

# “ERASMUS+” Handbook



International Office: Outbound Students, Faculty, Staff

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## 1. Become a Part of the 'ERASMUS+ Generation'

"ERASMUS+" – the European Action Scheme for the Mobility of University Students – is a project for the enhancement of academic exchange within the European Union (EU). You can find more information on the website of the European Commission: [Erasmus Plus Programme](#).

"ERASMUS+" fosters **exchange of students of all degree cycles, university faculty and staff**. All "ERASMUS+" programs are based on subject-specific agreements between Jacobs University and its partner universities. Free applications without connection to these agreements are not possible. Jacobs University's Erasmus institutional code is **D BREMEN09**.

## 2. Erasmus Student Mobility

The collaboration arrangement of an "ERASMUS+" partnership for student mobility generally includes:

- Organizational support to the institution
- Mutual waiving of tuition fee
- Monthly scholarship for participating students
- Recognition of the study results achieved abroad

### Quick Facts

Did you know that:

- Every student enrolled at Jacobs University is eligible to take part in the "ERASMUS+" program.
- You can study at one of our "ERASMUS+" partner universities for one semester.
- You continue paying tuition fees at Jacobs University while tuition at the host institution is waived.
- Courses and credits taken abroad will be integrated in your transcript. Grades will not be transferred.
- You are eligible for monthly financial support (also recipients of BAföG).
- Students with disabilities are eligible for special financial contributions to additional costs arising abroad.

### Application Process

ERASMUS+ stipends are subject to availability. The granting of stipends is based on the following selection criteria (integrated in your campusnet Outgoing Study Abroad application):

- Official transcript or grade report
- Plausible budget plan
- Plausible study plan (approved by Academic Advisor, Program Coordinator and Registrar)
- Personal statement
- Language certificate for the host country's language (if necessary)

Applications sent directly to partner institutions are not permitted and will not be considered.

The deadline for applying to the "ERASMUS+" program is December 1<sup>st</sup>.

The selection of scholarship holders is carried out by a Study Abroad Committee, which consists of:

- International Office
- Dean(s)
- Professor(s) representing Social Sciences and Humanities
- Professor(s) representing Natural Science and Engineering

### Payment and amount of mobility grant

After being selected for study abroad and scholarship students will receive a written notification about the approval, the period of funding and the amount of the "ERASMUS+" mobility grant. This will be transferred (middle/end of August for Fall semester) to the student's bank account given in the admission statement and includes the 80% amount of the scholarship. 20% will be paid upon return and completion of evaluation report requested by the European Commission (via the EU-platform "Mobility Tool").

The amount of allowance is calculated by the assigned total budget, divided by the students' number of months abroad.

### Insurance protection

The mobility grant does not include any kind of insurance protection. The EU-commission is not liable for harm due to illness, death, accident, injury of persons, loss, or damage of things in connection with exchange studies or internships. Students themselves have to ensure sufficient insurance protection for the whole period of the study abroad.

There is a possibility for "ERASMUS+" students to be admitted to the DAAD group insurance which provides extensive insurance protection:

Email: [versicherungsstelle@daad.de](mailto:versicherungsstelle@daad.de)

Website: [DAAD insurance](#)

Phone: Mo-Fr morning: 0228/882-400, -505, -630; Mo-Th afternoon: 0228/882-8644

### Summary of the responsibilities of ERASMUS scholarship holders

In addition to standard application documentation, "ERASMUS+" students are requested to sign the following documents:

- ERASMUS+ Declaration of Acceptance
- ERASMUS+ Learning Agreement
- Language proficiency evaluation (via the EU-platform "Mobility Tool")
- Amendments to the ERASMUS+ Learning agreement
- Letter of confirmation by the host university which confirms the performance of the study program and the dates of the stay
- Official Transcript (of the study achievements at the host university)
- Evaluation/report about the studies at the host university (via the EU-platform "Mobility Tool")

These documents should be available at the latest four weeks after the end of the exchange semester. International Office reserves the right to reclaim the students' mobility grant if the above outlined documentation is not completed before the deadline.

### 3. Erasmus+ Faculty Mobility

Within the framework of “ERASMUS+”, university faculty members and lecturers are supported in short-term teaching projects at partner institutions throughout the EU.

#### Quick facts:

- All teaching personnel at university is eligible to apply (professors, lecturers etc.)
- The teaching project requires a **minimum of 2 days** and may not exceed a **maximum of 60 days. 8 teaching hours are mandatory** requirement.
- Teaching should be integrated in the curriculum of the host university or add on existing offers in the form of an elective seminar.
- “ERASMUS+” program provides grants for travel costs and subsistence. Both grants are **unit costs** fixed by the EU based on the specific destination.

Further information about the program is provided by the EU and the German Academic Exchange Service DAAD.

#### Before the trip:

Inform the International Office about the planned teaching abroad and hand in the following documentation:

- Invitation to the university you are planning to visit
- ERASMUS+ Mobility agreement (signed by home and host institution as well as applicant)
- Business travel application
- ERASMUS+ Grant agreement (provided by the International Office)

Keep in mind that you are not automatically insured through the “ERASMUS+” program. You will have to organize and pay for your own insurance.

#### Right after the trip:

Please inform the International Office about your return and hand in the following documents:

- Confirmation by the host university (indicating the exact duration and teaching hours of the guest lectureship)
- Report about the teaching project (via the EU-platform “Mobility Tool”)
- Completed travel expenses form with original receipts

### 4. Erasmus + Staff Mobility

“ERASMUS+” supports university staff members in pursuing self-organized trainings at European higher education institutions or in European business enterprises working in the field of lifelong learning. The program is directed especially at administrative and technical personnel.

#### Quick facts:

- All administrative staff at university are eligible to apply.
- The work experience/shadowing or training abroad has to last at least 2 working days but must not exceed 60 days.
- “ERASMUS+” program provides grants for travel costs and subsistence. Both grants are **unit costs** fixed by the EU based on the specific destination.

Further information is provided by the EU and the German Academic Exchange Service DAAD.

### **Before the trip:**

Inform the International Office about the planned stay abroad and hand in the following documentation:

- Mobility Agreement (signed by home university, host institution and applicant)
- Invitation of the host institution or enterprise (informal writing stating the purpose and duration of the visit)
- Business travel application
- Grant Agreement (provided by the International Office)

### **Right after the trip:**

Please inform the International Office about your return and hand in the following documents:

- Confirmation of the host institution (indicating the exact duration and the purpose of the visit)
- A report about the training via the EU-platform "Mobility Tool"
- Complete travel expense form with original receipts