Erasmus+
(KA 107 – International Dimension)

Checklist
(as of January 2017)

What do you have to do before departure and upon arrival in Munich?
(Information about the documents to be handed in at the end of your stay will be sent to you in spring.)

(Please note that this checklist only concerns the Erasmus+ Grant, all information about your stay in Munich and at TUM have been sent to you by the Incoming Office or can be found on the website http://www.international.tum.de/en/coming-to-tum/exchange-students/)

<table>
<thead>
<tr>
<th>What do I have to do?</th>
<th>By when?</th>
<th>Done</th>
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<tbody>
<tr>
<td><strong>Before departure</strong></td>
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<tr>
<td>Choose courses at TUM, fill in the <strong>Learning Agreement</strong>, <strong>Section 1</strong> and consult the coordinator of your home university and the departmental coordinator of TUM</td>
<td>If possible before your stay at TUM begins</td>
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<tr>
<td>Then submit the (signed) Learning Agreement to TUM I.C. (per E-Mail)</td>
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<tr>
<td>For more on Learning Agreements see <a href="#">here</a></td>
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<tr>
<td>Read the <strong>Grant Agreement</strong> carefully and fill in the information marked in yellow as far as possible and print the document twice. (Please add the information concerning the German bank account once you are in Germany and you have opened the bank account.)</td>
<td>before your stay at TUM begins</td>
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<td><strong>Upon your arrival in Munich</strong></td>
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<tr>
<td>Submit the <strong>Grant Agreement</strong> to TUM I.C. during the Erasmus welcome meeting (more information about when and where will be sent later per E-Mail)</td>
<td>information about when and where will be sent later per e-mail</td>
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<tr>
<td>Submit your (signed) <strong>Learning Agreement, Section 1</strong> to TUM I.C. (E-Mail)</td>
<td>If possible before your stay at TUM begins, or asap after your arrival at TUM.</td>
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<td>For more on Learning Agreements see <a href="#">here</a></td>
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<td><strong>During your stay in Munich</strong></td>
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<td>In the event that amendments are made to course work, please submit the Section 2 of the <strong>Learning Agreement</strong> (per E-Mail)</td>
<td>no later than 7 weeks after the semester has begun</td>
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<tr>
<td>More on Learning Agreement <a href="#">here</a></td>
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<tr>
<td>Please inform TUM I.C. if you plan to terminate or</td>
<td>asap</td>
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General information on …

Erasmus+ grants

Duration of stay

An Erasmus stay for studies must last a minimum of 3 months (90 days) and a maximum of 12 months (360 days).

Grant amounts

The financial support from Erasmus+ funds for the mobility period is EUR 800 per month. The Erasmus+ support period corresponds to the duration of the stay at TUM. The final amount of Erasmus funds for the mobility period shall be determined by multiplying the number of months of the mobility covered by Erasmus+ funds with the rate applicable per month. In the case of incomplete months, the financial support from Erasmus+ funds is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month.

In addition, the participant shall receive a contribution for travel. The travel cost support varies by country (Russia: 275,- €; Israel: 360,- €; Ghana: 820 €; Australia, Canada, Japan, South Africa: 1.100,-€).

The financial support may not be used to cover similar costs already funded by EU funds.

Method of payment

The Erasmus+ grant is paid out in installments and is dependent on the documents submitted to the I.C.

As soon as the signed Grant Agreement (original!) and the Learning Agreement have been submitted a pre-payment representing 70% of the amount specified in Article 3 shall be made to the participant. **Please note that the Erasmus+ grant can only be paid to a German Bank account!**

The submission of the online EU survey as well as the required documents (Transcript of Records, Confirmation of Stay und uploading the Post Travel Report), shall be considered as the participant's request for payment of the balance of the financial support. The institution shall pay the remaining 30% within 30 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.

If the actual period of stay is less than 90 days or if the length of the stay abroad is been reduced, TUM has the right to claim back this part of the financial aid. This also applies if the required documents are not submitted on time to the International Center.

If you have already participated in an Erasmus-Program or have been awarded another grant from the EU, we kindly ask you to contact us. The same applies if you have been awarded another grant from a public or private organization, since these sometimes exclude each other.

Learning Agreement / Credit Recognition

One central feature of the Erasmus+ Program is that the home university recognizes academic work completed at the host university. You should speak in advance of travel to both the Erasmus coordinator of your department at your home university and at TUM about the courses you plan to attend during your exchange and list them in the “Learning Agreement” L.A. (“Section 1”). The proposed program of study is to be confirmed with the signature and stamp of the “responsible persons” at TUM and the home university. In the event that the L.A. must be amended for any reason
(which is often the case), the new courses are listed again in “Section 2” of the L.A. and confirmed by both parties.

The procedure for Section 1 of the L.A. is as follows:

1. You choose courses and fill in the Learning Agreement.
2. The L.A. is signed by the “responsible person” at your school or department before departure.
3. You or your Coordinator send the L.A. to the “responsible person” at TUM to be signed (in most cases the International Affairs Delegate).
4. TUM signs the learning agreement and returns the documents to you.
5. You send the completed and signed L.A. to the I.C (per mail).

When Section 2 of the L.A. is amended, the following applies:

1. The Learning Agreement is signed first by the responsible person at TUM.
2. You forward it to Coordinator at your home university
3. After receiving it back you send a scan copy to the I.C.

To have your academic work at TUM recognized by your home university, you must contact your Coordinator after your return and submit official verification of your academic performance from TUM (usually, a Transcript of Records).

In order to pay out grant funds, the I.C must receive the signed Learning Agreement (Section 1 and possibly Section 2). These documents may be submitted per e-mail. The student retains the originals and these documents must be kept for a period of 7 years, in the event of an audit by the DAAD.

Insurance

Be sure to inform yourself in advance of your travel about the necessary health insurance requirements during your stay abroad (e.g. personal liability insurance, health insurance, accident insurance and travel insurance, incl. baggage and repatriation insurance).

Contact points

Contact at the International Center for questions related to the Erasmus+ grant

Valérie Lechevallier
Tel.: 00 49 89 289 28678
E-Mail: lechevallier@zv.tum.de

Contact of the Erasmus coordinators of the TUM departments
(in charge of academic advising, signing learning agreement etc.)

http://www.international.tum.de/en/contact/tums-international-affairs-delegates/