

## CHECKLIST: ERASMUS+ OUTGOING ACADEMIC YEAR 2017/18

### AFTER BEING NOMINATED by your departmental coordinator – hand in the following documents:

„Stipendium“ form (Student Application Form)	The International Office will inform you about the deadlines (between April 13 <sup>th</sup> and May 11 <sup>th</sup> , depending on host country)	✓
„Learning Agreement before the Mobility“ (signed by your director of studies - SPL)		
„Richtlinien“ form		
Language certificate		

### BEFORE THE ERASMUS+ STAY

Apply at host university (see the university's website for information)	<b>in due time</b>	
Learning Agreement before the Mobility must be signed by host university as well, hand in a copy in the International Office	during or after application at host university, before the beginning of stay	
Receive your registration code for the OeAD database <sup>1</sup> by email	<b>beginning of July 2017</b>	
Register & complete your data in the OeAD database <a href="https://asp.sop.co.at/students/LoginServlet">https://asp.sop.co.at/students/LoginServlet</a>	after receiving the registration code	
Receive „Zuerkennungsmail“ (notification: contract on grant is available online)	at the earliest 20 days before departure	
Print & sign the contract → 2 original versions must be handed in to „OeAD-ERASMUS-Referat Wien“ (for contact see page 2)	before departure	
Receive 80% of your ERASMUS+ grant or Top-Up (paid by the OeAD)	at the beginning of your stay	
if applicable: complete the Online Linguistic Support (OLS) - self-assessment (mandatory) and take an online language course (optional)	on invitation	
Pay the fee for the Austrian Students' Union („ÖH-Beitrag“)	<b>in due time</b>	

### DURING YOUR STAY

if applicable: adjust your study plan in the Learning Agreement during the Mobility (all changes to the Learning Agreement must be approved by your SPL!)	<b>at the beginning of your stay</b>	
if applicable: submit your application for extension	<b>at the latest 6 weeks before the end of your stay</b>	
in case of extension: hand in a new Learning Agreement	once you know your new study program	
Check with your host university when and to whom they will send your transcript	on departure	
Get your confirmation of stay signed and stamped by the host university	at the earliest 1 week before departure	

### AFTER YOUR STAY

Hand in the confirmation of stay (original) at the OeAD-ERASMUS-Referat	<b>at the latest 4 weeks after the end of stay</b>	
Receive the second part of your ERASMUS+ grant or Top-Up (paid by the OeAD)	after handing in confirmation of stay	
Have your ECTS credits recognized by your SPL (study program director)	within 2 months or (if your stay was until July or longer) until November 15 <sup>th</sup>	
Hand in a copy of the Learning agreement after the mobility or academic recognition form, as well as your transcript of records, at the International Office	winter term: end of June at the latest summer term: end of November at the latest	
Fill in the online report and (if applicable) complete the 2 <sup>nd</sup> part of the OLS self assessment (you will receive an invitation mail for both)	after your stay	
ONLY if you are EXPRESSLY instructed to do so: hand in the notification of academic recognition to the OeAD	2019 or later	

<sup>1</sup> Your ERASMUS+ grant is paid out by the OeAD (Österreichischer Austauschdienst), NOT by the University of Vienna!

IMPORTANT CONTACT DETAILS	
for all administrative issues: <b>International Office of the University of Vienna</b>	for your ERASMUS+ grant or Top-Up: <b>ERASMUS-Office Vienna OeAD</b>
International Office University of Vienna Universitätsring 1, 1010 Vienna  <a href="mailto:erasmus.outgoing@univie.ac.at">erasmus.outgoing@univie.ac.at</a>  <b>Tel: +43/1/4277-18207</b> (Anastassia Vybornova) <b>+43/1/4277-18230</b> (Siina Karbin)  <a href="http://erasmus.univie.ac.at">http://erasmus.univie.ac.at</a> <a href="http://international.univie.ac.at">http://international.univie.ac.at</a>	Österreichischer Austauschdienst (OeAD GmbH) ERASMUS-Referat Wien Ebendorferstraße 7, 1010 Vienna  <a href="mailto:erasmus-wien@oead.at">erasmus-wien@oead.at</a>  <b>Tel: +43/1/53408-485</b> (Lisa Frühauf) <b>+43/1/53408-486</b> (Almedina Batlak) <b>+43/1/53408-487</b> (Melanie Neubauer)  <b>OeAD's DATABASE for ERASMUS grants:</b> <a href="https://asp.sop.co.at/students/LoginServlet">https://asp.sop.co.at/students/LoginServlet</a>

## A SIGNED AGREEMENT WITH THE OeAD IS ABSOLUTELY MANDATORY FOR YOUR ERASMUS STAY!

Every outgoing ERASMUS+ student is **obliged** to sign an agreement with the OeAD prior to their stay abroad. In case you fail to hand in the agreement at the OeAD, you will not be able to go on ERASMUS+.

## RECIPIENTS OF FEDERAL AID FOR STUDENTS IN AUSTRIA

Please note: If you receive federal aid for students in Austria (Studienbeihilfe) and are planning to go on ERASMUS+, you **must** apply for additional financial aid for your stay abroad (Auslandsbeihilfe) at the Austrian Study Grant Authority (Stipendienstelle). **You will ONLY be entitled to receive the Top-Up payment after handing in the confirmation of financial aid for your stay abroad at the OeAD.** The amount of the Top-Up will be based on the regular ERASMUS+ grant (depending on host country) minus the financial aid for your stay abroad paid out by the Austrian Study Grant Authority.

## STUDENTS WITH CHILDREN and STUDENTS WITH SPECIAL NEEDS

Students with children and students with special needs can **apply for special financial aid** ("Sonderzuschuss") in addition to the ERASMUS+ grant to cover additional costs that might occur due to their stay abroad. You will find the application form on our website (in the section "Financial matters"). Please submit the form at the International Office, where it will be signed, stamped and forwarded to the OeAD.

**Deadlines:** **23.06.2017** for the winter term 2017/18, **23.11.2017** for the summer term 2018

### Contact person at the OeAD

Margit Dirnberger  
[margit.dirnberger@oead.at](mailto:margit.dirnberger@oead.at)  
 Tel: +43/1/534 08-642

### for more information, see

<http://international.univie.ac.at/en/outgoing-students/erasmus/inklusion/>

## HOUSING ANYWHERE: A PLATFORM FOR TEMPORARY ACCOMODATION

In case you would like to let your room/apartment while you are abroad, we recommend <http://www.housinganywhere.com>. However, neither do we mediate between landlords and tenants, nor do we accept any liability.