

ERASMUS programme 2024/25

Procedure and Formalities

International Office

Stand: 21. November 2024

Trier University
of Applied Sciences

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

ERASMUS+



Advantages of the programme for you:

- 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

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!

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

BEFORE

Required documents:

- Grant Agreement (declaration of acceptance) in original
- (payment order)
- Confirmation of Study Period (confirmation of enrolment from the university)
- (Online) Learning Agreement

REQUIREMENTS

AFTER



Mandatory:

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

BEFORE

GRANT AGREEMENT

- Contract with the EU
- submit the original to the IO
- **before** the start of the stay abroad

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

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	<input type="text"/>
Vorname	<input type="text"/>
Straße, Hausnummer	<input type="text"/>
PLZ, Wohnort (1. Wohnsitz)	<input type="text"/>
Geburtsdatum, Geburtsort	<input type="text"/>
Wohnsitzfinanzamt	<input type="text"/>
Steueridentifikations-Nr.	<input type="text"/>
Studiengang	<input type="text"/>
Matrikelnummer	<input type="text"/>
Email-Adresse (Hochschule)	<input type="text"/>
Bankinstitut,	<input type="text"/>
BIC-Code	<input type="text"/>
IBAN-Nummer	<input type="text"/>

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

PAYMENT ORDER

please enter:

- bank account details
- address
- department at TUAS
and stud-abroad
project
- tax no.

Datum:

Zahlungsanweisung

Name: Klicken oder tippen Sie hier, um Text einzugeben.
Vorname: Klicken oder tippen Sie hier, um Text einzugeben.
Straße Nr.: Klicken oder tippen Sie hier, um Text einzugeben.
PLZ Ort: Klicken oder tippen Sie hier, um Text einzugeben.
Bank: Klicken oder tippen Sie hier, um Text einzugeben.
BIC Klicken oder tippen Sie hier, um Text einzugeben.
IBAN: Klicken oder tippen Sie hier, um Text einzugeben.
Fachbereich: Klicken oder tippen Sie hier, um Text einzugeben.
Vorhaben: Klicken oder tippen Sie hier, um Text einzugeben.

Betrag:

Zahlung aus: SMS Studierendenmobilität 2019/20
Kapitel 01566, Titel 68186
Projekt-Nr. 60420075

Kostenstelle: 5852010
Kostenart: 73010
Ausgabeart: 0153 SMS (Studierendenmobilität)
Verwendungszweck: Erasmus Stipendium

ONLINE LEARNING AGREEMENT

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

Online Learning Agreement

Prepare your Learning Agreement **online within a few steps**
and share it with both home and host universities.

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.

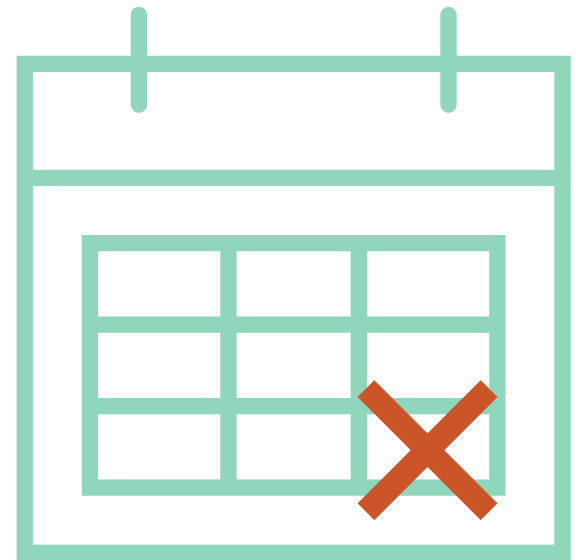
BEFORE

APPLICATION DEADLINE

Hand in your

- Grant Agreement
- payment order
- Online Learning Agreement

by **31 December 2024!**





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).

		
Confirmation of ERASMUS+ Study Period		
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:		
Please sign below at the beginning of the study period:		
First Day of Study: (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)		
Please sign below at the end of the study period:		
Last Day of Study: (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

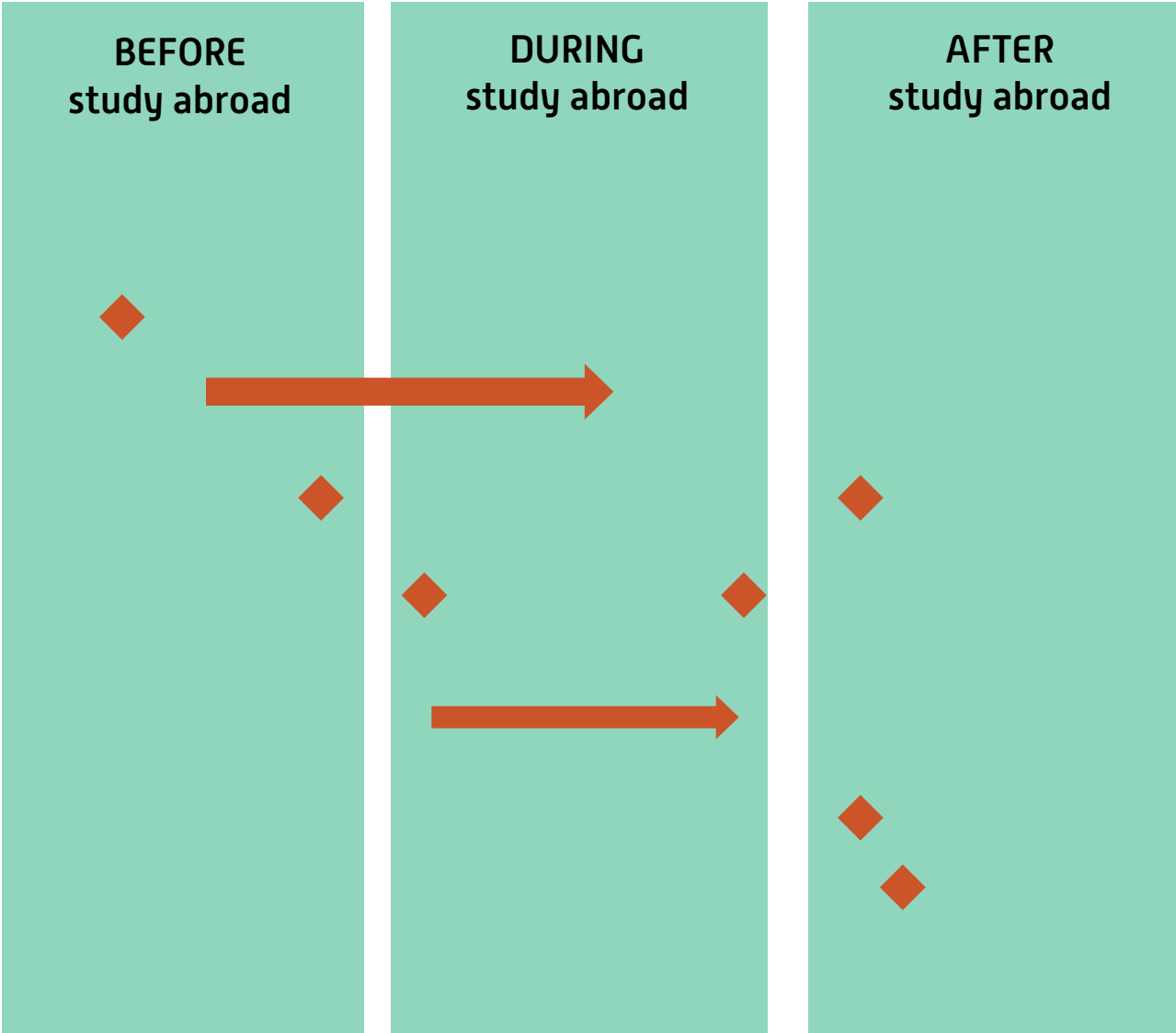
- Compulsory participation for the evaluation of the programme
- Access link will be sent automatically by email from the EU a few days after the end of the stay abroad.
- Please ensure that you can be contacted by (university) email!

AFTER

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!

ANY QUESTIONS?

The International Office wishes you every success for your stay abroad and is always available to answer any further questions you may have!

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Iris Musch, i.musch@hochschule-trier.de, X5