

Erasmus+ Programme 2022/2023

Important Information on Funding Conditions—Traineeship

This information sheet contains explanatory notes that will help you understand the Erasmus+ Grant Agreement and the commitments that you make when you sign it.

Please read both your Grant Agreement and this information sheet carefully and thoroughly. It is your responsibility to comply with the obligations implied by the Grant Agreement by the deadlines.

As Germany's national Erasmus agency, the German Academic Exchange Service (DAAD) reserves the right to make urgently required modifications or additions to how the Erasmus Programme is handled during the ongoing academic year, which the University of Bonn will then be required to implement immediately. You will be notified in writing of any such modifications or additions in a timely manner.

CONTENTS:

- I. Financial support and how it is paid out
- II. Online language test and online language courses
- III. Documents required
- IV. Further notes on Erasmus funding

I. FINANCIAL SUPPORT AND HOW IT IS PAID OUT

The philosophy underlying the Erasmus Programme regards the financial support as a “mobility allowance” that is designed to offset a student's increased living expenses in their host country and that is not intended as a (full) scholarship in the traditional sense.

1. Calculation of the Erasmus mobility allowance

The grant installments for the three country groups are set for Germany by the DAAD in its capacity as the country's national agency in order to ensure transparency and equal treatment for all students.

As the national Erasmus agency, the DAAD has defined the following nationwide funding for 2022/2023:

Country group	Countries	Funding rate per month (= 30 days) (daily allowance)
Group 1 (higher living expenses)	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom	€750.00 (€25.00)
Group 2 (moderate living expenses)	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain	€690.00 (€23.00)
Group 3: (low living expenses)	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Slovakia, Slovenia, Turkey	€640 (€21.00)

Allowance for “green” travel

“Green” travel is being supported in the latest generation of the Erasmus Programme (2021–2027).

Trainees who eschew planes and ferries in favor of lower-emission options such as trains, buses or carsharing for over 50% of the total distance they travel to and from their destination in their host country (outward and return journeys added together) can obtain a one-off “green travel top-up” of €50.

You can indicate your intention to do this in your Mobility-Online account before you leave. You will not be able to request a green travel top-up retrospectively, although you can amend your “green” travel details after your stay if you ultimately did not undertake any “green” travel.

To provide proof of your “green” travel, you will need to submit a sworn statement, which you can obtain from the International Office (see III.). The International Office reserves the right to request additional travel documents.

You can find more details in the [information sheet on “green” travel](#).

Additional funding for “special” circumstances

Individuals experiencing “special” circumstances are eligible for more financial support in the latest generation of the Erasmus Programme. Additional support is available for those who have a level of disability (GdB) of at least 20, a proven handicap, are living with a chronic condition, will be studying abroad with a child, are the first person from their household to enter higher education, or have a part-time job paying over €450 a month.

You can put a cross against the set(s) of circumstances that apply to you when you register for your placement in Mobility-Online. If one or more of the qualifying “special” sets of circumstances apply to you, you will usually receive lump-sum additional funding of €250 a month. Under certain circumstances, you may instead or additionally apply to have your actual costs covered if you undertake a preparatory trip and/or incur additional costs every month. You can do this up to two months before the start of your placement abroad using the application form that the International Office will provide you with on request (auslandspraktikum@uni-bonn.de).

To provide proof of your personal circumstances, you will need to submit a sworn statement, which you can obtain from the International Office (see III.). The International Office reserves the right to request additional evidence of your personal circumstances.

Details can be found in the [information sheet on additional funding](#).

Funding period

The Erasmus grant is calculated down to the exact day and covers a maximum of 360 days for each stage of a person’s studies. The maximum period eligible for funding is the time between the first and last days on which the trainee is required to be present at their host institution. This is proven at their destination via the **Confirmation of Arrival** after their traineeship abroad has begun.

Time that trainees spend in their host country for personal reasons does not qualify for funding, and neither do any periods in which they are undertaking their mobility measure online from home in Germany (unless they begin their mobility measure in the host country but are then forced to discontinue it due to COVID-19 and resume it online from Germany). The Traineeship Certificate, which the host institution fills in after the end of the traineeship, must contain the confirmed ultimate start and end dates of the mobility phase. Online mobility phases completed from Germany must be listed separately.

2. How the funding is paid out

Funding is paid out in two installments:

First installment:

70% of the total grant amount (excluding any allowances for “green” travel) is paid out within 30 days of:

- Receipt of your signed Grant Agreement (original hard copy in duplicate!) BEFORE the beginning of your stay abroad
- Receipt of your Confirmation of Arrival (scan uploaded to your Mobility-Online account, see III.)

Restriction: if the mobility measure is begun online from Germany, the 30-day payment period starts when the trainee begins their in-person mobility measure in their host country.

A countersigned copy of your Grant Agreement will be mailed to your home address. You will receive email notification that the first installment has been approved and paid out.

Second installment:

The remaining 30% of the total grant amount owed to you (plus any supplement and additional daily allowances for “green” travel) will be paid out after the end of your traineeship abroad, specifically around four to six weeks after receipt of all your required documents by the deadlines (see III.). If you were ultimately given too much funding because your stay ended up being shorter, the surplus will be deducted at this point.

3. Erasmus and other grants

- BAföG recipients are eligible for the full Erasmus mobility allowance. Please note that the proportion of the mobility allowance that exceeds €300 per month will be taken into account when calculating your BAföG grant.¹
- Recipients of a DAAD scholarship are not eligible for an Erasmus grant at the same time.
- Language assistants organized by the *Pädagogischer Austauschdienst* (PAD) are eligible for an Erasmus traineeship grant.
- Scholarships from other institutions (e.g. foundations, *Deutschlandstipendium*) can be combined with Erasmus funding without difficulty. However, you should tell your scholarship provider about your Erasmus grant.
- Remuneration for traineeships is not taken into account when calculating the Erasmus grant.
- Neither can you receive both an Erasmus Mundus scholarship and an Erasmus grant simultaneously.

II. ONLINE LANGUAGE TEST AND ONLINE LANGUAGE COURSES

Anyone spending time abroad on the Erasmus+ Programme is eligible to take an online language test to assess their language proficiency level before they set off. These are currently voluntary.

After the test, you will be able to access free online language courses if any are available in your chosen language. The range of courses is gradually being expanded.

We will provide you with a provisional set of instructions so that, if you are interested, you can take tests in all available languages on a voluntary basis and then take advantage of free language courses.

III. DOCUMENTS REQUIRED

¹ § 1 para. 3 (2) BAföG

Apart from the Grant Agreement (and any sworn statements for “green” travel and additional funding), the forms you will need for your grant can be found at www.uni-bonn.de/erasmus-praktikum. Please upload each of your completed forms to your Mobility-Online account as a SINGLE PDF file. The International Office will process your uploads as soon as possible (usually within a week for Grant Agreements, Learning Agreements and Confirmations of Arrival/Stay and within a month for all other final documents).

If the document is fine, a green check mark will appear in your account; if not, you will receive an email telling you what to correct. Please refrain from asking for progress updates!

Any change to the information you provided when you registered online, especially your email address, home address and bank details, must be made in your Mobility-Online account without delay. If you cannot do so, please email the International Office at auslandspraktikum@uni-bonn.de.

Before and at the beginning of your study placement abroad

Before starting your traineeship abroad

Learning Agreement for Traineeships (Before the Mobility – During the Mobility)

- The Learning Agreement for Traineeships – Before the Mobility describes the programme for your traineeship abroad that you will have agreed with your host organization and sets the objectives for it. It sets out criteria for having your achievements formally recognized after you return to the University of Bonn.
- The Learning Agreement – Before the Mobility must be completed and signed by all three relevant parties (yourself, your Departmental Coordinator or Examination Office, and your host institution) before the beginning of your traineeship abroad.
- Please make sure to upload the completed and signed Learning Agreement – Before the Mobility to your Mobility-Online portal at the International Office of the University of Bonn. Your Grant Agreement will only be made available in your account after your online registration has been recorded and confirmed by your Departmental Coordinator and once your Learning Agreement has been submitted.
- You can request changes to the traineeship programme that you originally agreed at any time. Once approved by your Departmental Coordinator and host institution, please submit any amendments to your Learning Agreement – During the Mobility without delay by uploading the document to the International Office’s mobility portal.
- Your Erasmus Departmental Coordinator or department is responsible for the academic administration of your stay abroad and for preparing the Learning Agreement.

If applicable: sworn statement on “additional funding”

Trainees who have indicated in their Mobility-Online account that one of the abovementioned sets of “special” circumstances applies to them will be given a “Sworn statement on additional funding” to download.

You must sign the sworn statement and upload it to your account as soon as possible (after receiving the corresponding email notification) as the Grant Agreement cannot be issued until after this is done.

You must also provide the International Office **on request** with the proof of your circumstances listed in the [information sheet on additional funding](#). If you are unable to do so, you will be denied any additional funding.

Erasmus Grant Agreement

- Is the contractual basis of your Erasmus grant

- Consists of the contract itself plus the annexes listed on page 1 of the Grant Agreement.
Although the Learning Agreement also forms an integral part of the Grant Agreement, the two do not have to be submitted at the same time.


The content and form of the Erasmus Grant Agreement as well as the funding criteria and methods for calculating the grant are stipulations set by the European Commission and the DAAD, which the University of Bonn is required to follow.

Providing information on your traineeship abroad

The information that you provide in your University of Bonn Mobility-Online account at the beginning and the end of your traineeship abroad is transferred over to your Grant Agreement and serves as a basis for calculating your Erasmus grant.

Start date = your first day as a trainee at your host institution

End date = your last day as a trainee at your host institution

 You will receive a copy of the Grant Agreement countersigned by the Erasmus Institutional Coordinator by mail **no earlier than four weeks before the beginning of your traineeship abroad**.

In other words, you will NOT need to obtain a signature from the Erasmus Institutional Coordinator yourself!
Although no confirmations of receipt will be issued, receipt will be confirmed promptly in your Mobility-Online account.

If applicable: sworn statement for “green” travel

Students who indicate in their Mobility-Online account that they are intending to undertake “green” travel will need to submit **a sworn statement together with their Grant Agreement** (this will be made available to download from Mobility-Online).

You must also be able to provide the International Office with your travel documents on request. If you do not have any travel documents (e.g. because you are traveling by bike or carsharing), you must be able to provide evidence of your journey in the form of photographs, gas station receipts, etc. If you cannot submit any evidence of your journey when asked to do so, your allowances for “green” travel will be revoked.

Immediately after the beginning of your traineeship abroad

Confirmation of Arrival

- Ask the person responsible at your host institution (e.g. your supervisor) to sign this as soon as you arrive.
- Enter the exact start date and expected end date of your traineeship. These dates should match those in the Grant Agreement because they are used to calculate the funding period for your Erasmus placement and the payment of the first installment of your grant.
- Upload the Confirmation of Arrival to your Mobility-Online account within two weeks of your arrival.

The first installment of your Erasmus grant (see p. 2) can only be paid out once you have submitted the signed Grant Agreement and your Confirmation of Arrival.

After the end of your traineeship abroad

Immediately after the end of your traineeship abroad

The documents listed here must be submitted to the International Office within four weeks of the official end of your traineeship abroad.

Learning Agreement for Traineeships – After the Mobility (Traineeship Certificate)

- Is issued by your host institution at the end of your traineeship abroad.
- Must state the exact duration (to the day) of your traineeship. The dates should match those in the Grant Agreement.
- The final calculation of your funding period is based on the dates entered there.
- You may use the form provided in the “During Your Stay Abroad” section at www.uni-bonn.de/erasmus-praktikum or an equivalent form provided by your host institution containing the same information.
- The document must be uploaded to your Mobility-Online account at the International Office immediately after the end of your stay abroad.

EU Survey and personal report

The EU Survey is an online questionnaire run by the EU Commission in order to evaluate the programme.

The relevant link will be emailed to you automatically as soon as your stay comes to an end (based on the information in your Confirmation of Arrival).

However, this system is not currently fully up and running either, so you may not receive the invitation link until some time after you have returned home. Nevertheless, you will still be required to complete the survey. You will then receive the second installment of your Erasmus grant on the proviso that you fill in the survey as soon as we are able to provide you with it.

You will also need to complete a personal report, which takes the form of a questionnaire. Our [website](#) has more details on this as well.

Evidence of recognition at the University of Bonn (only for compulsory traineeships)

Upload your evidence (printout from BASIS, other document from your department or, if you are taking the state examination in medicine, pharmacy or law, your invitation from the State Examination Office for your last state examination) showing how the University of Bonn is recognizing your traineeship abroad to your Mobility-Online account as a PDF file.

If the abovementioned documents are not submitted to the International Office of the University of Bonn by the deadline, the University will be required to request the return of the mobility allowance already paid out and bar you from receiving any more as the Erasmus provisions issued by the EU Commission stipulate that only students who have submitted all required documents may receive funding.

You will find all the key information at a glance in the checklist for Erasmus traineeships at www.uni-bonn.de/erasmus-praktikum → Before your stay abroad

IV. ADDITIONAL INFORMATION ON ERASMUS GRANTS

Insurance

Please note that neither the Erasmus Programme nor the University of Bonn can provide insurance cover during your stay abroad.

- **Students completing an Erasmus traineeship must ensure sufficient health insurance (including repatriation), liability insurance and accident insurance.**

▪ Health insurance

Find out whether and to what extent your health insurance provider will also cover you abroad before you leave. Students who do not have private health insurance can obtain a European Health Insurance Card² from their health insurer for stays in other EU member states and countries with which Germany has signed a social insurance treaty. This card will usually ensure the same level of insurance cover in your host country as is provided to students from that country, although this may differ from what you are used to in Germany. Most notably, this cover will not be sufficient in the event that repatriation or particular medical interventions are required. You should take out supplementary private health insurance for such eventualities, particularly repatriation. It is therefore a good idea to ask your German health insurance provider about the benefits provided by their partners in your host country and to take out additional health insurance for your time abroad if you are in any doubt. You must also clarify whether specific insurance terms and conditions apply in the event of a pandemic and/or if you are traveling to (very) high-risk areas.

- **Other insurance (liability and accident)**

Please note that, during the time of your traineeship abroad, accidents occurring on the way between your residence and the host institution as well as on site of your host institution are not covered through the University of Bonn. We therefore advise you to ask your host institution whether you have accident insurance cover there. If not, you will need to arrange for personal accident insurance with sufficient coverage. In addition, you will need liability insurance for any loss or damage occurring in your workplace.

Please find out about the specific requirements in your host country (you could contact your German insurer, for instance).

As an Erasmus trainee, you will be able to take out a combined health, accident and personal liability insurance policy via the DAAD ([collective insurance](#)), among others.

- **Your health insurance obligation in the case of paid traineeships**

As soon as you receive remuneration, in whatever amount, for your traineeship, you will need to have health insurance in your host country. This means that you will be required to take out health insurance locally and “freeze” your German cover. You will therefore need to contact your future traineeship provider or a local (state) health insurance provider to find out the actual requirements.

Cancellation and shortening of the traineeship abroad

- If you do not embark on your planned traineeship abroad, abandon it partway through or decide to make it shorter, you will need to tell the International Office at the University of Bonn and your Erasmus Departmental Coordinator without delay.
- If you are making your stay much shorter, you may be required to pay back a proportion of your first installment. Whatever happens, however, you should wait until you receive a repayment request complete with the necessary bank details.
- As the minimum duration of Erasmus traineeships is 60 days, you will need to pay back all the funding already paid out if you end your traineeship abroad within 60 days. (Exceptions can be made in cases of hardship.)

Extensions

- Adjusting the duration of your traineeship as indicated in your Grant/Learning Agreement by up to five days is not considered an extension. It is your responsibility to enter the exact duration of your traineeship at the beginning of your stay abroad.
- Your traineeship may be extended by six days or more in justified cases as a basic principle subject to approval from your Erasmus Departmental Coordinator and your host institution.
- To do so, submit an informal declaration of consent from your supervisor at your host institution and your Departmental Coordinator at the University of Bonn to the International Office at least four weeks before your traineeship is due to end.

² If you have statutory health insurance in Germany, you will not need to apply for a European Health Insurance Card as it is printed automatically on the back of your health insurance card.

- Applying for an extension does not automatically extend your Erasmus grant. This will only happen if sufficient funds are available.
- In addition, your host institution will also need to amend this period on your final certificate, and the Learning Agreement (Part 2) may also have to be updated accordingly.

Intensive language courses in your destination country immediately before your study placement starts

The cost of preparatory intensive language courses cannot be covered from Erasmus funds.

However, intensive language courses taken abroad may be able to be added on to the funding period up to a maximum length of four weeks if this does not cause the maximum length of stay of 360 days per study phase to be exceeded. **Evidence required:** confirmation from the institution organizing the language course.

- i** Please include the time for an intensive language course you have booked in the details that you provide on your traineeship period in Mobility-Online, and let us know without delay if you do decide to attend an intensive language course at short notice so that the start date for your funding can be adjusted in your Grant Agreement if required. This cannot be done retrospectively, unfortunately.

Your contact at the International Office:

Anne Bredendiek

International Office, Section 6.2
Poppelsdorfer Allee 53, 53115 Bonn, Germany

Email: auslandspraktikum@uni-bonn.de

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