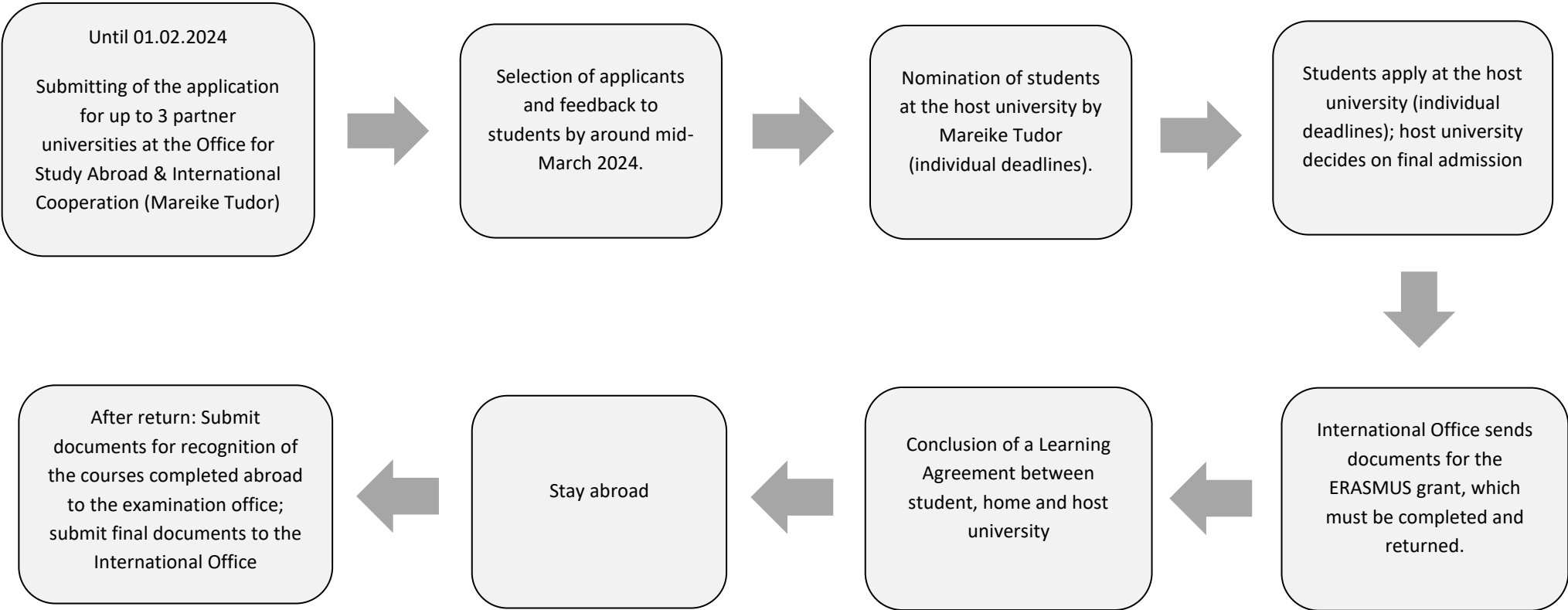


ERASMUS+ Program Procedure



Checklist and Timeline for Studying Abroad with ERASMUS+

Timeline	Procedure	Responsibility/contact person	Further information	✓
Orientation and preparation	Information offered by the International Office and the Office for Study Abroad & International Cooperation	International Office (Beate Teutloff/Laura Rohe) Office for Study Abroad & International Cooperation (Mareike Tudor)	https://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland.html https://www.fb1.uni-osnabrueck.de/international/outgoing.html	
Orientation and preparation	Acquire language skills and certificates	Student Language Centre	https://www.uni-osnabrueck.de/en/university/service-facilities/zentrale-einrichtungen/language-center/	
Orientation and preparation	Request for a Transcript of Records	Examination Office	https://www.uni-osnabrueck.de/universitaet/organisation/zentrale-verwaltung/studentische-angelegenheiten/pruefungsamt-fuer-kultur-und-sozialwissenschaftliche-studiengaenge-fb-1/	
01 February 2024	Application Deadline Application via email to mareike.tudor@uos.de	Office for Study Abroad & International Cooperation (Mareike Tudor)	https://www.sozialwissenschaften.uni-osnabrueck.de/service_beratung/auslandsbuero/bewerbung_und_organisatorisches.html	
Mid-March 2024	Communication of selection results and nomination letter	Office for Study Abroad & International Cooperation (Mareike Tudor)		
March-July for stays abroad in the winter semester/full year Sept-January for stays abroad in the summer semester	Nomination at the host university	Office for Study Abroad & International Cooperation (Mareike Tudor)		
March-July for stays abroad in the winter semester/full year Sept-January for stays abroad in the summer semester	Application to the host university If applicable, application for dorm room	Student	Pay attention to individual deadlines and required documents of the host university! Please wait for the nomination at the host university before applying. Students usually receive an information email about the application from the host university. The host university makes the final decision on admission.	

<p>About July for stays abroad in the WS/full year</p> <p>About November for stays abroad in the summer semester</p>	<p>The International Office sends out the grant agreement for the Erasmus scholarship</p> <p>Students must resubmit the required documents for the grant agreement to the IO (e.g. scholarship contract, learning agreement, security briefing, proof of online language test, other documents if necessary)</p>	<p>International Office (Laura Rohe)</p> <p>Student</p>	<p>https://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland/downloads.html</p>	
<p>In good time before your stay abroad</p>	<p>Clarification of the recognition of the courses to be studied abroad and conclusion of a Learning Agreement for 24-30 ECTS per semester (required for grant agreement, the grant will only be granted after submission of a valid Learning Agreement)</p>	<p>Student</p> <p>Office for Study Abroad & International Cooperation (Mareike Tudor)</p> <p>Host University</p>	<p>https://www.sozialwissenschaften.uni-osnabrueck.de/studierende/auslandsbuero/studienleistungen_im_ausland.html</p>	
<p>Up to 5 weeks after the start of the stay abroad</p>	<p>Changes to the Learning Agreement to be indicated on the "During the mobility" form, signed by all parties and submitted to the International Office</p>	<p>Student</p> <p>Office for Study Abroad & International Cooperation (Mareike Tudor)</p> <p>Host University</p>	<p>https://www.sozialwissenschaften.uni-osnabrueck.de/studierende/auslandsbuero/studienleistungen_im_ausland.html</p>	
<p>At least 1 month before the end of the semester abroad</p>	<p>If interested, an extension of the stay abroad can be applied for (Prerequisite: approval from the host university, the home department and the International Office; submit a Learning Agreement for the extended semester)</p>	<p>Student</p> <p>Office for Study Abroad & International Cooperation (Mareike Tudor)</p> <p>International Office</p> <p>Host University</p>	<p>Extension option based on free places and in particular the approval of the host university as well as free months of funding on the "mobility account"; extension may only be possible with a zero grant</p>	
<p>At the end of the stay abroad</p>	<p>Certificate of Attendance von der Gastuniversität unterschreiben lassen</p>	<p>Student</p> <p>Host University</p>	<p>https://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland/downloads.html</p>	
<p>At the end of/shortly after the stay abroad</p>	<p>Host university issues transcript of records for courses completed abroad (may be sent by e-mail or post after the stay abroad)</p>	<p>Host University</p>		
<p>After the study abroad</p>	<p>Students apply to the Examinations Office for recognition of credits gained during their studies abroad with the Learning Agreement and the Transcript of Records from the host university</p>	<p>Student</p> <p>Examination Office</p>	<p>Das Transcript of Records der Gastuniversität muss dem Prüfungsamt im Original oder einer digital gültigen Ausführung vorgelegt werden.</p>	
<p>After the study abroad</p>	<p>Students submit the Erasmus final documents to the International Office (e.g. Certificate of Attendance, EU-Survey, report on experience, transcript of records from the host university, proof of credit recognition, proof of online language test, certificate of enrollment, other documents if applicable)</p>	<p>Student</p> <p>International Office (Laura Rohe)</p>	<p>https://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland/downloads.html</p>	
<p>After the study abroad</p>	<p>Students send the experience report to the Office for Study Abroad & International Cooperation</p>	<p>Student</p> <p>Office for Study Abroad & International Cooperation (Mareike Tudor)</p>		