

CHECKLIST: ERASMUS OUTGOING academic year 2016/17

| AFTER BEING NOMINATED – hand in the following documents: | | |
|--|--|---|
| “Stipendium“ form | Deadlines will be communicated in the Student Mobility Office’s „Nominierungsmail“ | ✓ |
| Learning Agreement form (signature from study programme director) | | |
| “Richtlinien“ form | | |
| Language Certificate | | |
| BEFORE THE ERASMUS STAY | | |
| Applying to the host university – see your host university’s website and http://international.univie.ac.at/en/eo/ -> application to host university | in due time | |
| Receiving the registration code for the OeAD database ¹ by e-mail | end of June 2016 | |
| Registering & completing data (address, bank, student ID number): https://asp.sop.co.at/students/LoginServlet | after receiving the code | |
| Receiving “Zuerkennungsmail“ (contract on grant is available online) | at the earliest 20 days before leaving | |
| Print & sign the contract -> 2 original versions to be handed to “OeAD-ERASMUS-Referat“ (contact details on next page) | before leaving | |
| Students receive 80% of ERASMUS grant by OeAD (Vereinbarung A) | at the beginning of Erasmus period | |
| Students who are eligible for Austrian study grant (Studienbeihilfe): - apply for “Beihilfe für ein Auslandsstudium“ at the study grant authorities - sign contract with OeAD about ERASMUS status (Vereinbarung C) | before leaving | |
| If applicable, complete an Online Linguistic Support self-assessment | on invitation | |
| Pay the fee for the Austrian Students’ Union (ÖH-Beitrag) | in due time | |
| DURING THE ERASMUS STAY | | |
| Changes to the Learning Agreement – steps to take: see our website on http://international.univie.ac.at/eo/ | once you know your new course programme | |
| Extension of stay: the application for extension must arrive in due time. Information: http://international.univie.ac.at/eo/ -> guidelines/extension | in due time | |
| In case of extension: submit a new Learning Agreement | once you know your new course programme | |
| Check with your host university when and to whom they will send your transcript | last days of stay | |
| Get your confirmation of stay signed & stamped by your host university. Please read: http://international.univie.ac.at/eo/ -> FAQ/after the ERASMUS stay | last days of stay | |
| AFTER THE ERASMUS STAY | | |
| Hand in an original version of a confirmation of stay at the OeAD ERASMUS-Referat. | 4 weeks after end of stay | |
| Students, who hold a “ Vereinbarung A “: payment of last installment | after showing the confirmation of stay | |
| Students, who hold a “ Vereinbarung C “: receiving the top-up payment | after showing the confirmation of stay & “ Auslandsbeihilfenbescheid “ | |
| “ Recognition “: get your credits transferred to the University of Vienna -> contact your study programme director (Studienprogrammleitung) | within 2 months/summer term students: Nov. 15th | |
| Provide the Student Mobility Office with a copy of the academic recognition form and (if applicable) the transcript of records | after recognition | |
| Receiving an e-mail to fill in an online report / OLS self-assessment | after your stay | |
| Only if you are expressly instructed to do so: show the notification of academic recognition to OeAD/National Agency for Life Long Learning | 2018 | |

¹ The **Austrian Exchange Service (OeAD)** is the agency responsible for paying out the ERASMUS grant – not the University of Vienna. Therefore, you need to register in the OeAD online database.

CONTACT DETAILS

ERASMUS-REFERAT OeAD (AUSTRIAN EXCHANGE SERVICE)

The Austrian Exchange Service (OeAD) is the agency responsible for paying out the ERASMUS grant to all Austrian ERASMUS outgoing students
Every ERASMUS student needs to sign an agreement/contract with the OeAD about his/her ERASMUS grant. **NO SIGNED CONTRACT => NO ERASMUS GRANT ☹!**

ERASMUS-Referat Wien
Ebendorferstraße 7
1010 Vienna
Fax: +43/1/53408-498

Almedina Batlak
erasmus-wien@oead.at
Tel: +43/1/ 534 08-486

Lisa Frühauf
erasmus-wien@oead.at
Tel: +43/1/534 08-485

Melanie Neubauer
erasmus-wien@oead.at
Tel: +43/1/534 08-487

PLEASE NOTE: students with children / special needs may apply for **additional grants** – you can find the form on the webpage of the OeAD. **deadlines:** winter-term 1. July, summer-term 1. December. Contact at OeAD:

Margit Dirnberger
margit.dirnberger@oead.at
Tel: +43/1/534 08-642

OeAD Online Database: <https://asp.sop.co.at/students/LoginServlet>

UNIVERSITY OF VIENNA: INTERNATIONAL OFFICE/STUDENT MOBILITY OFFICE

University of Vienna
International Office – Student Mobility Office
Universitätsring 1, A-1010 Vienna
Fax: +43/1/4277-18229
<http://erasmus.univie.ac.at> and <http://international.univie.ac.at/en/outgoing-students/erasmus/>

Arne Sytelä, Bakk. phil.
erasmus.outgoing@univie.ac.at
Tel: +43/1/4277 -182 07

Mag. Siina Karbin
erasmus.outgoing@univie.ac.at
Tel: +43/1/4277 -18230

In case the proposed study period changes and thereby the dates for the grant, inform us by sending proof (e.g. Letter of Acceptance, screen shot of the course catalogue, Invitation to an Orientation) **as soon as possible** to erasmus.outgoing@univie.ac.at. Please use the following format to communicate your new study period: dd.mm.yyyy to dd.mm.yyyy. We will forward the new data to OeAD -> in order for your contract to be changed (and your grant) to the right period of time.

In case you would like to let your room/apartment while you're abroad, we recommend <http://www.housinganywhere.com> – however, we cannot mediate between landlord and tenant, and we do not accept any liability.