

## **Erasmus+**

**Erasmus+** is the European Union's funding program for education and vocational training, youth and sport. Erasmus+ enables you to complete part of your studies at one of the partner higher education institutions of Hochschule Geisenheim University, or to do an internship within the Erasmus program area. As well as expanding your social and cultural competences and improving your foreign language skills, you'll get to know the academic system of a foreign higher education institution and profit from the different teaching and learning methods used there.

### Participating Countries

The following countries participate in the Erasmus program and thus belong to the Erasmus area: EU member states, Iceland, Liechtenstein, Norway, Serbia, Turkey, North Macedonia.

### **Benefits for Erasmus+ Students**

- The chance to spend one or two semesters studying on a specific degree program at a partner institution
- Exemption from tuition fees at the host institution
- Simpler enrolment procedure at the host institution
- Mobility grant (scholarship)
- Formal academic recognition of the coursework completed abroad as set out in the Learning Agreement concluded beforehand between the sending and host institutions
- Support from Hochschule Geisenheim University (culture, language, organisation) and, in most cases, from the host institution (accommodation, leisure and cultural program etc.) in preparation for your time abroad
- Extra funding for students with children
- Extra funding for students with disabilities
- Online Language Support (OLS)

## Conditions for participation in Erasmus+

- Enrolment as a regular student (Bachelor's or Master's degree course) at Hochschule Geisenheim University
- Study abroad at a partner higher education institution with which Hochschule Geisenheim University has concluded an Erasmus cooperation agreement
- Participation in an Erasmus+ study program is possible after the second semester of a Bachelor's degree course at the earliest (Master's students can apply from the first semester of study).

Language requirement: proficiency in the teaching language, preferably B1 level.

The period of study abroad must be a minimum of 3 months and a maximum of 12 months.

### Erasmus+ funding period

With Erasmus+ you will be able to complete up to 12 months of study or internship abroad during each of your study cycles (Bachelor, Master and PhD)

i.e. a maximum of 36 months in all. During these periods, your country of destination within the Erasmus area can vary.

This means that during a Bachelor's degree course, for example, you could spend 5 months studying at a French higher education institution, complete a 3-month compulsory internship in Italy and then do two more 2-month internships with companies in, say, Portugal and Spain during and after your Bachelor's degree.

### Mobility Grant (scholarship)

The so-called **Mobility Grant** is part of the Erasmus+ study abroad program. It is intended to help cover the additional costs incurred when living abroad. The monthly grant payments depend on the country in which you spend your study period abroad.

For the academic year 2023/24 the funding rates were set nationally by the German Academic Exchange Service (DAAD), as the National Agency for EU Higher Education Cooperation in the Erasmus+ Program.

Erasmus+ participating countries are divided into three groups.

**600 EUR/month for country group 1:**

Denmark, Finland, Republic of Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden

**540 EUR/month for country group 2:**

Belgium, France, Greece, Italy, Malta, Netherlands, Austria, Portugal, Spain, Cyprus

**490EUR/month for country group 3:**

Bulgaria, Estonia, Croatia, Latvia, Lithuania, North Mazedonia, Poland, Romania, Serbia, Slovakia, Slovenia, FYR Macedonia, Czech Republic, Turkey, Hungary

Erasmus+ participants receive a mobility grant for a certain, approved period. This funding period is not necessarily identical with the actual period spent abroad.

In accordance with the Erasmus+ guidelines, the mobility period is calculated as an exact number of days, therefore the possible mobility period can only be ascertained when you submit your Certificate of Attendance at the conclusion of your stay.

A maximum of 5 months' stay per semester is supported with a scholarship.

In addition to an Erasmus+ grant, you can also apply for *Auslands-BAföG* (Federal German student loan for studying overseas). The Erasmus+ grant will only affect Bafög payments if it exceeds €300 per month.

Additional grants are available to students with disabilities. You are also eligible for special funding if you take your child abroad with you. Please contact us at the International Office as early as possible.

**Top-up for Green Travel**

“Green travelling” means choosing low-emission modes of transport for the majority of the trip, e.g. travelling by bus, rail, or car-pooling. There is a one-time contribution for sustainable travel of €50 and additionally a maximum of 4 travel days can be claimed. The travel days on which you have traveled sustainably count as additional days of stay and will be financially supported with the valid daily rate of the corresponding country rate

**Combinability of the additional subsidies**

The following special grants can all be combined with the Green Travel grant. However, the €250 additional grant can only be awarded once, even if several criteria apply to you.

**Special funding for students with children**

Students who take their child or children abroad with them can also receive an additional €250 per month. The prerequisite is that the child or children is/are taken along during the entire stay. The allowance is €250 per month per family, regardless of the number of children. The application is also possible if a caregiver (partner) travels along.

**Special funding for students with chronic illnesses or special needs**

If you have a chronic illness (proven by a medical certificate confirming the additional need abroad due to your illness) or have a **disability** (proven level of disability: 20 % or higher), you can apply for additional funding. Depending on your additional financial need, please apply for a fixed top-up or submit a

separate application (a so-called long-term application).

#### 1. Fixed top-up

Students with impairments or special needs will receive a fixed top-up of €250/month in addition to their Erasmus grant, irrespective of their chosen host country. A separate application is not required. Simply inform the International Office that you are eligible for special funding due to a medical condition and submit proof of your level of disability.

#### 2. Individual application

Students with a level of disability of 20 % or more who have received a confirmation from their home university for an Erasmus-funded stay abroad may apply for special funding to cover the actual extra costs during their stay abroad (up to €15,000 per semester).

The extra funding will be calculated on the basis of your specific needs and paid in addition to the regular Erasmus grant. Please note that only the following additional costs can be taken into account:

- a.) costs that are not covered by other national sources (integration offices, health insurance providers, social welfare, student unions)
- b.) costs that will incur during your stay abroad, such as airfares, costs for barrier-free accommodation or for accompanying persons.

Since you have to prove the difference between the costs at home and abroad, please allow sufficient time for the application.

Please submit your application to the International Office at least two months before your departure. Your application will then be forwarded to the German Academic Exchange Service (DAAD). Unfortunately, any applications submitted after the start of the study period abroad cannot be considered.

The special funds are calculated on the basis of the real additional costs incurred and must be supported by appropriate attachments (internet research, correspondence with national offices, etc.) If you want to apply, please contact the International Office first for assistance with the application process. If you apply for services that are excluded from funding (e.g. acquisition of new technical equipment), the DAAD reserves the right to reduce the application amount accordingly (after consultation with your home university).

### **Special funding for students from a non-academic background**

Studies have shown that students whose parents have not already studied themselves are less likely to consider a stay abroad. With additional funding, the Erasmus program aims to encourage these students to take the step abroad. In this case, students whose parents or caregivers do not have a degree from a university or university of applied sciences are considered first-time academics. Here, too, €250 are available in addition to the regular monthly Erasmus grant. A degree from a university-like university of cooperative education is considered an academic degree. Likewise, courses of study completed abroad count as academic degrees, even if they are not recognized in Germany. A master craftsman's diploma is not considered an academic degree.

### **Special funding for working students**

Students who earn a significant amount of their own living may be reluctant to embark on a stay abroad, as they are often unable to continue working while abroad and earnings are lost. To alleviate this problem, there is now a top-up amount of €250 if the following criteria apply:

- employment subject to social insurance

- with **net earnings of more than €450 and less than €850 in any month**
- **continuously employed for at least 10 months** during the year prior to the stay abroad

## **OLS**

OLS is available in 24 languages.

Taking this assessment before departure is a pre-requisite for higher education students, to make sure that they meet the recommended level at their receiving organisation (except for native speakers or in duly justified cases).

Participants who wish to improve their language proficiency have the opportunity to follow an online language course before and during their time abroad. Access to the language course includes a great variety of Live Coaching activities, amongst which [tutoring sessions](#) and [interactive MOOCs](#). Participants who are already sufficiently proficient in the main language used abroad (at least a B2 level) can follow a language course in the language of the country instead, provided that such language is available in OLS.

## **Erasmus+ - application and procedure**

Bilateral cooperation agreements between Hochschule Geisenheim University and its partner higher education institutions form the basis for student exchanges within the framework of **Erasmus+**.

We thus suggest that you first contact the International Office to find out about the available exchange co-operations. If you are interested in a higher education institution with which we have not yet signed a cooperation agreement, the International Office will endeavour to establish contact with that institution.

The International Office nominates exchange candidates to the partner higher education institution in accordance with that institution's application deadlines. This takes place between April and June for the winter semester and between October and November for the summer semester.

It is therefore vital that you start planning your semester abroad as early as possible and that you contact the International Office in plenty of time – at least 6 months before the planned start of your period of study abroad.

## Application Procedure

1. We recommend you talk to the International Office before you apply.
2. Please fill in the application form on our website and attach the other required documentation (CV, letter of motivation [personal statement], Transcript of Records [*Sammelschein*], semester enrolment certificate from Hochschule Geisenheim University and proof of language proficiency). You'll find a template for the language proficiency statement and tips for your letter of motivation on our website. Please complete and submit all required documentation to the International Office.

Once your application documents have been checked and provided the study placement quota allocated to Hochschule Geisenheim University students has not been used up, we will nominate you for a place at the partner higher education institution.

## Further procedures before departure for your Erasmus+ mobility period

1. After your nomination by the International Office, the host institution will send you the application documents or an access code for the online application process with which you can then apply to the host institution. Please send us a copy of the application documents.
2. We will then send you the Erasmus agreements. Please complete them and return them all to us:
  - a.) the **Grant Agreement** (*Zuwendungsvertrag*): the International Office requires the original signed document.
  - b.) the **Learning Agreement**: Select the courses you wish to take in consultation with your Head of Degree Program and the degree program administration of the host institution. Please, clarify the recognition and complete the Online learning agreement.
  - c.) you must sign the **Insurance Statement**, of which the International Office then receives a copy.

Once all the agreements have been signed, you'll receive 70% of the grant as a first instalment.

During your semester abroad you stay enrolled at the Hochschule Geisenheim. Please register in time and transfer the semester fee. A refund of the Semesterticket is possible: <https://www.hs-geisenheim.de/en/studies/students/student-organization-admissions-office/>

Please contact the Examinations Administration if you should write mandatory exams during your semester abroad.

### **Upon arrival at your Erasmus+ placement:**

**Certificate of Arrival (*Ankunftsbescheinigung*):** please send us the Certificate of Arrival, signed by the host institution's International Office, within 4 weeks of arrival at the host institution. (See our website for the Certificate of Arrival form).

Should you discover after arrival that your chosen courses as set out in the Learning Agreement are not possible, you must make sure that any changes are documented in the Learning Agreement (Part 2, during mobility) no later than seven weeks after lectures start: please discuss the changes with the Heads of Degree Program at both institutions and ask them both to sign the document.

The International Office must be sent a copy of these amendments.

### **Before leaving your Erasmus+ placement:**

A few weeks before your Erasmus+ placement ends, you should obtain and complete the final Erasmus+ documents. The complete document set must be received by the International Office of Hochschule Geisenheim University no later than four weeks after your placement ends.

1. **Certificate of Attendance:** this contains the exact dates of your Erasmus+ placement as certified by the International Office of your host institution.
2. **Student Report:** please write a 2-3 page personal account. Not only is this helpful for students who may wish to study at your host institution in the future, but it also provides us with valuable feedback.
3. **Online EU Survey:** you will be sent an email asking you to complete the EU's online survey and then upload it to their website.
4. Take the **Online Language Test** for a second time in order to assess the progress you have made in your foreign language skills.
5. **Transcript of Records:** ask your host institution to issue you with a certificate (Transcript of Records) listing all the courses you attended. The International Office must receive a copy of this certificate. Please contact your Head of Degree Program for recognition of academic achievements completed during your time abroad.

The grant amount is calculated on the basis of the Certificate of Attendance and you are then paid the second instalment.