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

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

Contacts at TUM Schools: [https://www.international.tum.de/en/global/school-contacts/](https://www.international.tum.de/en/global/school-contacts/)
1. TUM G&A – Erasmus+ Outgoing Team

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

<table>
<thead>
<tr>
<th>Your Erasmus+ managers at TUM G&amp;A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alice Bienvenu</strong></td>
</tr>
<tr>
<td><strong>Natascha Kaiser</strong></td>
</tr>
<tr>
<td><strong>Carola Maierhofer</strong></td>
</tr>
<tr>
<td><strong>Germana Marcoccia</strong></td>
</tr>
</tbody>
</table>

Contacts at TUM Schools: [https://www.international.tum.de/en/global/school-contacts/](https://www.international.tum.de/en/global/school-contacts/)
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.
2. Erasmus+ grant 2024/25: Country Groups

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

- **GERMANY**
  - Sending country (Group 1)

- **GROUP 1**
  - (Countries with higher living costs)
  - Austria, Belgium, Denmark, Finland, France, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden

- **GROUP 2**
  - (Countries with medium living costs)
  - Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain

- **GROUP 3**
  - (Countries with lower living costs)
  - Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey
2. Grant 2024/25: amount per country group

**Germany**
Sending country (Group 1)

**GROUP 1**
Countries with higher living costs

600 € per month
(= 20 € per day)
(Grant Max. 4 months =120 days per semester)

**GROUP 2**
Countries with medium living costs

540 € per month
(= 18 € per day)
(Grant Max. 4 months =120 days per semester)

**GROUP 3**
Countries with lower living costs

+ top-up and travel days
(see next slides)
2. Grant 2024/25: Examples for 1 Semester without Top-Ups

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

* Group 1
Countries with higher living costs
Austria, Belgium, Denmark, Finland, France, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden

** Group 2
Countries with medium living costs
Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.

** Group 3
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

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

* Group 1 Countries with higher living costs
Austria, Belgium, Denmark, Finland, France, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden

** Group 2 Countries with medium living costs
Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.

** Group 3 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

**GROUP 1**
(Countries with higher living costs)
- 600 € per month
  (= 20 € per day)
  (Grant Max. 4 months = 120 days per semester)

**GROUP 2**
(Countries with medium living costs)
- 540 € per month
  (= 18 € per day)
  (Grant Max. 4 months = 120 days per semester)

**GROUP 3**
(Countries with lower living costs)
- 540 € per month
  (= 18 € per day)
  (Grant Max. 4 months = 120 days per semester)

+ **Top-Up**
  250 € per month
  (= 8.33 € per day)
  (Grant Max. 4 months = 120 days per semester)
## 2. Grant 2024/25: Examples for 1 Semester with Top-Up

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

* Group 1
Countries with higher living costs
- Austria, Belgium, Denmark, Finland, France, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden

** Group 2
Countries with medium living costs
- Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.

** Group 3
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

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

* Group 1 Countries with higher living costs
  - Austria, Belgium, Denmark, Finland, France, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden

** Group 2 Countries with medium living costs
  - Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.

** Group 3 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

<table>
<thead>
<tr>
<th>Environmentally friendly trips</th>
<th>Non-environmentally friendly trips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional travel days - from TUM to the host university - are calculated as follows (one way):</td>
<td>An additional travel day is calculated as follows (one way):</td>
</tr>
<tr>
<td>• &lt; 12 hours = 0 additional day</td>
<td>• &lt; 24 hours = 0 additional day</td>
</tr>
<tr>
<td>• 12-24 hours = 1 additional day</td>
<td>• &gt;/= 24 hours = 1 additional day</td>
</tr>
<tr>
<td>• 24-48 hours = 2 additional days</td>
<td></td>
</tr>
<tr>
<td>• &gt; 48 hours = 3 additional days</td>
<td></td>
</tr>
</tbody>
</table>

**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.

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

*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

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

Grant relevant documents
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

1. Fill out the „Scholarship Application” form (link in Moodle from 19th 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 31st 😊)

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!

**GRANT AGREEMENT**

**Without Top-Ups/Travel days**

- 2 copies of the grant agreement **duly signed** to TUM G&A

**With Top-Ups/Travel days**

- 2 copies of the grant agreement **duly signed** to TUM G&A
- 2 copies of declaration(s) on honor to TUM G&A

1. Campus City Munich/Garching: in person with appointment
2. Campus Straubing/Heilbronn/Weihenstephan: per post

More info about the submission will follow in Moodle
3. Do not forget!

Please remember to pay the fees for continued enrollment.


- 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 1st 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 1st 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)
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

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E-Mail: germana.marcoccia@tum.de