

# ERASMUS Program 2025/26

## Procedure and Formalities

**International Office**

Stand: Juni 2025

# ERASMUS+



## Advantages of the programme:

- No tuition fees abroad
- Documentation and recognition of achievements
- Contact person at the home and host university
- Mobility grant (by country group)

# ERASMUS+

Administration of the programme by the **International Office** (IO) of Trier University of Applied Sciences (TUAS)

Contact persons at the main campus:  
Christoph Lex, Iris Musch

Further information:

<https://www.hochschule-trier.de/international/outgoings/studierende/erasmus-studium-oder-praktikum/>

# FINANCIAL SUPPORT

- The Erasmus grant will only provide you with a **subsidy for additional costs incurred** during your stay abroad
- The amount of the grant **depends on the country group, the total funds available** and the **duration of your stay abroad.**

→ Additional funding will be necessary, e.g. DAAD, Auslands-BaföG, HAW

# FINANCIAL SUPPORT

**Country groups (defined by the EU on the basis of the cost of living, expected payment)**

**Country group 1:** 600 Euro/month

Austria, Belgium, Denmark, Finland, France, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden

**Country group 2:** 540 Euro/month

Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain

**Country group 3:** 540 Euro/month

Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Türkiye, Hungary

# REQUIREMENTS – Overview

BEFORE

## Required documents:

- The original Grant Agreement (declaration of acceptance)
- Payment Order as a PDF file filled out on the computer
- Confirmation of Study Period  
(alternatively the confirmation of enrolment from the university)
- [Online] Learning Agreement

# REQUIREMENTS

AFTER

## **Mandatory:**

- Submission of an online report
- Transcript of Records (as a copy)

# BEFORE

Trier University  
of Applied Sciences

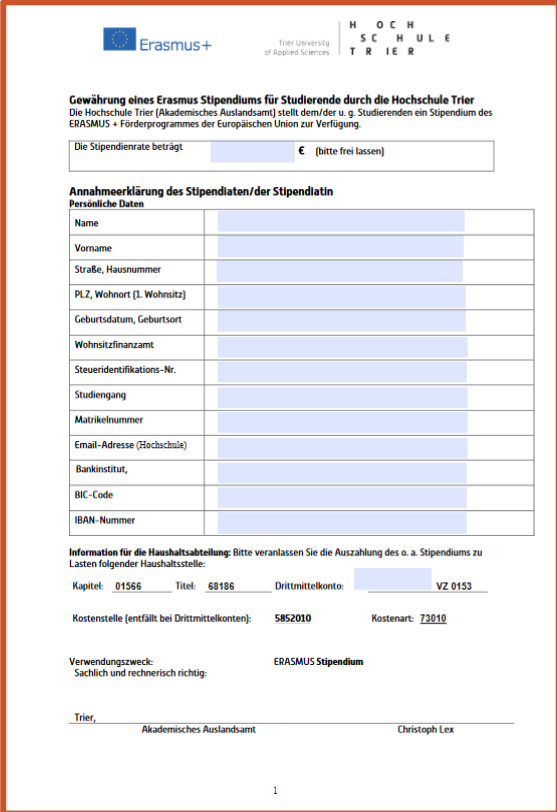
H O C H  
S C H U L E  
T R I E R

## Payment Order

Please enter:

- Personal details
- Tax number
- Department at TUAS
- Bank account details

submit the original to the IO  
**before** the start of the stay abroad



The form is titled 'Gewährung eines Erasmus Stipendiums für Studierende durch die Hochschule Trier' and is part of the ERASMUS+ program. It includes a table for personal data, a section for household information, and a declaration of use.

**Gewährung eines Erasmus Stipendiums für Studierende durch die Hochschule Trier**  
Die Hochschule Trier (Akademisches Auslandsamt) stellt dem/der u. g. Studierenden ein Stipendium des ERASMUS + Förderprogrammes der Europäischen Union zur Verfügung.

Die Stipendienrate beträgt  € (bitte frei lassen)

**Annahmeerklärung des Stipendiaten/der Stipendiatin**  
Persönliche Daten

Name	
Vorname	
Straße, Hausnummer	
PLZ, Wohnort (I. Wohnsitz)	
Geburtsdatum, Geburtsort	
Wohnsitzfinanzamt	
Steueridentifikations-Nr.	
Studiengang	
Matrikelnummer	
Email-Adresse (Hochschule)	
Bankinstitut	
BIC-Code	
IBAN-Nummer	

**Information für die Haushaltsabteilung:** Bitte veranlassen Sie die Auszahlung des o. a. Stipendiums zu Lasten folgender Haushaltsstelle:

Kapitel: 01566 Titel: 68186 Drittmittelkonto:  VZ 0153

Kostenstelle (entfällt bei Drittmittelkonten): 5852010 Kostenart: 73010

Verwendungszweck: **ERASMUS Stipendium**  
Sachlich und rechnerisch richtig:

Trier, \_\_\_\_\_  
Akademisches Auslandsamt Christoph Lex

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# BEFORE

Trier University  
of Applied Sciences

H O C H  
S C H U L E  
T R I E R

## Grant Agreement

please enter:

- Personal details (please give your TUAS Email address)
- Your host university
- Your means of travel
- bank account details

Please submit the original to the IO **before** the start of the stay abroad

BEIHR WENIGER (ERASMUS-KOORDINATOR Campus-Gestaltung)

oder deren Vertreter

und andererseits dem/der Teilnehmenden („Teilnehmende/r“):

Teilnehmende/r	Vorname, NACHNAME:	
	Anschrift (Wohnsitz):	
	Geburtsdatum:	
	Telefon:	
	E-Mail-Adresse:	

vorherige Förderung einer ERASMUS-Mobilität im gleichen Studienniveau:

☒ nein / ☐ ja, für die Dauer von insgesamt \_\_\_\_ Tagen

gewählte ERASMUS-Partnerhochschule:

Mobilität	Hochschule, Land:	
	Haupttransportmittel: (womit Sie <u>den überwiegenden Teil</u> der Hin- und Rückreise zurücklegen)	<input type="checkbox"/> Zug / <input checked="" type="checkbox"/> Bus / <input type="checkbox"/> Fahrrad / <input type="checkbox"/> Mitfahrgelegenheit / <input type="checkbox"/> Auto / <input type="checkbox"/> Motorrad / <input type="checkbox"/> Flugzeug / <input type="checkbox"/> Schiff / <input type="checkbox"/> Andere: _____ (Nur EIN Transportmittel ankreuzen!)

Bankkonto, auf das die finanzielle Unterstützung (Verwendungszweck: ERASMUS-Stipendium) überwiesen werden soll:

Bankdaten	Inhaber des Bankkontos:	
	Name der Bank:	
	Clearing/BIC/SWIFT-Nummer:	
	Konto-/IBAN-Nummer:	

## ONLINE LEARNING AGREEMENT

- Learning agreement to be drawn up before the start of the stay
- If online OLA not possible, please use pdf version.
- Goal: Recognition of achievements acquired abroad



## ONLINE LEARNING AGREEMENT

- Must be agreed with the department
- Must be signed by the student, the home university and the host university
- OLA: all parties have an up-to-date copy.
- PDF: Original with student, send copy/scan to Int. Office and department.

# BEFORE

Trier University  
of Applied Sciences

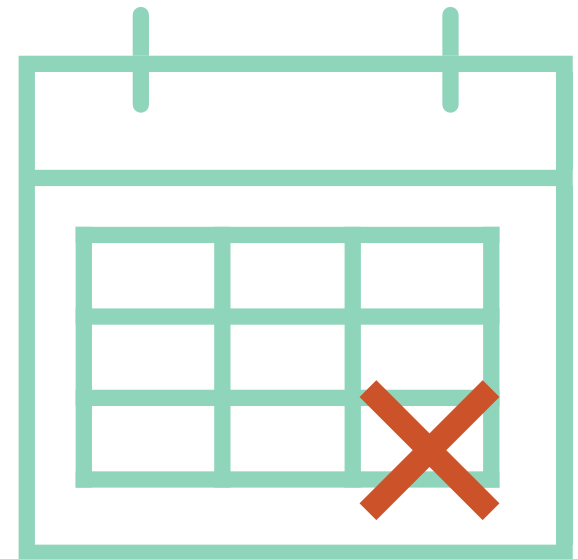
H O C H  
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T R I E R

## APPLICATION DEADLINE

Hand in your

- Grant Agreement
- Payment Order
- [Online Learning Agreement]

by **25 July 2025!**




## ONLINE LEARNING AGREEMENT

- Changes during the stay must be noted and again signed by all parties (student, home and host university) in the (online) learning agreement.
- Send a copy/scan of the PDF to Int. Office.

## CONFIRMATION OF STAY

- Have it signed **after arrival** at the host university
- Absolutely necessary for payment of the grant!
- Start and end dates are important for the amount of funding (exact daily settlement).

Trier University of Applied Sciences		H O C H S C H U L E T R I E R			
<b>Confirmation of ERASMUS+ Study Period</b>					
Academic Year 20__/20__					
This is to certify, that Ms./Mr. _____ (name of student)					
from the Hochschule Trier (D TRIER02) is enrolled as an exchange student:					
Name of receiving institution:					
Erasmus code of receiving institution:					
<b>Please sign below at the beginning of the study period:</b>					
<b>First Day of Study:</b> (first day the student has to be present at the receiving institution, including orientation and/or language course)		_____ (day, month, year)			
Name of Signatory (at receiving institution):					
Function of Signatory:					
(Date/Stamp/Signature of Responsible Person in the Receiving Institution)					
<b>Please sign below at the end of the study period:</b>					
<b>Last Day of Study:</b> (last day the student has to be present at the receiving institution, including exams)		_____ (day, month, year)			
Name of Signatory (at receiving institution):					
Function of Signatory:					
(Date/Stamp/Signature of Responsible Person in the Receiving Institution)					

## ONLINE REPORT

- Compulsory participation for the evaluation of the programme
- Access link will be sent automatically by email from the EU a few days after the end of the stay abroad.
- Please ensure that you can be contacted by (university) email!
- no later than 10 days after return (Participants who fail to complete and submit the online participant report may be required to partially or fully reimburse the financial support received)

# AFTER

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of Applied Sciences

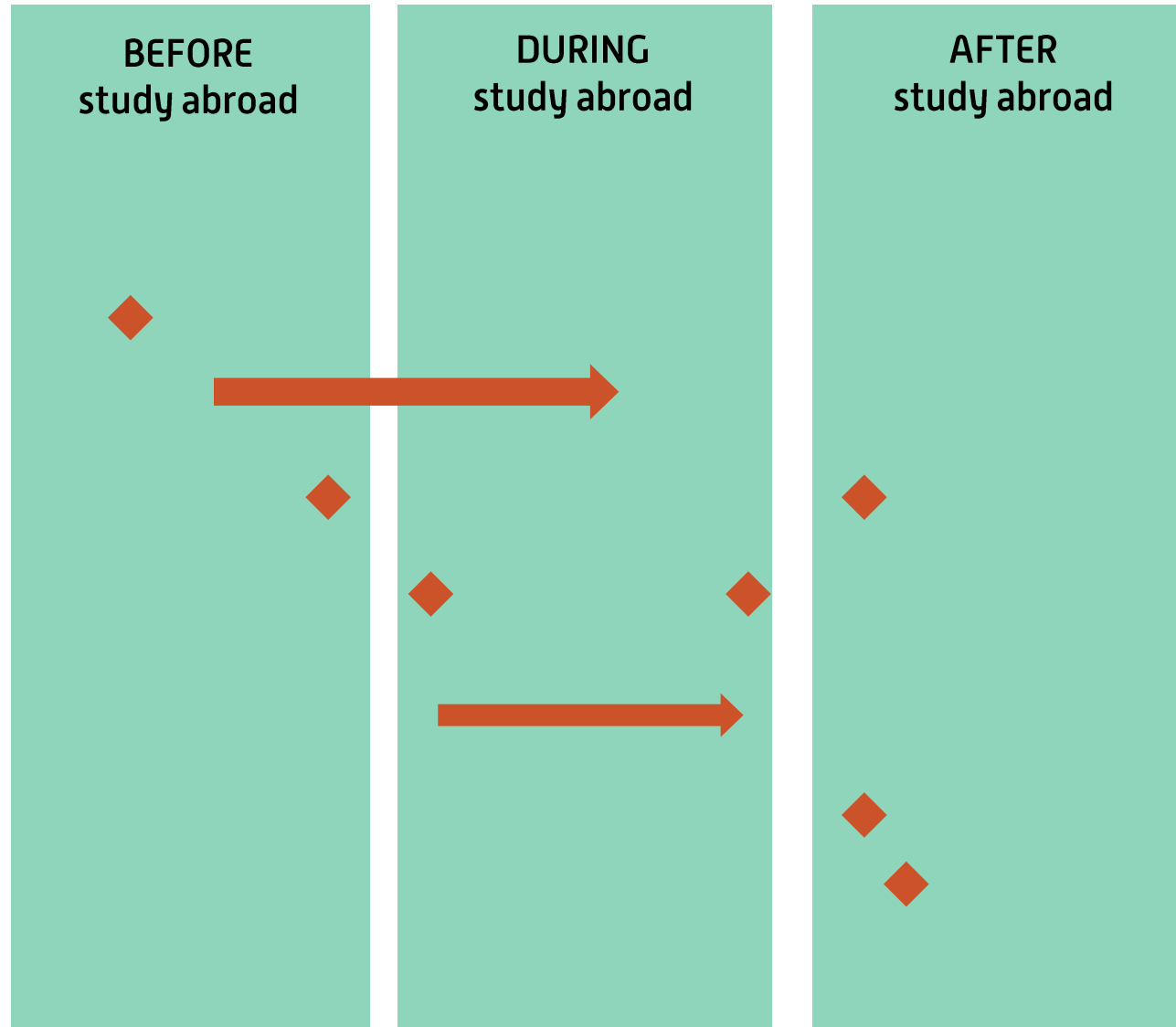
H O C H  
S C H U L E  
T R I E R

## TRANSCRIPT OF RECORDS

- Certificate / transcript of records from the host university
- Please send a scanned copy to the IO!



- Grant Agreement
- Learning Agreement
- Online language test
- Einschreibe-  
bescheinigung
- Online language course
- Online report
- Transcript of Records



# ERASMUS+ APP

- The Erasmus+ app provides you with useful information and functions before, during and after your stay abroad
- You can find more information and download the app here:  
<https://erasmusapp.eu>

# INSURANCE COVERAGE

- The ERASMUS scholarship **does not include any insurance cover.**
- ERASMUS scholarship holders declare in their declaration of acceptance that they will personally ensure that they have adequate insurance cover for the duration of their stay abroad.

# INSURANCE COVERAGE

We recommend taking out the following insurance policies:

- Health insurance and supplementary international health insurance with repatriation cover
- Liability insurance with cover abroad
- Accident insurance with cover abroad

Please enquire about this with the insurance companies you know!

# INSURANCE COVERAGE

The DAAD further offers participation in a group insurance programme for health, accident and liability insurance.

DAAD Insurance Centre: <https://www.daad.de/versicherung/de/>

# HEALTH INSURANCE

As a member of a statutory health insurance scheme, you can use the **European Health Insurance Card (EHIC)** to claim benefits abroad, depending on the applicable social security legislation in the country in question.

**Before your departure**, contact your health insurance company to find out to what extent this agreement applies to your host country and apply for the necessary forms or the card.

# HEALTH INSURANCE

**Private health insurance companies** generally do not have Europe-wide social security agreements, so you may need additional insurance cover for your stay abroad!

# In case you would like to go over it again:

You can find all the information from this presentation and much more on the website of the International Office:

<https://www.hochschule-trier.de/international/wege-ins-ausland/studierende/erasmus-studium-oder-praktikum>

Detailed information about your rights and obligations in the ERASMUS+ Student Charter:

[https://www.hochschule-trier.de/fileadmin/Hochschule/Einrichtungen/Auslandsamt/Dateien/International\\_Office/ERASMUS/Erasmus\\_Studierendencharta.pdf](https://www.hochschule-trier.de/fileadmin/Hochschule/Einrichtungen/Auslandsamt/Dateien/International_Office/ERASMUS/Erasmus_Studierendencharta.pdf)



## ANY QUESTIONS?

The International Office wishes you all the best during your time abroad and is always available to answer any further questions you may have!

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