

CHECKLIST: Erasmus+ OUTGOING summer term 2018

AFTER BEING NOMINATED by your departmental coordinator – hand in the following documents:

„Stipendium“ form (Student Application Form)	until 16.11.	✓
„Learning Agreement before the Mobility“ (signed by directorate of studies - SPL)		
„Richtlinien“ form		
Language certificate		

BEFORE YOUR STAY

Apply at host university (see the university's website for information)	as soon as possible - in due time	
Learning Agreement before the Mobility must be signed by host university as well, hand in a copy in the International Office	during or after application at host university, before the beginning of stay	
Receive your registration code for the OeAD database ¹ by email	middle of December 2017	
Register & complete your data in the OeAD database https://asp.sop.co.at/students/LoginServlet	after receiving the registration code	
Receive „Zuerkennungsmail“ (notification: contract on grant is available online)	at the earliest 20 days before departure	
Print & sign the contract → 2 original versions must be handed in to „OeAD Erasmus-Referat Wien“ (for contact see page 2)	before departure	
Receive 80% of your Erasmus+ grant or Top-Up (paid by the OeAD)	at the beginning of your stay	
if applicable: complete the Online Linguistic Support (OLS) - self-assessment (mandatory) and take an online language course (optional)	on invitation	
Pay the fee for the Austrian Students' Union („ÖH-Beitrag“)	in due time	

DURING YOUR STAY

if applicable: adjust your study plan in the Learning Agreement during the Mobility (all changes to the Learning Agreement must be approved by your SPL!)	at the beginning of your stay	
if applicable: submit your application for extension (no extension possible for 18/19)	at the latest 6 weeks before the end of your stay	
in case of extension: hand in a new Learning Agreement	once you know your new study program	
Check with your host university when and to whom they will send your transcript	on departure	
Get your confirmation of stay signed and stamped by the host university	at the earliest 1 week before departure	

AFTER YOUR STAY

Hand in the confirmation of stay (original) at the OeAD Erasmus-Referat	at the latest 4 weeks after the end of stay	
Receive the second part of your Erasmus+ grant or Top-Up (paid by the OeAD)	after handing in confirmation of stay	
Have your ECTS credits recognized by your SPL (directorate of studies)	until 15.11.2018	
Hand in a copy of the Learning agreement after the mobility or academic recognition form, as well as your transcript of records, at the International Office	until 15.11.2018	
Fill in the online report and (if applicable) complete the 2 nd part of the OLS self assessment (you will receive an invitation mail for both)	after your stay	
ONLY if you are EXPRESSLY instructed to do so: hand in the notification of academic recognition to the OeAD	(if applicable) 2019 or later	

¹ Your Erasmus+ grant is paid out by the **OeAD (Österreichischer Austauschdienst)**, NOT by the University of Vienna!

IMPORTANT CONTACT DETAILS	
for all administrative issues: International Office of the University of Vienna	for your Erasmus+ grant or Top-Up: Erasmus-Office Vienna OeAD
International Office University of Vienna Universitätsring 1, 1010 Vienna erasmus.outgoing@univie.ac.at Tel: +43/1/4277-18207 (Anastassia Vybornova) +43/1/4277-18230 (Siina Karbin) http://erasmus.univie.ac.at http://international.univie.ac.at https://www.facebook.com/international.univie/	Österreichischer Austauschdienst (OeAD GmbH) Erasmus-Referat Wien Ebendorferstraße 7, 1010 Vienna erasmus-wien@oead.at Tel: +43/1/53408-485 (Lisa Frühauf) +43/1/53408-486 (Sandra Küfhaber) +43/1/53408-487 (Melanie Neubauer) OeAD's DATABASE for Erasmus+ grants: https://asp.sop.co.at/students/LoginServlet

A SIGNED AGREEMENT WITH THE OeAD IS ABSOLUTELY MANDATORY FOR YOUR ERASMUS+ STAY!

Every outgoing Erasmus+ student is **obliged** to sign an agreement with the OeAD prior to their stay abroad. In case you fail to hand in the agreement at the OeAD, you will not be able to go on Erasmus+.

RECIPIENTS OF FEDERAL AID FOR STUDENTS IN AUSTRIA

Please note: If you receive federal aid for students in Austria (Studienbeihilfe) and are planning to go on Erasmus+, you **must** apply for additional financial aid for your stay abroad (Auslandsbeihilfe) at the Austrian Study Grant Authority (Stipendienstelle). **You will ONLY be entitled to receive the Top-Up payment after handing in the confirmation of financial aid for your stay abroad at the OeAD.** The amount of the Top-Up will be based on the regular Erasmus+ grant (depending on host country) minus the financial aid for your stay abroad paid out by the Austrian Study Grant Authority.

STUDENTS WITH CHILDREN and STUDENTS WITH SPECIAL NEEDS

Students with children and students with special needs can **apply for special financial aid** ("Sonderzuschuss") in addition to the Erasmus+ grant to cover additional costs that might occur due to their stay abroad. You will find the application form on our website (in the section "Financial matters"). Please submit the form at the International Office, where it will be signed, stamped and forwarded to the OeAD.

Deadline for the summer term 2018: **23.11.2017**

Contact person at the OeAD

Margit Dirnberger
margit.dirnberger@oead.at
 Tel: +43/1/534 08-642

for more information, see

<http://international.univie.ac.at/en/outgoing-students/erasmus/inklusion/>

HOUSING ANYWHERE: A PLATFORM FOR TEMPORARY ACCOMODATION

In case you would like to let your room/apartment while you are abroad, we recommend <http://www.housinganywhere.com>. However, neither do we mediate between landlords and tenants, nor do we accept any liability.