



FAQs: ERASMUS+ SMS

Questions about the application:

Where and how can I find out about exchange opportunities in the ERASMUS+ programme?

- The University of Bayreuth's International Office has a wide-ranging student advising programme. Please first read through our website and attend [an information event](#). You can then make an [appointment](#) with a contact person at the International Office.
- One special feature are our student mobility tutors. These, as well as the ERASMUS subject area coordinators, are your first contacts within your faculty.
- Please contact your [ERASMUS subject area coordinators](#) if you have any specific questions or questions about the credits.

How can I benefit from the experience of former exchange students?

- In the [MoveOn Publisher](#), we offer you the opportunity to view the personal reports of former exchange students.
- We also have a database of personal reports for [internships abroad and short visits](#).
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What are the application deadlines?

- **December 1** is the application deadline for the following academic year (WiSe and SoSe). Deadlines for remaining places will be announced in due time on our [homepage](#) and on our Facebook page.

What language skills do I need to have when applying?

- The required language skills can be found under the heading [Language requirements](#) on the International Office homepage.

What documents do I need for my application?

- To submit your application, you must first complete the [online application form](#). You will find a list with the required documents under the heading "[General application process](#)".



Is there any financial support available for ERASMUS+ exchange students?

Yes, every student who completes his or her ERASMUS+ exchange semester within the scope of our [cooperation](#) agreements in other European countries receives an [ERASMUS+ grant](#).

What other funding opportunities are there?

In addition to your ERASMUS+ grant, it is generally possible to apply for an [AuslandsBAföG](#) grant. You can also find out about [external financing options](#) on our homepage.

Is support provided for an ERASMUS stay with a child?

Students who are supported by Erasmus+ for a visit abroad and will be travelling abroad with their child/children can apply for [an additional monthly lump sum](#) via their university.

Is special support available for participants with disabilities?

Ensuring equal opportunities is a key priority the Erasmus+ programme. The NA (National Agency) DAAD is also committed to equal treatment of people with disabilities. Since 1999, the DAAD has therefore been encouraging [the mobility of participants with disabilities](#) in the Erasmus programme.

Should I go abroad in Winter or Summer Semester?

When planning your studies abroad, it is important to note that the semester periods abroad often do not coincide with those in Germany. There are considerable deviations in some cases. Especially in Scandinavia, the winter semester (there often called autumn semester) starts much earlier, sometimes already in August. However, it often ends in December. In most countries, the winter semester begins in September and the summer semester in mid-February.

The exact semester dates can be requested directly from the university or can be gleaned from the personal reports.

When and how can I find out whether my application was successful?

As soon as your application has been processed, you will be informed by e-mail around mid-February as to whether a place has been allocated to you. If your application is successful, we will ask you to confirm that you accept the place. As soon as we have your confirmation of acceptance, your nomination for exchange will be forwarded to the host university. You will then receive information from the host university on how to apply externally, how to find accommodations, etc.

What happens if the semester times of my host university and the University of Bayreuth overlap?

The semester periods at foreign universities often differ from those in Germany. The winter semester ends in December or January, and the summer semester begins immediately afterwards



in January/February. At some universities, semester times are divided into trimesters. Please contact your department or [your ERASMUS subject area coordinator](#) to find out when and in which semester a semester abroad is recommended.

What do I need to know about insurance?

Ask your health insurance provider whether and to what extent your insurance is valid within Europe. You can find further information about [insurance options](#) on the DAAD homepage.

What happens if it turns out that I cannot start my ERASMUS course on short notice?

If you have to resign from your ERASMUS place on short notice without a clear explanation, we will be forced to exclude you from the next application process.

As an ERASMUS+ student, do I have to apply for a leave of absence?

You are not required to apply for a leave of absence, however it is recommended in certain cases. More detailed information on the advantages and disadvantages of a leave of absence can be found [here](#).

How can I find out about the situation in crisis regions?

Please take note of the travel advice of the Federal Foreign Office and read the [DAAD's information on general security precautions](#).

Do I have a legal claim in the application process?

There is no legal entitlement to an ERASMUS place or ERASMUS funding. The allocation of places will be decided by the [departments](#). Funding is provided subject to sufficient funds being made available to the University of Bayreuth by the DAAD.



Questions about your stay:

What do I have to do before my departure?

Before departure, you are obligated to submit your [funding documents](#) in due form and time. Deadlines and information will be announced in due time before the deadline. An information session is also offered every semester.

How and when do I receive the mobility grant?

The ERASMUS+ mobility grant is transferred in 2 instalments. The first instalment of the mobility allowance amounts to 70% of the total amount and is transferred at the beginning of the stay abroad. The following documents are required for the transfer:

- Learning Agreement (Tables A and B) with all signatures
- Original signed Grant Agreement
- Online language test 1

What is a Learning Agreement and what do I need it for?

The Learning Agreement must be drawn up as a basis for student exchanges. If you do not consult with the responsible department, the document will not serve as a basis for crediting coursework completed abroad. You should earn at least 20 ECTS points abroad, regardless of the later crediting.

Once nominated, you will receive an invitation to create your Learning Agreement online. We encourage you to take advantage of this. It simplifies the processing of your Learning Agreement. However, printed Learning Agreements will still be accepted. [A guide to completing your Learning Agreement.](#)

What is a Certificate of Arrival?

As soon as you arrive, you must contact the International Office of your host institution and obtain confirmation of your arrival. Please use [our template](#).

Can I extend my stay?

In general, we initially nominate all students for one semester abroad. However, an extension of the stay is possible. To do this, you must make efforts to obtain an extension at your host university in due time. Your ERASMUS+ funding can only be guaranteed for the extension if the budget is sufficient.

Can I shorten my stay?

Basically, you would have to be able to justify why you want to shorten your stay. The minimum duration of an ERASMUS+ stay is 3 months. Please note that you can only receive support for your actual stay. Funds may be reclaimed in the event of a shortened stay.



What is a Certificate of Departure?

Shortly before your departure, you must contact the International Office of your host institution and obtain confirmation of your departure. Please use [our template](#).

What tax considerations do I have to take into account with ERASMUS+ mobility funding?

ERASMUS scholarships are tax-free as mobility scholarships from public funds provided by the European Commission in the Federal Republic of Germany according to §3 No.44a EStG. In addition, scholarships from the EU's ERASMUS programme do not reduce the training allowances under § 33a (2) EStG (decision of 17 October 2001 [III R 3/01], Federal Fiscal Court in Munich). In principle, however, an ERASMUS scholarship must be reported to the relevant tax office, the child benefit provider, and the health insurance provider.

Please take note of your own tax recording and declaration obligations to the tax authorities (§ 12 MV) with regard to income from ERASMUS+.



Questions about returning from your semester abroad:

What is the deadline for submitting the last documents to the International Office?

In order to receive the second instalment, the remaining documents must be submitted to the International Office within four weeks of returning from your stay abroad.

When do I get the second Instalment of the mobility grant?

The second instalment of the mobility grant will be paid after receipt and control of all documents by the University of Bayreuth's International Office.

How and where can I write my personal report?

You should create your personal report using our template. Please make sure that all pages are complete.

The information collected here is intended to help future students select a university and plan their projects.

Are there standard regulations with regard to recognition of grades from abroad?

There is no standard rule for the conversion of grades. In any case, you must clarify this on your own with your subject area. Please contact the subject area coordinator within your faculty. The International Office cannot make any statements regarding credit transfer.