

# ERASMUS+ 2024/25: PRE-DEPARTURE MEETING

Munich, June 19, 2024



# Congratulations for your Erasmus+ spot!

Be prepared for one of  
the most exciting experience  
of your life!



# Erasmus+ 2024/25 – Pre-departure Meeting

## Agenda

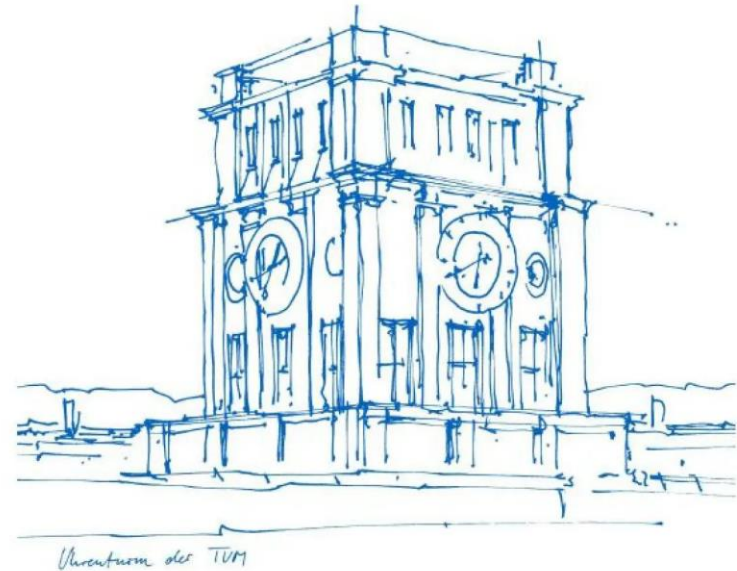
1. Your contact persons at TUM
2. Scholarship amounts
3. Things to do for your Erasmus+ stay – before, during and after your stay
4. General question round

## Zoom etiquette



- **Questions** – please use the **Q&A function**. You can write your questions and vote the most important ones **at the end of the presentation**
- **Presentation slides** will be made available in Moodle after the event

# 1. Your contact persons and their tasks at TUM

- Global & Alumni Office
- TUM Schools



# 1. Erasmus+: tasks assignment between TUM Global & Alumni Office and TUM Schools

	TUM G&A 	TUM Schools 
Academic counseling for all exchange programs		x
Learning Agreements (OLA)		x
<b>Erasmus+ Scholarship</b> (All mandatory documents such as grant agreement, grant amount, etc. – see Moodle)	x	
<b>Certificates of the Erasmus+ stay</b> (i.e. Nomination letter, confirmation for VISA or Bafög)	x	
Entry in the diploma supplement for all exchange programs	x	
Recognition of courses (ECTS) for all exchange programs		x

# 1. TUM G&A – Erasmus+ Outgoing Team

Erasmus looks overwhelming?  
We are here to support and guide you! 😊

## Your Erasmus+ managers at TUM G&A



**Alice Bienvenu**

Austria, Belgium, France, Ireland, Liechtenstein, Luxembourg, Netherlands



**Natascha Kaiser**

Denmark, Finland, Iceland, Norway, Sweden



**Carola Maierhofer**

Portugal, Spain

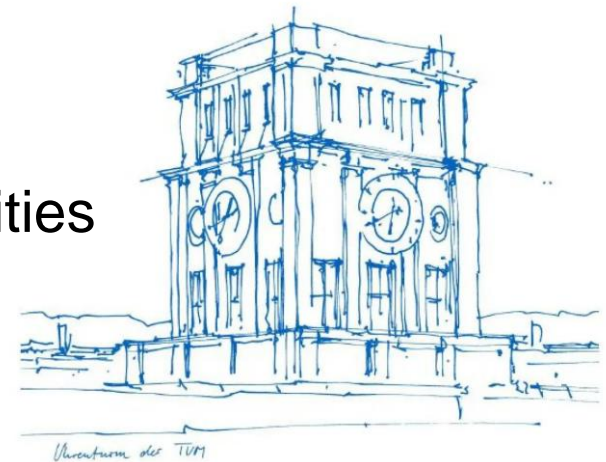


**Germana Marcoccia**

Bulgaria, Croatia, Cyprus, Czech Republik, Estonia, Greece, Hungary, Italy, Latvia, Lithuania, Macedonia, Malta, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey

## 2. Scholarship amounts

- Erasmus+ grant
- Top-up for students with fewer opportunities
- Additional travel days (green travel)



## 2. Erasmus+ grant – general information

- Minimum funded Erasmus+ stay: **2 months (60 days)**.  
Please note that for Erasmus+: 1 month = 30 days (see [Moodle](#)).
- The Erasmus+ grant supports students **additional costs**: it will often not be enough to cover living costs.
- Due to the DAAD Erasmus+ budget allocation for TUM a **limit for the grant amount** (max. **4 months/semester**) was set in order to give all students the chance to receive a grant
- The **grant amount** stated in the Grant Agreement is calculated according to the information submitted **in the scholarship application**. The amount will be adjusted in case of changes occurring during your stay.

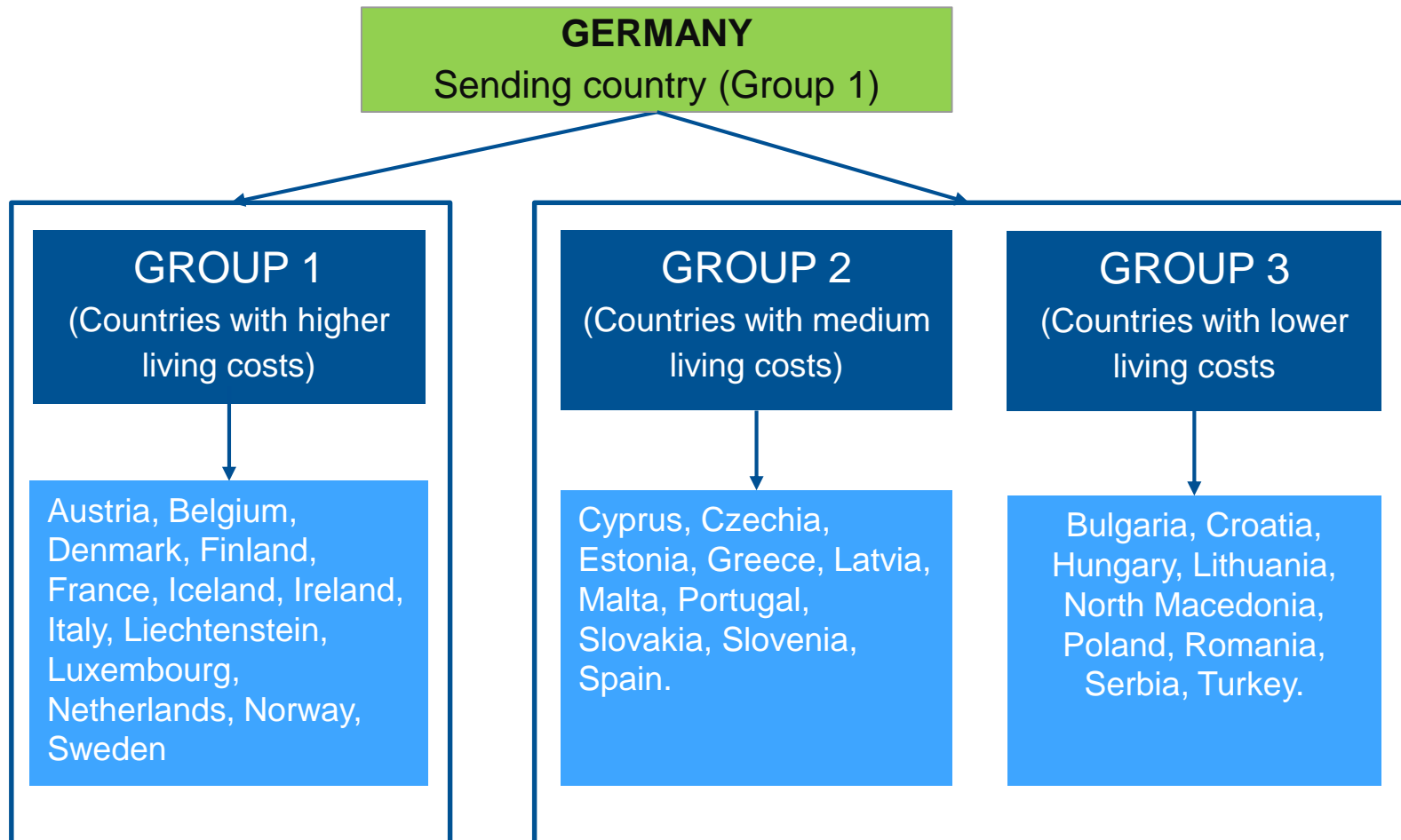


Erasmus+

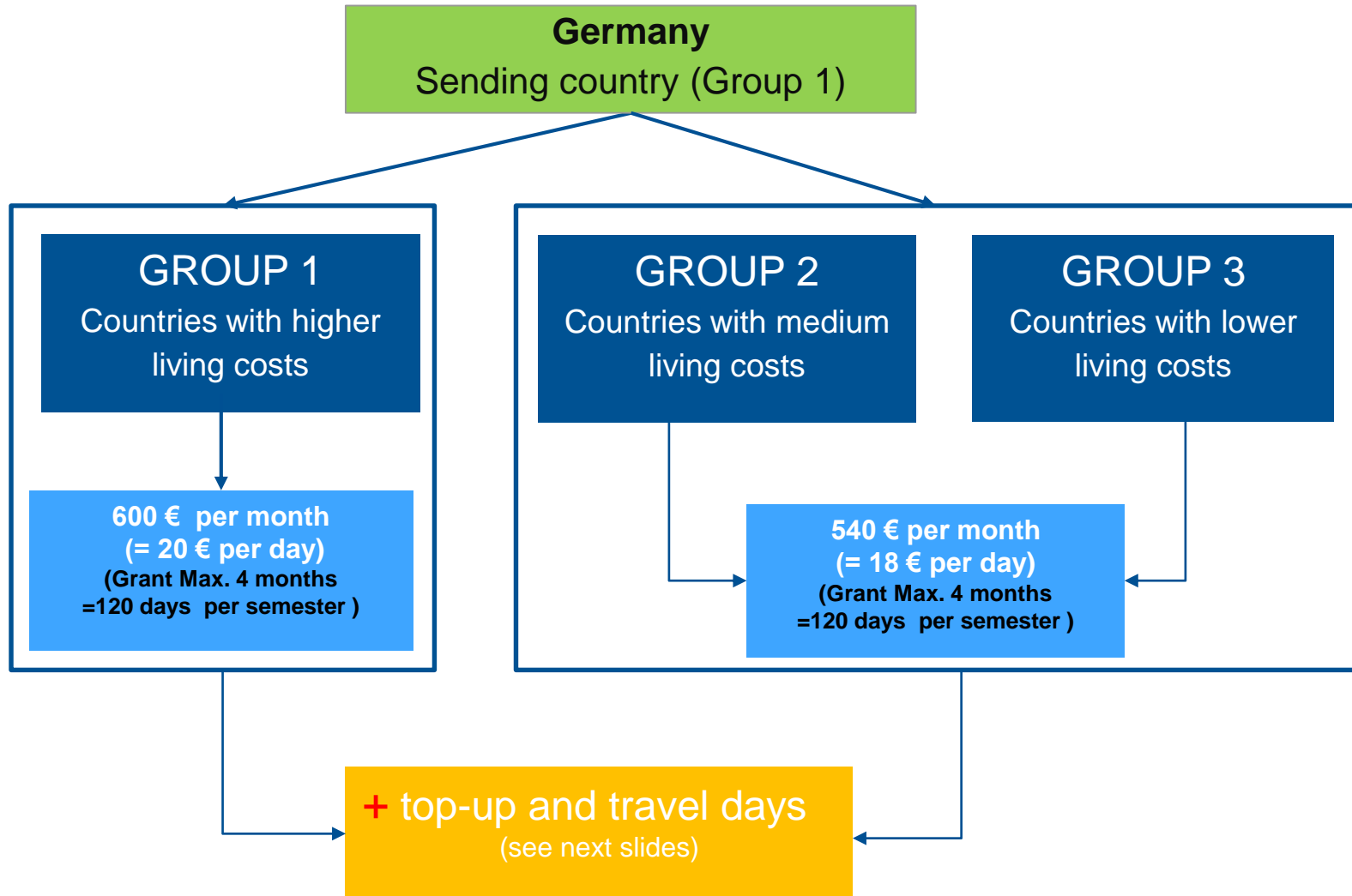


## 2. Erasmus+ grant 2024/25: Country Groups

The amount of the grant depends on the mobility flow between the sending and the receiving country.



## 2. Grant 2024/25: amount per country group



## 2. Grant 2024/25: Examples for 1 Semester without Top-Ups

Country Group	Grant per month	Maximum grant (4 months)	Example 1: 3 months and 10 days	Example 2: 5 months
→ Group 1*	<b>600 €</b> (20€ per day)	<b>2.400 €</b>	<b>2.000 €</b> (3 months x 600€ + 10 days x 20 €)	<b>2.400 €</b> Max grant + 30 non-funded days
→ Group 2 / 3**	<b>540 €</b> (18€ per day)	<b>2.160 €</b>	<b>1.800 €</b> (3 months x 540€ + 10 days x 18 €)	<b>2.160 €</b> Max grant + 30 non-funded days

* <b>Group 1</b> Countries with higher living costs	Austria, Belgium, Denmark, Finland, France, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden
** <b>Group 2</b> Countries with medium living costs	Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.
** <b>Group 3</b> Countries with lower living costs	Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey.

## 2. Grant 2024/25: examples for 2 Semesters without Top-Up

Country Group	Grant per month	Maximum grant (8 months)	Example 1: 6 months and 20 days	Example 2: 10 months
→ Group 1*	<b>600 €</b> (20€ per day)	<b>4.800 €</b>	<b>4.000 €</b> (6 months x 600€ + 20 days x 20 €)	<b>4.800 €</b> Max grant + 60 non-funded days
→ Group 2 / 3**	<b>540 €</b> (18€ per day)	<b>4.320 €</b>	<b>3.600 €</b> (6 months x 540€ + 20 days x 18 €)	<b>4.320 €</b> Max grant + 60 non-funded days

* <b>Group 1</b> Countries with higher living costs	Austria, Belgium, Denmark, Finland, France, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden
** <b>Group 2</b> Countries with medium living costs	Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.
** <b>Group 3</b> Countries with lower living costs	Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey.

## 2. Top-up for students with fewer opportunities

### Eligible students:

- Employed students
- Students whose parents do not have any academic background
- Students going abroad with their child(ren)
- Students with a chronic disease which causes additional costs abroad
- Students with a physical and psychological impairment

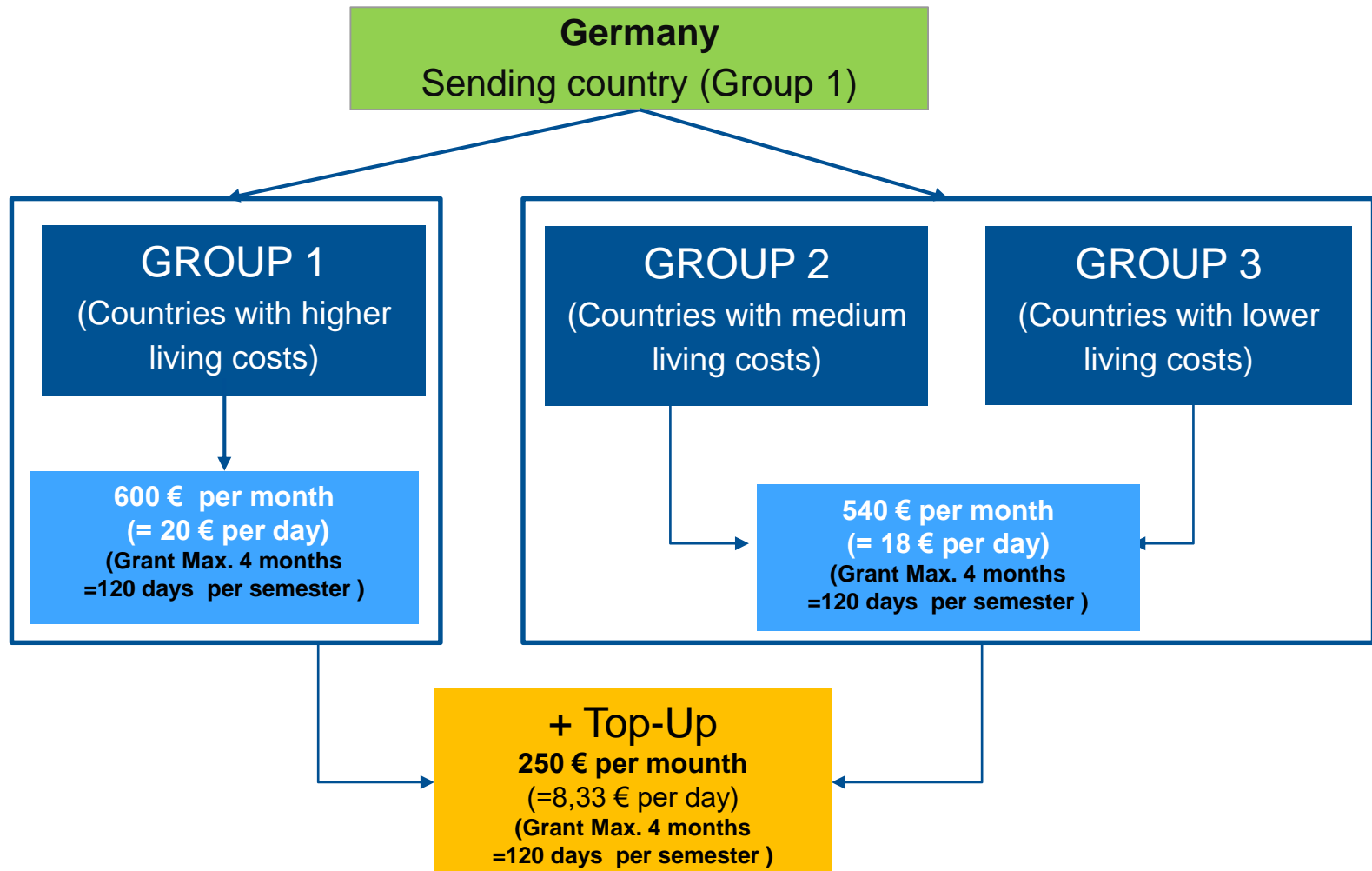
### Application process:

- **ONLY** by the submission of the Scholarship application
- Signature of the declaration on honor
- All **supporting documents (proof)** must be kept for a period of **7 years**



- **Top-ups** cannot be cumulated, you can only apply for one.
- Read **carefully** the information sheet criteria for each top-up ([en](#)/[de](#))!

## 2. Grant 2024/25: amount per country group with Top-up



## 2. Grant 2024/25: Examples for 1 Semester with Top-Up

Country Group	Grant per month	Maximum grant (4 months)	Example 1: 3 months and 10 days	Example 2: 5 months
→ Group 1*	<b>850 €</b> (20€ + 8,33€ per day)	<b>3.400 €</b>	<b>2.833 €</b> (3 months x 850€ + 10 days x 28,33 €)	<b>3.400 €</b> Max grant + 30 non-funded days
→ Group 2 / 3**	<b>790 €</b> (18€ + 8,33€ per day)	<b>3.160 €</b>	<b>2.633 €</b> (3 months x 790€ + 10 days x 26,33 €)	<b>3.160 €</b> Max grant + 30 non-funded days

* <b>Group 1</b> Countries with higher living costs	Austria, Belgium, Denmark, Finland, France, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden
** <b>Group 2</b> Countries with medium living costs	Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.
** <b>Group 3</b> Countries with lower living costs	Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey.

## 2. Grant 2024/25: examples for 2 Semesters with Top-Up

Country Group /Days	Grant per month	Maximum grant (8 months)	Example 1: 6 months and 20 days	Example 2: 10 months
→ Group 1*	<b>850 €</b> (20€ + 8,33€ per day)	<b>6.800 €</b>	<b>5.666 €</b> (6 months x 850€ + 20 days x 28,33 €)	<b>6.800 €</b> Max grant + 60 non-funded days
→ Group 2 / 3**	<b>790 €</b> (18€ + 8,33€ per day)	<b>6.320 €</b>	<b>5.266 €</b> (6 months x 790€ + 20 days x 26,33 €)	<b>6.320 €</b> Max grant + 60 non-funded days

* <b>Group 1</b> Countries with higher living costs	Austria, Belgium, Denmark, Finland, France, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden
** <b>Group 2</b> Countries with medium living costs	Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.
** <b>Group 3</b> Countries with lower living costs	Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey.



## 2. Travel days: Definition

There are two categories of travel days, that are allocated depending on the means of transportation:

### 1. Environmentally friendly trips (Green Travel)

If you travel environmentally friendly by using sustainable, low-emission means of transport, you can apply for funding for up to 6 additional travel days (3 days one way).

Eligible means of transport:

- Train 🚆
- Carpooling with other Erasmus+ students 🚗
- Bus 🚌
- Bicycle 🚲
- By foot 🏞️

Traveling by plane or car (alone or with family/friends) with CO2 compensation does not count as Green Travel.

### 2. Non- environmentally friendly trips (non-Green Travel) ✈️ 🚲 🚗

If you do not travel environmentally friendly, you can apply for an additional 1 travel day (one way), if your trip requires **at least 24 hours** by taking the direct route to cover the distance (= without traffic jams, breaks, overnight stays, etc.).

## 2. Travel days: requirements for the application

Environmentally friendly trips	Non-environmentally friendly trips
Additional travel days - from TUM to the host university - are calculated as follows (one way):	An additional travel day is calculated as follows (one way):
<ul style="list-style-type: none"> <li>• &lt; 12 hours = 0 additional day</li> <li>• 12-24 hours = 1 additional day</li> <li>• 24-48 hours = 2 additional days</li> <li>• &gt; 48 hours = 3 additional days</li> </ul>	<ul style="list-style-type: none"> <li>• &lt; 24 hours = 0 additional day</li> <li>• <math>\geq</math> 24 hours = 1 additional day</li> </ul>

### Additional travel days

Country Group 1: 20 € per day

Country Group 2 / 3: 18 € per day



+ Top-Up (8,33 € per day)

### Application process:

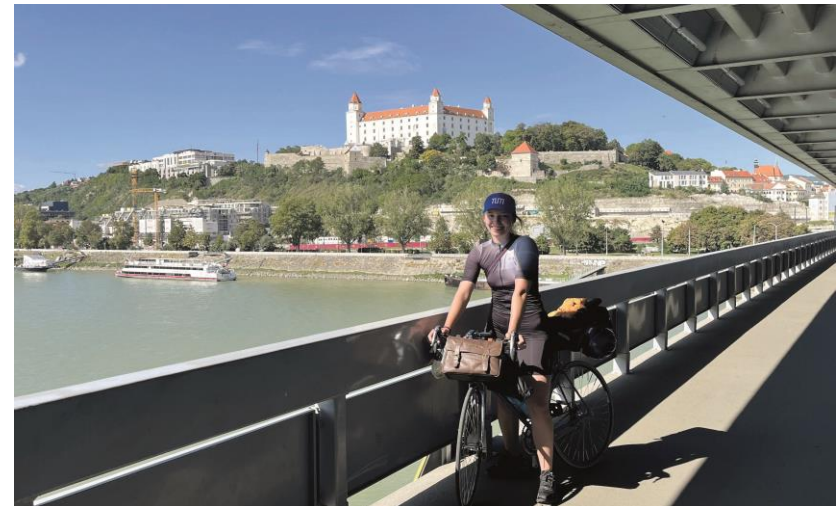
- Application via the scholarship application - **a later application is not possible!**
- Signing of a declaration of honor
- Proof of means of transport used must be kept for a period of 7 years

## 2. Erasmus+: Green Travel Award from TUM GAO

With the Erasmus+ Award we additionally reward **environmentally friendly travel to your Erasmus+ destination and back home** again.

How does it work?

- [send us photos and a short report](#) or link to your blog about your green journey by train, bus, or bike.
- The best examples are awarded with a **lump sum between 300 to 500 euros** at the end of each semester - depending on distance.



More info under: [Thinking Green – Climate-friendly stay abroad - TUM Global](#)

## 2. Payment 1st/2nd grant installment

After submission and review of the mandatory documents, you will receive the installment within the next planned monthly payment.

Payment	Amount	Date of Payment
<b>1. Installment</b>	With a one-off payment, you will receive 70% of the Erasmus+ grant, according to your country category and your <b>planned</b> duration of stay.	After submission and processing of the required documents before the stay (see <a href="#">Moodle</a> )
<b>2. Installment</b>	With a one-off payment, you will receive the remaining amount of the Erasmus+ grant (up to 30%), according to your country category and your <b>confirmed</b> length of stay.	After submission and processing of the required documents after the stay (see <a href="#">Moodle</a> )



**If you shorten your stay**, the grant will be recalculated according to the dates stated in the **Confirmation of Stay** (see slide “shortening of stay” in during mobility).

## 2. Scholarship amounts

- Question round -

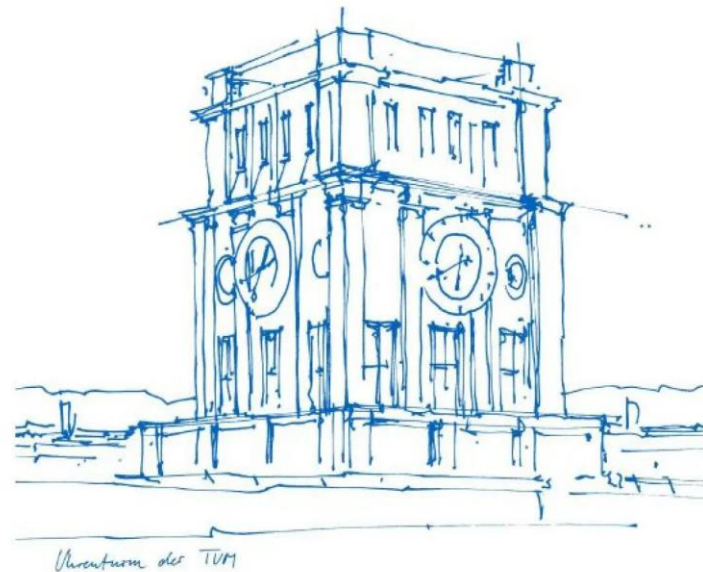
**Top 3 questions**



- Erasmus+ grant
- Top-up for students with fewer opportunities
- Additional travel days

### 3. To Do's for your Erasmus+ stay

- Before Mobility
- During Mobility
- After Mobility



No submission or late submission of the documents for before or after mobility

=

**NO ERASMUS+ GRANT!**

### 3. Erasmus+ overview

	Before mobility	During mobility	After mobility
Registration at partner university	X		
<b>OLA</b>	X		
<b>Scholarship Application + Grant Agreement</b>	X		
<b>1<sup>st</sup> Grant installment</b> (= 70% of the total planned grant)	X		
Changes OLA		X	
Changes of duration of stay		X	
<b>After Mobility documents</b> (CoS, ToR, CA, experience report, EU survey)			X
<b>2<sup>nd</sup> Grant installment</b> (= up to 30% of the total grant)			X
Diploma Supplement			X

# BEFORE MOBILITY



### 3. Online Learning Agreement (OLA)

- Agreement between **students, TUM Schools** and **partner university**
- OLA is a pre-requirement to receive the grant.
- It must be signed by all parties **before the beginning of the stay!**



upload the signed OLA (in PDF) to our MoveOn-Portal.



The 1st installment of your grant will be scheduled for payment  
**ONLY**  
after submission of the OLA in MoveOn and of the duly signed Grant Agreement.



If you have any questions regarding the OLA (course selection, recognition, language requirements, etc.), **contact the Erasmus coordinator at your TUM School**.  
TUM G&A Office does not have the information to help you with this topic.

# 3. Scholarship application

Form	Status
Application for Erasmus+ SMS, Switzerland - SEMP Studies, Double Degree and Departmental Program 2023/24	-
<b>Scholarship Application - Erasmus SMS</b>	-
Erasmus Online Learning Agreement (OLA) - Before Mobility (SSO)	<a href="#">Start</a>
Erasmus Online Learning Agreement (OLA) - During Mobility	<a href="#">Start</a>
Erasmus - Changes of Stay	<a href="#">Start</a>
After Mobility Documents (ATHENS)	(Not available)
After Mobility Documents (Erasmus Study / Double Degree) - SSO	<a href="#">Start</a>

Form	Status	Started on	Last changed on	Link
Application for Erasmus+ SMS, Switzerland - SEMP Studies, Double Degree and Departmental Program 2023/24	In progress	29/11/2022 11:17	06/12/2022 15:41	<a href="#">Continue</a>
After Mobility Documents (ATHENS)	In progress	13/03/2023 11:15	13/03/2023 11:15	<a href="#">Continue</a>

1. Fill out the „Scholarship Application” form (link in Moodle from 19<sup>th</sup> June, 8 P.M.)

1. Enter the dates (start/end) consciously:

- **Start Date = “official start”** of your stay at the partner university (e.g. Info-session for Erasmus+ participants at the partner university; 1st day of course)  
**This date cannot be changed to an earlier date after submission of the scholarship application!**
- **End Date = last “official event”** at the partner university (e.g. last exam...which usually does not take place on Dec 31<sup>st</sup> 😊)

3. If eligible, the Scholarship application is the **only chance** to apply for:

- A top-up for students with fewer opportunities
- Additional travel days for green travel

**Deadline for Scholarship application for winter term 2024/25:**



**1st July, 12 A.M.**

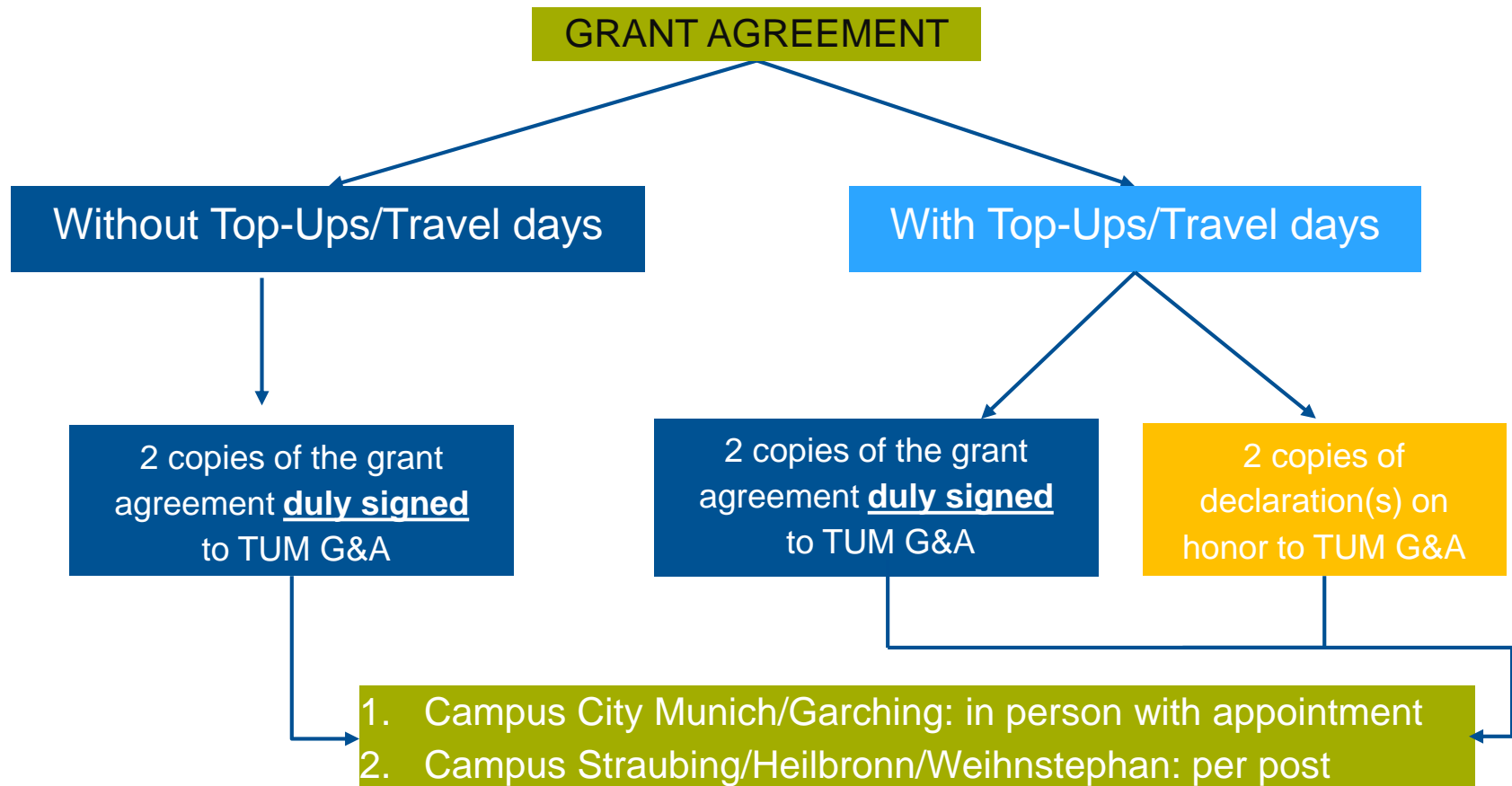


**After submission of the Scholarship application, it will no longer be possible to apply for any additional funding, even if you are eligible!**

# 3. Grant Agreement (GA)

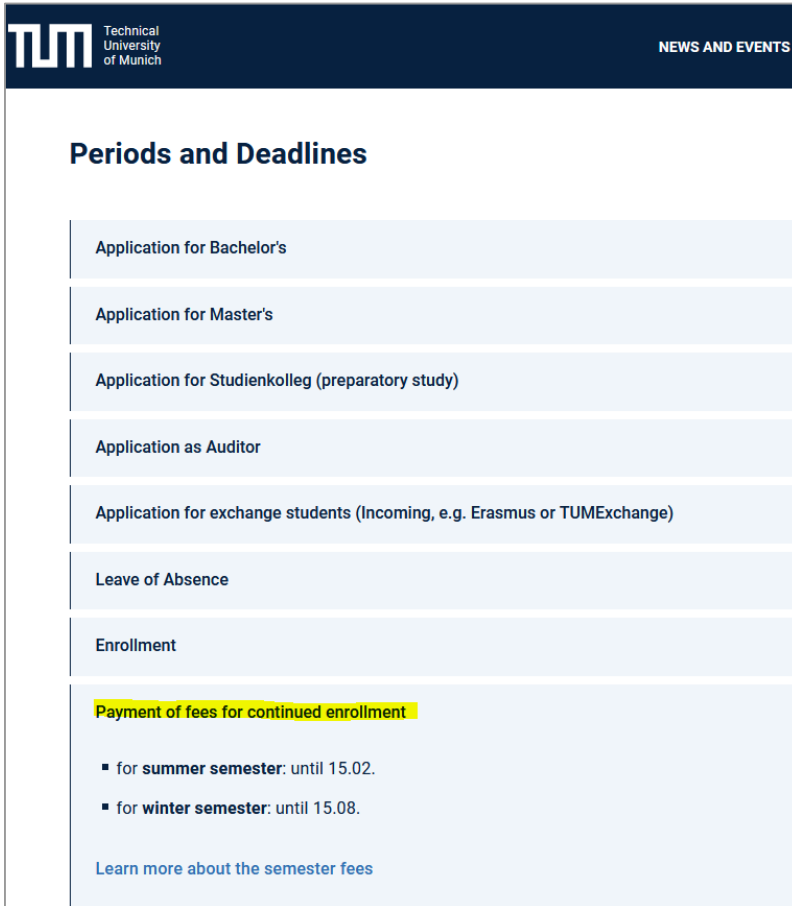
After submission of the scholarship application TUM G&A will send the Grant Agreement and, if applicable, the declaration on honor **per e-mail**.

The Grant Agreement must be signed by all parties **before the beginning of the stay!**



# 3. Do not forget!

Please remember to pay the fees for continued enrollment.



The screenshot shows the 'Periods and Deadlines' section of the TUM website. The header includes the TUM logo and 'Technical University of Munich' on the left, and 'NEWS AND EVENTS' on the right. The main content is a list of application categories, each in a light blue box. The last item, 'Payment of fees for continued enrollment', is highlighted in yellow. Below it, there are two bullet points: 'for summer semester: until 15.02.' and 'for winter semester: until 15.08.'. At the bottom, there is a link 'Learn more about the semester fees'.

**Periods and Deadlines**

- Application for Bachelor's
- Application for Master's
- Application for Studienkolleg (preparatory study)
- Application as Auditor
- Application for exchange students (Incoming, e.g. Erasmus or TUMExchange)
- Leave of Absence
- Enrollment
- Payment of fees for continued enrollment**
  - for **summer semester**: until 15.02.
  - for **winter semester**: until 15.08.

[Learn more about the semester fees](#)

- Deadlines are published on TUM website: <https://www.tum.de/en/studies/application/application-info-portal/dates-periods-and-deadlines>
- In case you leave only for 1 semester, you will have to remember to pay before your mobility
- If you leave for 2 semesters, then you will have to pay before and during your mobility.

# **DURING MOBILITY**

### 3. OLA: course changes during mobility

You can modify your Online Learning Agreement during your stay. Please note that:

- you have to submit the changes **latest 5 weeks after the start of the semester.**
- your changed OLA **must be signed by all three parties** (you, TUM School and partner university)
- **Select suitable courses** at the partner university, **deselect courses** which cannot be attended



You **must** upload the **signed, changed OLA** in the MoveON portal via the ["Online Learning Agreement - During Mobility"](#) form (see details in Moodle).

## 3. Prolongation of Stay

Any prolongation of your stay must be communicated to the TUM G&A Office at least **30 days** before the planned end of your stay stated in your Grant Agreement.

### Prolongation of Stay (2 cases)

#### Prolongation within the same semester



- All prolongations (**even for 1 day!**) must be communicated to Erasmus+ Program Managers.
- Submit the form “Changes of Stay” **latest 30 days before the planned end date on GA.**
- The amount of the grant can be upgraded **until the established upper limit of the grant** (see slide 10)

#### Prolongation for an additional semester



- The prolongation **must be approved by your TUM School and the partner university.**
- Send signed template to the Erasmus+ Program Manager via email **latest 30 before the planned end date** (see [Moodle](#))
- Due to limited budget at TUM, **the additional semester cannot be funded** (zero grant).



The communication of the extension **latest 30 days before the planned end date** is **mandatory** even if no upgrade of your grant is possible (limit already reached): **requirement from NA-DAAD!**

### 3. Shortening of Stay

Please inform TUM G&A at least **30 days** before the end of your stay to avoid any delays in the processing of your documents and the payment of your grant.

#### Shortening of Stay (2 cases)

##### Up to 5 days



- The duration of stay stated in the Grant Agreement will not be adjusted.
- You will receive the grant amount stated in your Grant Agreement.
- The Erasmus days counted in your contingent will be the days stated in your Grant Agreement.

##### For more than 5 days



- The duration of stay and the grant amount will be adjusted.
- If the adjusted amount is higher than the 1<sup>st</sup> installment you received, you will have to pay the difference back.
- The Erasmus days counted in your contingent will be the days stated in your Confirmation of Stay.



Your Erasmus+ stay must last at least 2 months to be valid. If you should shorten your stay below 2 months, TUM will have to reclaim the grant in full. *For shortenings due to exceptional circumstances (major health problem, family emergency, etc.) please inform TUM G&A. Specific regulations apply.*



# AFTER MOBILITY

### 3. After Mobility: mandatory documents

The following documents are mandatory for the 2nd installment and the entitlement to the entire Erasmus+ grant:

- **Confirmation of Stay** – Statement with the official start and end dates of the exchange. The final amount of your grant will be based on this document
- **Transcript of Records** – proof of earning minimum 10 ECTS per semester
- **Course Alignment** – Explanation of the (eventual) difference between the OLA before and during mobility
- **Experience Report** – report on your Erasmus+ exchange
- **EU-Survey** – Survey on your exchange



If the documents are not submitted, **the entire grant will be reclaimed!**

### 3. After Mobility: Deadline

- You have **90 calendar days** after the end date of your stay to submit your After Mobility documents.
- If you miss some documents from the partner university (e.g. ToR), please inform the Erasmus+ Program manager in charge of your country **in due time** to get support in this process and get all documents before the deadline.



In case these documents are not submitted, your participation in the Erasmus+ Programme will be invalidated and **the grant will be reclaimed in full.**

### 3. Minimum ECTS & ECTS recognition

#### TUM G&A Office

- Upload the **After Mobility** documents in MoveOn (link in [Moodle](#)).
- 10 ECTS minimum per semester are **required** to be eligible to the Erasmus+ grant.
- Failure to meet this criterion = **no entitlement** to the grant (the 1<sup>st</sup> scholarship installment must be **reimbursed** in full)

#### TUM School

- Be aware of your TUM School's own ECTS requirements
- Start the process of recognition at TUM in due time



If you should not be able to meet this criterion due to exceptional circumstances (major health problem, family emergency, etc.) please inform the Erasmus+ Program Manager and your TUM School! Specific regulations apply.

# 3. To do's for your Erasmus+ stay

## - Question round -

### Top 5 questions

- Before mobility
- During mobility
- After mobility



## 4. Question round



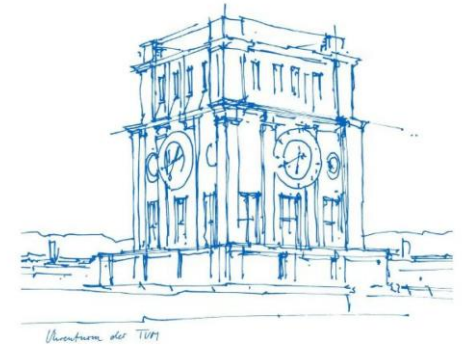
# Have fun and enjoy your exchange!

A few more tips for you:

- You are a TUM ambassador, please behave consequently
- Read carefully the Erasmus Student Charter in Moodle (chapter Grant Agreement)
- Represent TUM abroad i.e. in a student exhibition by the host university? A PowerPoint presentation about TUM is available in Moodle.
- You can be a European ambassador!

Share your experiences with the next generations with DAAD's „Back to school program“

[Europa macht Schule](https://europamachtschule.de/en): <https://europamachtschule.de/en>




**EUROPA macht SCHULE**  
Bringing the world into the classroom!

EXPLAINED IN 2 MINUTES  
**Europa macht Schule - in a nutshell**  
"Europa macht Schule" - how does the programme work and who's involved in its implementation? Get to know more about it in our video clip.

MORE

# Have fun and enjoy your exchange!

It's time to get in touch with each other! 😊

Add a social media group in the chat now to network with students going to the same country/same city.





# STAY TUNED!

ALL INFO AND UPDATE  
ARE COMMUNICATED IN MOODLE



We are looking forward to guiding you  
through this outstanding experience! 😊

## ERASMUS+ Programme Managers



**Alice Bienvenu**  
Tel.: 089 289 22533  
E-Mail: [alice.bienvenu@tum.de](mailto:alice.bienvenu@tum.de)



**Natascha Kaiser**  
Tel.: 089 289 28678  
E-Mail: [natascha.kaiser@tum.de](mailto:natascha.kaiser@tum.de)



**Carola Maierhofer**  
Tel.: 089 289 25470  
E-Mail: [c.maierhofer@tum.de](mailto:c.maierhofer@tum.de)



**Germana Marcoccia**  
Tel.: 089 289 25461  
E-Mail: [germana.marcoccia@tum.de](mailto:germana.marcoccia@tum.de)