

Information for Erasmus students (winter semester 2024/25)

Erasmus+ funding rates for the academic year 2024/25

Groups	Countries	Funding rates	Scholarship amount semester abroad (4 months x funding rate)	Scholarship amount for a year abroad (8 months x funding rate)
Group 1	Belgium, Denmark, Finland, France, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Austria, Sweden, United Kingdom	600 € / month (20 € / day) with Social Top-Up: 850 € / month	2.400 EUR with Social Top-Up: 3.400 EUR	4.800 EUR with Social Top-Up: 6.800 EUR
Group 2	Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain, Czechia, Cyprus	540 € / month (18 € / day) with Social Top-Up: 790 € / month	2.160 EUR with Social Top-Up: 3.160 EUR	4.320 EUR with Social Top-Up: 6.320 EUR
Group 3	Bulgaria, Croatia, Lithuania, Poland, Romania, Serbia, North Macedonia, Turkey, Hungary			

- ➔ There is no lump sum Top-Up amount for Green Travel anymore (Green Top-up) but for your sustainable arrival and departure you can receive funding for 2 travel days (= daily rates of Erasmus funding, only if you travel both ways with sustainable means of transport)
- Minimum duration of stay = 60 days
 - Maximum funding duration (incl. zero grant-days¹) = 360 days
 - One full month = 30 days²
 - the Social Top-Up (250 €/month on top) can be applied for under certain conditions – information on this can be found in the Declaration of Honour (<https://portal.uni-koeln.de/international/studium-im-ausland/erasmus/studium>)

The Erasmus+ grant is paid in 2 instalments:

- 90 % of the total grant (incl. Social Top-Up) before your stay³
- 10 % of the total grant after your stay⁴

¹ Days at the host university without financial support

² according to Erasmus+ program requirements

³ Please note the documents to be submitted before the mobility (page 2)

⁴ Please note the documents to be submitted after the mobility (page 3)

Documents to be submitted

Before the mobility

- Online-Application for the scholarship via MoveOn
(To be found in the Outgoing portal:
<https://unikoeln.moveon4.de/form/59a545e284fb96246950dcbb/eng>)
Here -> Upload of Certificate of Enrolments and if applicable Declaration of Honour for the application of the Social Top-Up (<https://portal.uni-koeln.de/international/studium-im-ausland/erasmus/studium>)
Indicate whether you would like to apply for travel days for a sustainable arrival and departure
- Grant Agreement
Scholarship contract, to be submitted in paper form with handwritten signature (**no digital or printed signatures permitted!**)
Please check the checkbox on page 4 for your current level of your teaching language at the host university (self-assessment) (C2 = native language)

by post to:

Universität zu Köln
Abteilung 93 – Erasmus+ Administration
Albertus-Magnus-Platz
50923 Köln

or hand in in person during the following hours:

14th of November 2024 – 2.00 – 3.30pm
19th of November 2024 – 2.30 – 4.00pm

location: Studierenden-Service-Center, ground floor, Service Point International
Office
Universitätsstraße 22a
50923 Köln

You can also hand in the Grant Agreement at any time in our letter box at the International Office: Studierenden-Service-Center, 1st floor, in front of room 1.208

Your signature on the Grant Agreement must be dated before the start date indicated on the Grant Agreement!

Please upload the following documents exclusively via our outgoing portal:

<https://unikoeln.moveon4.de/form/59a545e284fb96246950dcbb/eng>

(under "Submission of documents for Erasmus+ outgoing students")

➔ Please open the link on a computer/laptop (preferably with Google Chrome or Mozilla Firefox, as there may be problems accessing the page on a mobile phone/tablet)

- Online Learning Agreement

To be created at: <https://learning-agreement.eu/>

Instructions for the Online Learning Agreement can be found here: <https://portal.uni-koeln.de/international/studium-im-ausland/erasmus/studium>

Please choose the subject code and the subject through which your exchange takes place (see ISCED-code-list)

To be submitted before the mobility with all three signatures -> please download as PDF after creating and receiving the signatures and upload in our outgoing portal

- If your host university does not yet work with the Online Learning Agreement, you can fill out and submit the Word version

Important: Please submit the first Learning Agreement to us under 'Before your stay', even if you are already abroad!

During the mobility

- Online Learning Agreement „During the Mobility“

Only required if there are changes in the course selection in the "Before the Mobility" section.

Please note - you can only change your Online Learning Agreement if the Online Learning "Before the Mobility" has been successfully signed by all parties in advance!

To be submitted within 5 weeks of the start of the semester with all three signatures

After the mobility⁵

- Letter of Confirmation

Template (on the right-hand side in the download area): <https://portal.uni-koeln.de/international/studium-im-ausland/erasmus/studium>

Signed max. 5 days before the end of the mobility, stamped and dated by the host university

- Pdf file of the completed EU online survey (EU-Survey)

You will receive an automatically generated email with the request after the end of your mobility⁶

- Experience report

- Composition of continuous report (full sentences and no bullet points, 1-2 pages), in which you are welcome to address the following points: Preparation, planning, organization and application, accommodation, studies at the receiving institution, everyday life, conclusion

- Transcript of Records of your host university

With this document you can start the credit transfer by handing it in at your faculty representatives or the responsible examination office

⁵ For the deadlines for submitting the final documents, see table "Deadlines for submitting final documents" on p. 4

⁶ End date specified in your Grant Agreement

- Confirmation of recognition
As proof the downloaded transcript from Klips 2.0 is sufficient
If you do not wish a credit transfer, please inform us briefly via email

Important information:

- For students with the UK as their destination country – please check whether you need a visa for your stay abroad: <https://www.gov.uk/check-uk-visa>
- Please submit your personal data truthfully in the online application form in MoveOn and doublecheck your data (esp. Email address, bank account data)
- With your signature on the Grant Agreement, you are accepting the obligation to submit all the documents detailed here completely and on schedule, before and after your mobility
- If you do not submit all the necessary documents, we reserve the right to demand back from you the entire Erasmus+ grant that has been paid to you up to this point
- Your first grant instalment (90 % of the total grant) will only be paid after submission of the signed Grant Agreement and (Online) Learning Agreement
- If the submission of certain documents is delayed, please inform us immediately by email
- no more can be paid out retrospectively than agreed on in advance in the Grant Agreement, even if your stay is unexpectedly extended by a few days (does not apply to an extension by a further semester⁷), i.e. the grant will never be higher than the amount stated in your Grant Agreement
- Please let us know in via email if you are unable to travel by sustainable means of transport (if you applied for funding of travel days)
- For payment of the second grant instalment we need your Letter of Confirmation, Experience Report and the Pdf file of the EU-survey – you can submit your transcript of records from the host university and your proof of recognition later
- even if you have to submit your documents to the faculty, please upload your documents to our outgoing portal as well – they will not be forwarded to us automatically
- Your credits achieved abroad will be recognized by your subject coordinator and the relevant examination office, not by the International Office
- Please send us your proof of recognition (transcript from Klips) only after the examination office has successfully registered the credits earned abroad

Deadlines for submitting final documents

End of your mobility period	Deadline to submit your final documents
between 01/03/25 and 31/03/25	30/04/25
between 01/04/25 and 30/04/25	31/05/25
between 01/05/25 and 31/05/25	30/06/25
between 01/06/25 and 30/06/25	31/07/25
between 01/07/25 and 31/07/25	31/08/25
between 01/08/25 and 31/08/25	30/09/25
Between 01/09/25 and 01/10/25	31/10/25

⁷ see page 4 under "Change of the duration of stay"

Further Information

OLS Language Support

There is an offer from the EU to take part in online language courses and improve your language of instruction, for example. You will receive a separate e-mail from us about this.

BAföG abroad

Under certain conditions, you can apply for BAföG for your stay abroad. The various BAföG offices in Germany are responsible for this. You can find more information here. We recommend that you apply for BAföG abroad as soon as possible. If you need a certificate of your Erasmus+ scholarship, you are welcome to contact us.

Apartment / interim rent

The University of Cologne offers a housing portal where you can post and offer your apartment/room in a shared flat for interim rent during your time abroad:
<https://wohnungsportal-international.uni-koeln.de/>

Change of the duration of stay

If you cancel your stay abroad after less than 60 days for personal reasons, the grant you have already received must be repaid, as you will no longer be entitled to funding if the minimum length of stay is not reached. Exceptions are shortened stays for health reasons (with a medical certificate). If you have to end your stay prematurely due to illness, please contact us as soon as possible!

If you would like to extend your stay, please contact us in good time. On request, we will send you a corresponding application form for submission to your program coordinator and your host university.

The fully signed extension application form for a further semester must be received by us by email at erasmus_students@verw.uni-koeln.de at least 30 days before the end of the originally planned period of stay (end date according to the Grant Agreement). Otherwise, no further financial support for the extension can be approved.

You will then receive a new Grant Agreement, which you must also sign and send to us in the original in order to agree on further financial support.

Re-registration and Leave of Absence

You are only entitled to Erasmus+ funding if you are still enrolled at the University of Cologne. Therefore, please remember to re-register or take leave of absence in good time for the semester you will be spending abroad.

The Student Application and Registration Office is responsible for leave of absence; further information and the application form can be found [here](#).

Important: If you are an International Student, please contact [department 92](#) „International Students“ for your leave of absence, not the Student Application and Registration Office!

Insurances

You are obligated to ensure that you have adequate insurance cover in the host country, as the Erasmus+ program does not provide any insurance cover. There is a health insurance agreement between the statutory health insurance funds of the EU member states that offers basic insurance cover. However, you should always check with your health insurance provider

before starting your stay abroad. It is also possible to take out [group insurance \(health, accident and liability insurance\)](#) through the DAAD.

Safety instructions

Before and during your stay abroad, you should regularly check the website of the Federal Foreign Office for travel and safety information for your destination country. The "[Safe Travel](#)" app from the Federal Foreign Office is a helpful source of information.

We recommend that you register on the "[Elefant](#)" crisis preparedness list of the Federal Foreign Office before starting your mobility.

Contact persons

Funding/Administration/Documents to be submitted – International Office – erasmus_students@verw.uni-koeln.de

Online Learning Agreement/Recognition/partner universities/course selection and attendance abroad & ECTS points/application, content-related topics – Centers for International Relations (ZiBs) – <https://portal.uni-koeln.de/international/redirectseiten/zentren-fuer-internationale-beziehungen-zib>

Leave of absence/re-registration – Registrar's Office and Department 92 (if you are an International Student) – https://verwaltung.uni-koeln.de/studsek/content/index_ger.html

BAföG abroad – various BAföG offices in Germany – bafög.de/SiteGlobals/Forms/bafogeg/weltkarte/weltkarte_formular.html

Further Links

<https://portal.uni-koeln.de/international/studium-im-ausland>

<https://portal.uni-koeln.de/international/studium-im-ausland/erasmus/studium>

<https://eu.daad.de/de/>

<https://www.daad.de/de/im-ausland-studieren-forschen-lehren/studieren-im-ausland/checkliste-fuer-ein-studium-im-ausland/>

ZiB Faculty of Management, Economics and Social Sciences	https://international.wiso.uni-koeln.de/en/
ZiB Faculty of Law	https://zib.jura.uni-koeln.de/
ZiB Medical Faculty	https://medfak.uni-koeln.de/index.php?id=19606
ZiB Arts and Humanities	https://zib.phil-fak.uni-koeln.de/
International Coordination Office of Mathematics and Natural Sciences	https://mathnat.uni-koeln.de/index.php?id=13700
ZiB Faculty of Human Sciences	https://www.hf.uni-koeln.de/31519