

CHECKLIST for ERASMUS+ OUTGOING after allocation of places

IMPORTANT:

- **Make copies for your own use of all documents that you submit to our International Office (IO) or to other.**
- **When writing e-mails to the IO, please attached prior communication with the IO, thereby enabling us to remember the status of your matter at one glance. This guarantees a faster response.**
- **We accept mailed documents (*Stay Confirmation*, etc.) only as true scans, but not as (dark) photos!**

Before the Erasmus+ Mobility (= stay abroad)

- The workload requirement are **30 ECTS** for each Erasmus semester.
 - ⇒ To maintain the ERASMUS+ status.
 - ⇒ To be reflected in the Learning Agreement.
 - ⇒ Does not depend on how many ECTS will be recognized after the stay abroad.
- Choice and agreement of possible transfer/recognition of courses made during the stay abroad should be discussed with the study coordinator or with examination office! To be recorded in *Online Learning Agreement (OLA)*
- ERASMUS+ LA exclusive to be done in MoveON-Portal:** <https://ovgu.moveon4.de/locallogin/573c9b3e85fb969a4ae8dcfc/eng>
- Digital signature from you, study coordinator and host university on your OLA
ATTENTION: FHW students must fill in the form sheet „Anerkennung von Auslandsleistungen“ and let it sign by study coordinator. Upload in MoveOn-Portal. Submission to the examination office is mandatory before mobility. https://www.hw.ovgu.de/hw_media/Downloads/Studium/Pr%C3%BCfungsamt/Formulare/Anerkennung+Auslandsleistungen.pdf)
- Compulsory participation in the **seminar for Outgoing students**
- Re-Registration (Rückmeldung): Do not forget to re-register at OVGU → otherwise De-registration!**
 - ⇒ **Please submit your OVGU enrolment certificate for the semester abroad (from MyOVGU) to IO.**^{1 Please note the reverse side!}
- ERASMUS+ Grant Agreement signed in original and hand it in to IO (personal, secretary or letter box).
- Acceptance Letter/e-mail as scan/pdf from host university → Upload in MoveOn-Portal.
- Take care of all issues relating to health insurance abroad and/or other insurances abroad!
- Apply in due time and at own responsibility for a visa (applicable for all non-EU outgoing, and for travellers to Turkey).

After arrival at host university

- Confirmation of Arrival* (first part of SC) **hand in not later than 2 weeks after start of semester** → indispensable requirement for the release of ERASMUS+ grant.
 - Keep the original document until departure.
- Changes to the Learning Agreement** (i.e. cancellation or addition of courses)
 - 1)** Changes to be done in the MoveON-Portal.
 - 2)** Inform your OVGU study coordinator of any required changes. Collect his/her approval (via e-mail and/or in MoveON Portal).
 - **ATTENTION:** Changes agreement of FHW students has to be signed by study coordinator! Submission to the examination office is mandatory.
(https://www.hw.ovgu.de/hw_media/Downloads/Studium/Pr%C3%BCfungsamt/Formulare/Vorlage_Auslandsaufenthalt_Changes+Agreement.pdf)
- Wish to extend the stay abroad (possible in justified particular case): Fill in and hand in to IO the Request for Extension of Stay at least until 15.10.2023 (for summer semester) or 15.05. (for winter semester).
- Before final departure: *Confirmation of Departure* (second part of SC) to be signed by host university.

After official termination of mobility (within 4 weeks)

- Completely signed SC → upload in MoveOn-Portal
- Complete and sent the online ERASMUS+ Participant Report after having received the request by e-mail.
- Prepare study report for OVGU exchange database → to be uploaded in the MoveON-Portal
(<https://ovgu.moveon4.de/locallogin/573c9b3e85fb969a4ae8dcfc/eng>)
Use your personal login data from former online application for ERASMUS+.
- Transcript of Records (certificate from host University) Collect it from home IO after E-Mail confirmation or upload a copy to home IO by MoveOn-Portal.
- Present *Transcript of Records* (original) to home examination office for recognition of courses and grades.

⇒ all form sheets under <https://www.ovgu.de/unimagdeburg/en/International/Documents+-Forms/Outgoing-p-17446.html>

contact: caroline.natzel@ovgu.de, International Office, Otto-von-Guericke-University Magdeburg, Tel. +49.391.67-57349

1 Mandatory acknowledgement of this checklist and confirmation by signature.

Due to a number of incidents in the last academic year, the IO is introducing the mandatory acknowledgement of this checklist for **all ERASMUS+ scholarship holders** with immediate effect.

- ⇒ With your signature you confirm that you have read the checklist carefully.
- ⇒ With your signature you confirm that you will submit a valid certificate of enrolment to the IO or send it by e-mail (caroline.natzel@ovgu.de) within 3 working days.

The **Grant Agreement** will only be confirmed **once you have signed the checklist** and submitted a **valid re-registration**. You must submit a valid certificate of enrolment from OVGU for your planned semester abroad.

If you want to study abroad in the winter semester/winter term, the IO requires the OVGU certificate of enrolment for the winter semester, even if you start your stay abroad in August or September.

If you want to study abroad in the summer semester/spring semester, the IO requires the certificate of enrolment for the OVGU summer semester, even if you start your stay abroad in January, February or March.

Student

name:

**For the Otto-von-Guericke-University
acknowledged**

Place, date, signature

Place, date, signature

Caroline Natzel
ERASMUS+ counsellor