



LLP/ERASMUS – Studying abroad in 2016/17

The **Erasmus+ Program** is the action scheme of the European Union to support cooperation and mobility in education. The part of the program that concerns higher education institutions is called **ERASMUS** (European Action Scheme for the Mobility of University Students). The University of Vienna currently has bilateral agreements with about 370 European universities and can offer students around 2.400 study places at these universities.

What does the ERASMUS program offer? Participating students benefit from a simplified enrolment process at the host university, they receive a mobility grant and are exempt from tuition fees. The courses that are completed abroad can be transferred to the University of Vienna (in accordance with the study program director/Studienprogrammleitung). Moreover, exchange students will receive information on accommodation and language courses abroad from the International Office at their host university.

For further details, please contact the Student Mobility Office at the University of Vienna

Opening hours: Mon/Wed 10 a.m. to 12.30 noon, Tue/Thu 2 to 4 p.m.

<http://erasmus.univie.ac.at> (1)

and

<http://international.univie.ac.at> (2)

The following information can be found on our website:

- List of available study places and contact details of the departmental coordinators (1)
- List of our partner universities and their websites („Weiterführende Links“) (1)
- ERASMUS grants (2)
- Guidelines, deadlines, duration, funding etc. (2)

How to apply for an ERASMUS grant for the academic year 2016/17:

1. From **mid-January 2015: register online** with your u:space account at:
<http://erasmus.univie.ac.at/> – **no first-come-first-served principle!**
2. Check the information on **language certificates** and requirements and take a language exam if applicable (<http://international.univie.ac.at/eo> - Guideline - Language requirements)
3. **Apply with the departmental coordinator by 15 March 2016** at the latest
NOTE: Some departments have earlier internal deadlines!

In case you are nominated by your department, you will be contacted by the International Office via e-mail (end of March/beginning of April).

4. Complete the ERASMUS forms (nomination, application for the mobility grant, application for course recognition and credit transfer, learning agreement). The Student Mobility Office will send you some information on how to fill out these forms once you have been nominated by your department.
5. **Submit the complete application forms** personally at the Student Mobility Office (between the end of March and mid-May – for exact deadlines, please check the nomination e-mail).

PLEASE NOTE: You need to **apply** for an ERASMUS place at your **department** with the relevant coordinator. In case you do not find any information regarding **application documents** on your department's website, we advise you to prepare the following documents: CV, transcript of records, proof of language proficiency (if applicable) and a letter of motivation (please explain, why you have chosen this university for your stay abroad, e.g. because of the course offer – for further details please check the partner university's website!).

I. ERASMUS+ guidelines

Below please find the most important ERASMUS guidelines (as published by the Austrian **National Agency for Lifelong Learning/OeAD GmbH** – responsible for the payment of the ERASMUS grants).

1. Who can participate in the program?

Regular students at the University of Vienna („Ordentliche Studierende“) who:

- are at least in their **third semester** of studies at the time of going abroad
- meet the internal departmental criteria (e.g.: grades, motivation, language proficiency etc.)

How often can I study abroad with ERASMUS?

With ERASMUS+ students will have the possibility to experience several ERASMUS stays during their studies. Each student will receive **12 months per study cycle (bachelor, master, PhD)**. These months can be used to study at a European partner university or to do an internship abroad. The minimum duration for a study stay abroad remains 3 months. Students need to make sure that the combined duration of ERASMUS study and ERASMUS internship does not exceed 12 months per cycle. (Diploma students/„Diplomstudierende“ receive a maximum of 24 months.)

2. What do I have to keep in mind when preparing my ERASMUS stay?

ERASMUS stays in the academic year 2016/17 can take place between 1 July 2016 and 30 September 2017.

- **Duration:** At least three full months or a complete trimester, no longer than 12 months. The actual period of stay normally depends on the host university's semester dates.
- **Objectives:** During the ERASMUS stay you are a full-time student at a European partner university. You can either take courses or conduct research for your master or PhD thesis.
- **Grants:** at <http://international.univie.ac.at/eo> ->Quickinfo
- **Tuition fees:** During your ERASMUS stay you do not have to pay tuition fees at your host institution or at the University of Vienna. However, it is obligatory to pay the fee for the Austrian National Union of Students (**ÖH-Beitrag**).
- **Course recognition:** Before you leave for your ERASMUS semester, you need to prove that the courses that you intend to take at the host university can be transferred to your studies at the University of Vienna. Therefore, the course recognition form/„Antrag-Anerkennung“ has to be signed by the Study Program Director (Studienprogrammleitung). While the main objective should be to complete a full semester workload of 30 ECTS, the minimum requirement is to do **at least 3 ECTS per month**.
NOTE: Only the credits that can actually be transferred to the University of Vienna are relevant!
- **Preparatory language course:** ERASMUS+ does no longer offer special financial support for preparatory language courses in the host country. As an alternative, future outgoing students will probably have the possibility to do language courses online (for some languages) - information on these courses (e.g. application, duration etc.) is not available yet, but will be published here: <http://international.univie.ac.at/eo> --> Guidelines/language courses
- **Confirmation of stay:** Once you have returned from your ERASMUS stay, you need to submit a confirmation of stay (signed and stamped by the host university) at the OeAD (Austrian Exchange Service). If the period indicated in the confirmation is shorter than the period you have received funding for, you might be required to reimburse part of the grant.
- **Credit transfer:** Please submit your transcript of records to your Study Program Director (Studienprogrammleitung) to complete the course recognition after your return. If you applied for the ERASMUS stay in the course of your master or PhD thesis, your academic supervisor needs to confirm that you worked on your thesis while you were abroad.
- **Minimum credit requirements:** The National Agency for Lifelong Learning checks the minimum ECTS requirements by random samples. Therefore, you only need to submit the confirmation of course recognition to OeAD if you are explicitly asked to do so. Should you fail to prove that you have completed (and transferred) a sufficient number of credits, you might be asked to reimburse part of the grant.

- **Insurance:** The ERASMUS grant does not include insurance. Neither OeAD, the European Commission, nor the Austrian Federal Ministry for Science and Research (BMWF) will bear any costs relating to illness, accidents, thefts or other complications that might arise in the course of the ERASMUS stay. The students themselves are responsible for sufficient insurance cover (e.g. international health or accident insurance etc.). **Information on travel insurances can, for example, be found on the student union's website (<http://www.oeh.ac.at>).**
- **EU funding for students with special needs:** Students with special needs can apply for special funding (in addition to the regular ERASMUS grant). You can get more information and submit the application at the **Student Mobility Office**.
NOTE: General contact for students with disabilities at the University of Vienna: Mag. Birgit Virtbauer (Universitätsring 1, 1010 Wien, Tel.: +43-1-4277-106 26, e-mail: barrierefrei@univie.ac.at (<http://barrierefrei.univie.ac.at>))

II. Funding

1. LLP/ERASMUS mobility grant

The ERASMUS mobility grant is not a full scholarship, but should help students to cover the additional living costs caused by studying abroad. It consists of basic EU funding as well as a national grant from the Austrian Federal Ministry for Science and Research (BMWF) and the Austrian Federal Ministry for Education, the Arts and Culture (BMUKK). Please note:

- ERASMUS students are not allowed to receive any international grants paid by the BMWF, the BMUKK and the European Commission in addition to the ERASMUS grant.
- Monthly grants, listed by host country: <http://international.univie.ac.at/eo> --> Quicklinks
- In Austria the OeAD GmbH (Österreichischer Austauschdienst) is responsible for the payment of the grant. ERASMUS students sign a contract concerning the grant BEFORE they start their stay abroad.
- **You will only receive the grant as well as the status as ERASMUS student if you sign and submit the OeAD contract.**

2. Austrian study aid – financial support for studying abroad

If you are currently receiving the Austrian federal study aid, you have to apply at the Austrian Study Grant Authority ("Stipendienstelle") for additional financial support for studying abroad ("Beihilfe für ein Auslandsstudium"). In case you are taking a language course abroad, the Austrian Study Grant Authority can reimburse up to 80 % of the costs. Furthermore, you can also apply for a travel grant.

If you take PREPARATORY language course that prolongs your stay abroad significantly (e.g. for an entire month) you can receive the ERASMUS grant (or federal grant for studying abroad) already for this period (the same is valid for all other ERASMUS students).

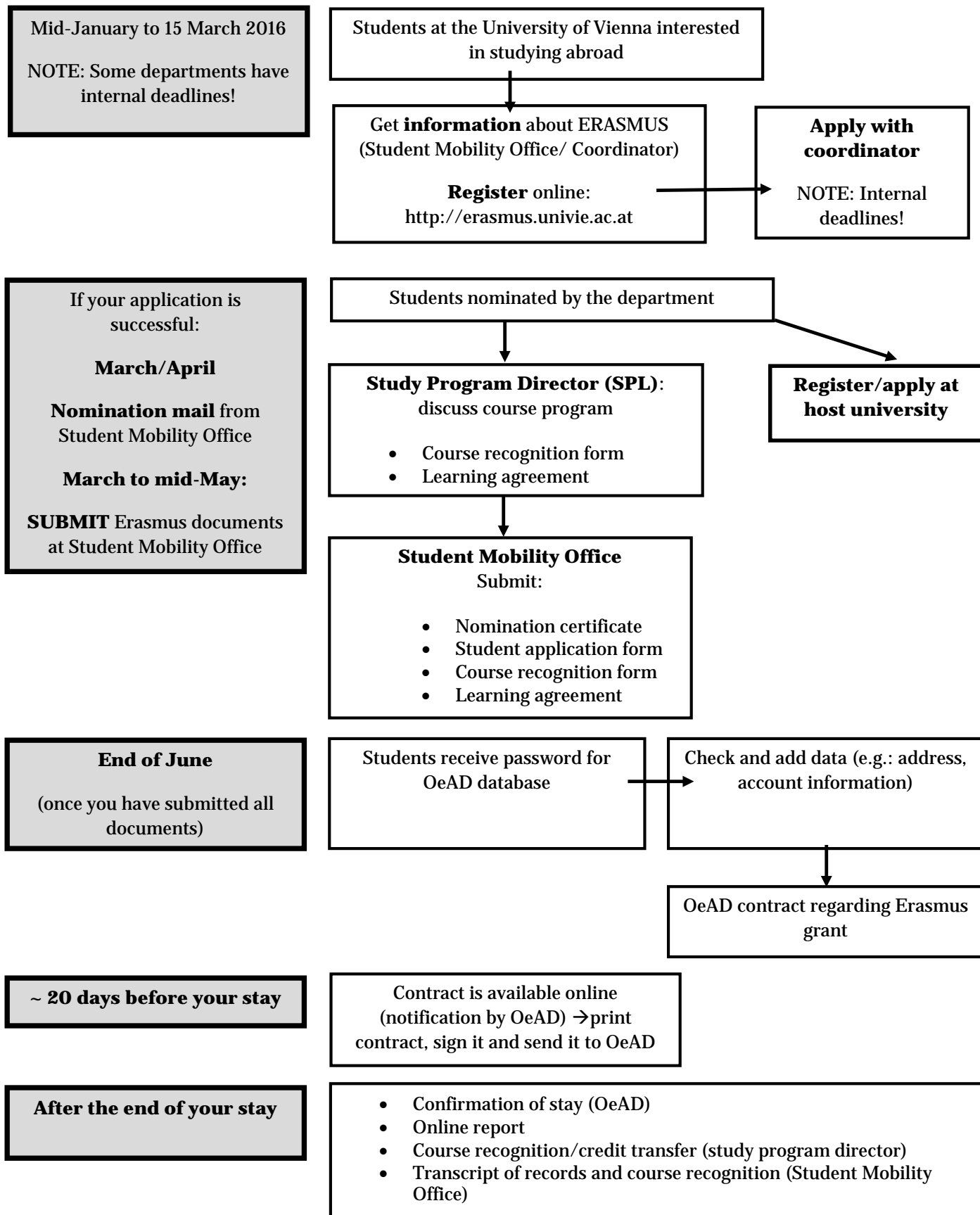
If the federal study abroad grant is lower than the amount that would have been paid by the OeAD (see above), the difference (called "top-up") will be paid to the students by the OeAD after their return to Vienna. Please submit the confirmation of stay and the confirmation of the federal study aid to OeAD.

3. Course recognition and credit transfer

The ERASMUS student, the home university and the host institution sign a learning agreement, which contains the courses that the student intends to take abroad. This agreement can be modified up to a month after the beginning of the ERASMUS stay, if all responsible parties approve the changes.

After the end of your stay please submit the transcript of records from the host university as well as the course recognition form to your Study Program Director (Studienprogrammleitung) to get the credits transferred to your studies in Vienna. Deadline: 2 months after the end of your stay; 15 November for those who return at the end of June or later.

THE ERASMUS GRANT STEP BY STEP – ACADEMIC YEAR 2016/17



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