, e.g. some partner universities only allow stays for one semester. Please check the situation at the university you wish to attend on the websites of the faculties, with your Erasmus Departmental Coordinator or the International Office.

d.) Are there language requirements?

The language requirements vary by subject and host university. In general, you should have a language proficiency level of B1 – B2 of the Common European Framework of Reference for Languages in the language of instruction at the start of your stay abroad. If the language of instruction differs from the national language, you only need to demonstrate proficiency in the language of instruction and not the

national language. However, the International Office recommends also attending a course in the national language or making use of the online language course licences before or during the stay.

e.) Can I attend a language course abroad?

The International Office recommends attending a language course abroad. In general, language courses in the host country for the national and/or working language run in parallel with the semester. In some cases, an intensive course beforehand is also possible.

In order to help students prepare for stays abroad, the EU has been offering online language courses for certain languages since November 2014. The EU grants the International Office a certain number of licences for these online language courses, which are awarded on the basis of defined criteria.

For those languages offered by the Language Centre at the Student Academy, the International Office recommends attending the courses at the Language Centre for one or two semesters before starting your stay where you need and wish to do so.

You can apply for financial support for intensive preparatory language courses (before the start of your semester abroad, at a university in the host country and where the language of instruction/language level are not covered by either the online language courses or by the Language Centre at the Student Academy (<https://www.studierendenakademie.hhu.de/en/>)). This funding amounts to max. €250 per week. For language courses subject to fees running in parallel with the semester (as a weekly class at the host university and where the language of instruction/language level is not covered by the language courses offered online), the max. funding amount is €250 in total.

You can apply to the International Office for financial support for language courses abroad where applicable. Simply send an informal application stating the language course dates and costs to the International Office (e.g. by e-mail to outgoings-europa@hhu.de). The International Office will send a prompt confirmation or rejection. The order in which applications are received is decisive, as the funding available for language courses is limited.

f.) How is the grant period calculated?

In the first instance, the International Office calculates the grant period on the basis of the information in the Grant Agreement, taking account of the defined maximum funding period. The final duration of stay and thus the final grant amount is calculated by the International Office on the basis of the information in the Confirmation of Stay and, where applicable, the duration of stay previously agreed in the Grant Agreement. The amount is paid out on the basis of the exact number of days, taking account of the maximum funding period.

Please note that the maximum number of daily allowances for the funding is defined in the Grant Agreement and cannot subsequently be increased under any circumstances; the number may only be reduced by the Confirmation of Stay.

g.) Can I attend courses from another subject?

In general, you should attend courses in your subject as the agreements between the host universities are concluded via the subjects. However, if your host university permits, you can also attend courses from another subject in exceptional cases (e.g. for interdisciplinary compulsory electives). Please ask your Erasmus Departmental Coordinator.

h.) Can I switch to a different host university?

In general, it is not possible to switch to a different host university, as you would consequently not achieve the minimum funding period of 2 months per stay. However, you can complete two consecutive semesters at different partner institutions, insofar as you are awarded one of the available places on application (see also question i).

i.) Can I study at different partner universities?

You can study at different partner institutions over two consecutive semesters or with a period in between, insofar as you are awarded one of the available places on application, you observe the minimum duration of stay of 2 months for each stay and you do not exceed the maximum duration of 12 months per study phase (bachelor's degree, master's degree, doctoral studies). However, you cannot study at different partner universities within one semester (see also question h).

j.) Can I combine a period of study abroad with a traineeship?

You can combine a period of study abroad with a traineeship under the following conditions:

- The traineeship must be less than 2 months long, i.e. it can have a max. duration of 59 days.
- It must take place in the same city and be supervised by the host university.
- It must be included in the Learning Agreement for Studies and as a period of stay in the Confirmation of Stay.
- The funding extension can be granted for max. 59 days and you must apply for the extension by e-mail to the International Office at least one month before the end of the planned period of study abroad.

- For traineeships lasting for 2 months = 60 days or longer, you must apply for funding via <https://www.hhu.de/en/international/translate-to-english-studium-und-praktikum-im-ausland-fuer-outgoings/translate-to-english-erasmus-praktikum>

Please check here for specific information on Erasmus traineeships: <https://www.hhu.de/en/international/translate-to-english-studium-und-praktikum-im-ausland-fuer-outgoings/translate-to-english-erasmus-praktikum>

k.) Should I apply for a leave of absence from HHU?

Applying for a leave of absence for a semester offers the following advantages:

- The subject-related semester will not be counted.
- You only have to pay a reduced semester fee (approx. €80 less).
- On application (before the start of your semester abroad), you can get the cost of your travel pass reimbursed by the Office of Social Affairs of the General Student's Committee (AStA) (<https://astahhu.de/semester-ticket-refund/>) (approx. €150).
- It is also possible to obtain funding for stays abroad under the Federal Training Assistance Act (*Auslands-BAföG*) during a period of academic leave.

Disadvantage of a leave of absence:

- You cannot take any exams (apart from resits) at HHU during a leave of absence.

Courses you have completed abroad can still be recognised at HHU on application as set out in the Learning Agreement for Studies and confirmed in the Transcript of Records.

[Further information, application for a leave of absence.](#)

l.) Where can I apply for funding for stays abroad under the Federal Training Assistance Act (*Auslands-BAföG*)?

You can submit an application for funding for stays abroad under the Federal Training Assistance Act (*Auslands-BAföG*) to the offices for education funding (*BAföG-Amt*). These offices are spread throughout Germany, with offices in various cities responsible for different subjects. Please submit any application in good time and at the latest six months before embarking on your stay. More information: www.bafög.de (German only). In the same way as for funding under the Federal Training Assistance Act (*BAföG*) within Germany, your needs are calculated and your own/your family's income is in part deducted (depending on your federal state).

m.) Can I take my child abroad with me?

If you want to take your child/children with you, you can apply for special funding of €250/month (= 30 days) via Erasmus – please apply for the corresponding **Social Top-Up** funding. You can find the form and further information in the fact sheet and here: <https://www.hhu.de/en/international/translate-to-english-studium-und-praktikum-im-ausland-fuer-outgoings/translate-to-english-erasmus-studienaufenthalte>

n.) Can I go abroad if I have special needs?

If you have a certain degree of disability or a chronic illness, you can apply for special funding of €250/month (= 30 days) via Erasmus – please apply for the corresponding **Social Top-Up** funding. You can find the form and further information in the fact sheet and here: <https://www.hhu.de/en/international/translate-to-english-studium-und-praktikum-im-ausland-fuer-outgoings/translate-to-english-erasmus-studienaufenthalte>

You can also find further information here: <https://www.hhu.de/en/internationales/studium-und-praktikum-im-ausland-fuer-outgoings/translate-to-english-foerderung-fuer-menschen-mit-beeintraechtigung-und-chronischen-erkrankungen>

o.) What about insurance during the stay abroad?

You are insured via your own private/statutory health insurance during the stay abroad and not via the University, so please check with your health insurance company about how to ensure you are correctly insured during a longer period in another EU country.

You are also eligible for the group insurance offered by the German Academic Exchange Service (DAAD). Please check here if you are interested:

https://static.daad.de/media/daad_de/pdfs_nicht_barrierefrei/im-ausland-studieren-forschen-lehren/720_20223-01-01_daad_merkblatt_tarif_720-a_extern.pdf

1. Application

a.) How and where do I apply?

You should apply to your Erasmus Departmental Coordinator. You can find the responsible coordinators on the Internet pages of the faculties. Online application is mandatory for all applicants. You can find the link on the **Erasmus Study Stay Abroad** homepage. You should complete, submit, print out and sign the online application and then hand it over to your Erasmus Departmental Coordinator together

with the other required documents. Check the website for your subject or ask your Erasmus Departmental Coordinator to find out which other documents are required. Once the partner university has granted you a place, you must submit various documents to the International Office to obtain the Erasmus grant (see FAQ – Documents to be submitted for the grant).

b.) When is the application deadline?

Each subject has its own application deadline. Please check with your Erasmus Departmental Coordinator.

c.) Can I submit multiple applications?

Erasmus funding can be provided for up to 10 months per study phase (bachelor's degree, master's degree, doctoral studies). You can obtain multiple grants within a study phase as long as the total funding period does not exceed 10 months (so e.g. 2 study stays, each lasting 5 months) and you observe the minimum funding period in each case.

d.) Can I apply for multiple countries?

Yes. Please check with your Erasmus Departmental Coordinator whether you then also need to submit documents twice.

e.) Can I apply again after cancellation/abandonment of the stay?

Yes. You must ensure that you do not exceed the maximum duration of stay (12 months) within the study phase (bachelor's degree, master's degree, doctoral studies).

f.) When will I receive confirmation of a grant?

You will receive confirmation of your Erasmus grant following a successful application to your subject for a place at a partner university. The International Office usually sends confirmations out in July (for stays from the winter semester) and in October (for stays from the summer semester). You will receive the grant instalments once you have submitted all the required documents to the International Office (see FAQ – Documents to be submitted for the grant).

2. Documents to be submitted for the grant

After you have applied for a place at a partner university via your Erasmus Departmental Coordinator and been awarded a place, you need to submit various documents to the International Office to obtain the Erasmus grant.

a.) Which documents do I need to submit for the 1st instalment?

Before your stay, please submit the following documents to the International Office for the 1st grant instalment:

- The original Grant Agreement (**by post/in person**) with your handwritten signature
- The fully signed Learning Agreement for Studies as a copy/scan via e-mail
- For the majority of languages of instruction, you also need to complete an online language test (see point e – General information on grants). The International Office will send you more information about this by e-mail in good time.
- Where applicable, the application for Social Top-Up funding and/or Green Travel by e-mail (please observe the communicated deadlines)

The International Office will send you the corresponding forms and information on deadlines by e-mail. Approx. 3 – 4 weeks after all the documents have been submitted correctly, you will receive the 1st grant instalment of 70 – 80% of the total funding.

b.) Which documents do I need to submit for the final instalment?

Max. one month after the end of the stay, please submit the following final documents to the International Office:

- You should get the Confirmation of Stay completed and signed by your host university – corresponding Erasmus Departmental Coordinator or International Office at the host university – (max. one week) before your departure. Please submit this by e-mail.
- The online EU Survey via the EU Commission Mobility Tool. The link will be sent in an automatic e-mail from the Beneficiary Module after the end of the planned stay.
- For the majority of languages of instruction, you also need to complete a further online language test in order to document the development of your language skills during your stay abroad. The tool will automatically send you an e-mail request in the middle of the month you stated as the end month.
- Freely formulated report approx. 3 pages long as a PDF, uploaded to the application portal: <https://hhu.moveon4.de/locallogin/55478763140ba06606000000/deu> (content e.g. preparation, accommodation, studies, life, free time, course recognition, conclusion, etc.).

Once you have received the following documents, you should also submit them to the International Office:

- A copy of the Transcript of Records issued by the host university; the International Office expects at least 20 ECTS credits per semester. In exceptional cases, you can also prove that you

have completed your studies abroad properly by means of confirmation of regular participation in classes.

- Copy of the document listing the recognised courses, signed by the Registrar's Office

The International Office will calculate the final duration of stay and thus the final grant amount on the basis of the information in the Confirmation of Stay and, where applicable, the duration of stay agreed beforehand in the Grant Agreement. The International Office will then pay out the remaining 20 – 30% of the total funding, taking account of the maximum funding period (project-specific) and the exact number of days.

c.) Who is my contact person at the International Office?

Contact and consultation hours for Erasmus study stays:

<https://www.hhu.de/en/international/translate-to-english-studium-und-praktikum-im-ausland-fuer-outgoings/translate-to-english-erasmus-studienaufenthalte>

Contact for Erasmus traineeships: <https://www.hhu.de/en/international/translate-to-english-studium-und-praktikum-im-ausland-fuer-outgoings/translate-to-english-erasmus-praktikum>

3. Learning Agreement (LA)

a.) What is the Learning Agreement (LA)?

The Learning Agreement (LA) is the document that sets out the courses at the host university selected by the student and the recognition options at HHU. The LA is only complete and valid once all parties (student, HHU and host university) have signed the document. Your Erasmus Departmental Coordinator or course recognition advisor in your subject should sign the document on behalf of your home university.

b.) Who is responsible?

- The student completes the “Before the mobility” section and, where applicable, the Justification for non-recognition before departure together with their Erasmus Departmental Coordinator at HHU. The student sends this as a scan by e-mail to the host university and gets them to sign and return it, also as a scan by e-mail. The student then forwards it to the Erasmus Departmental Coordinator and the International Office.
- In the event that the student wishes to change their previous course selection, they should complete the “During the mobility” form and, where applicable, the Justification for non-recognition during the stay at the host university together with the host university

representative (within the first 5 weeks: application, within the next 2 weeks after that: signatures of all parties).

- After the stay and after recognition, the HHU Erasmus Departmental Coordinator should complete and sign the “Recognition Outcomes”.

c.) What is the “Before the mobility” section for?

The “Before the mobility” section sets out the courses selected at the host university and the recognition options at HHU.

d.) What do I need to enter in “Before the mobility”?

- The expected start and end months of the period of study abroad
- Table A: Study programme at the host university with all courses planned for the stay amounting to at least 20 ECTS credits per semester
- Table B: Recognition options at HHU; for all courses from table A that can be recognised, the corresponding study modules/areas at the home university should be entered in table B; it should be clear which courses from table A can be recognised in which module/area at HHU; where all courses can be recognised, the number of credits or the number of courses must match.
- If the student wishes to attend more courses at the host university than can be recognised for their study programme in Düsseldorf, the Erasmus Departmental Coordinator must also complete the “Justification for non-recognition” for the courses that cannot be recognised, stating the reasons why they cannot be recognised, and then sign this document; we would like to point out that recognition of all courses is recommended.
- Under table B, the student must enter a link to the recognition conditions.
- Signatures of all three parties (student, HHU and host university)

e.) What is the “During the mobility” section for?

Only to be completed if the student wishes to change their course selection. The student should clarify the recognition options for the newly selected courses with their Erasmus Departmental Coordinator at HHU. The student should notify the International Office at Heinrich Heine University Düsseldorf of the changes at the latest five weeks after the start of the lectures abroad and submit the fully signed form at the latest two weeks after that.

f.) What do I need to enter in “During the mobility”?

- “Deleted course units” and “added course units”
- The recognition options for the newly selected courses in table B2 and the Justification for non-recognition for the newly selected courses that cannot be recognised
- Signatures of all three parties (student, HHU and host university)

g.) What is the “Justification for non-recognition” section for?

This form lists the courses taken at the host university that cannot be recognised at HHU. The student therefore only needs to complete it together with the Erasmus Departmental Coordinator at HHU if they have taken courses at the host university that cannot be recognised at HHU.

h.) What do I need to enter in “Justification for non-recognition”?

- The courses that cannot be recognised at HHU
- A brief explanation as to why these courses cannot be recognised
- Signatures of the student and the Erasmus Departmental Coordinator

i.) What happens if I receive less than the required 20 ECTS credits?

If the student has taken the exams but not passed them, it is not a problem. The International Office can also accept efforts as sufficient for the Erasmus grant. However, the student still should get any failed exam recorded on the Transcript of Records as far as possible as proof that they have taken it. The student should clarify this with the host university where necessary. Alternatively, they can submit an attendance certificate for this course.

The student should clarify with their Erasmus Departmental Coordinator whether a course they have not passed can be recognised for their degree here at HHU.

j.) How can I get the courses I complete abroad recognised?

The recognition system varies depending on the subject, so the student should clarify how this is handled with their Erasmus Departmental Coordinator.

k.) Which documents do I need to submit to the International Office as proof of recognition?

Once the recognition process in the subject has been completed, the student usually receives a confirmation of what can be recognised (potentially in a form/application for recognition). The student should send this document to the International Office by e-mail (outgoings-europa@hhu.de) and the International Office will forward it to the Registrar’s Office.

Exception: Students studying at the Faculty of Arts and Humanities under the 2018 exam regulations do not have to submit anything as the recognition is completed electronically.

Medical students should submit proof to the State Examination Office.

Law students should submit proof of recognition to both the subject and the Judicial Examination Office.

4. Cancellation, reduction in the duration of stay and extension

a.) Can I abandon or cancel my stay?

If you wish to cancel or abandon your stay abroad, please let the following people/offices know as soon as possible to enable the place to be offered to someone else:

- Your Erasmus Departmental Coordinator
- Your host university
- The International Office at HHU

If you cancel the stay, you are not entitled to any Erasmus funding. This is usually also the case if you abandon your stay, but exceptions may be granted in special, justified cases. You must clarify this with the International Office.

If you have already received some of the funding, you must also clarify with the International Office whether you need to repay any of it and, if so, how much.

b.) Can I extend my stay?

In general, you can extend your stay both in the constellation of winter semester plus summer semester and summer semester plus winter semester.

It is however a prerequisite that you do not exceed the maximum funding period (10 months per study phase (bachelor's degree, master's degree, doctoral studies)).

If you wish to extend your stay and the Erasmus funding, please notify the International Office at least one month before the originally planned end date of your stay and submit the following documents:

- Informal declaration of consent from the host university and the responsible Erasmus Departmental Coordinator at HHU (e.g. by e-mail)
- Learning Agreement for Studies (incl. Justification for non-recognition where applicable) for the second semester