

ERASMUS+ Key Action 171 – Basic information for partner universities

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Erasmus+

Erasmus+ is the EU's programme to support education, training, youth and sport in Europe. The 2021-2027 programme places a strong focus on social inclusion, the green and digital transitions, and promoting young people's participation in democratic life.

Erasmus+ Key Action 171

Erasmus+ offers the opportunity for higher education institutions to send students and staff abroad to study, teach, or train at participating institutions, as well as to participate in a traineeship.

They can also host incoming students and staff from abroad.

Goals of the funding line Key Action 171:

- Increasing the capacity, attractiveness and internationalization of the participating organizations,
- Strengthening international links between institutions and increase visibility at the local and global level and
- Contributing to the improvement of the quality of higher education and important catalyst for the reform of higher education systems.

Types of Mobility

- STA (**staff mobilities**)¹: Erasmus+ supports **teaching** periods at higher education institutions (HEIs) abroad. A teaching period must last a minimum of 5 days and maximum of 2 months. This excludes travelling time. During the stay abroad, the teaching activity must comprise a minimum of 8 hours per week (or any shorter period of stay) of actual teaching time.
- STT (**staff mobilities**)²: Erasmus+ supports **training** periods for (academic and non-academic) staff working in higher education institutions. With Erasmus+, you can train at a higher education institution in Israel or Germany or at an organisation outside the sector in Germany. A training period must last a minimum of 5 days and maximum of 2 months.
- SMS (**student mobilities**, Outgoing: from Hildesheim to TelAviv; Incoming: from TelAviv to Hildesheim)³: Opportunities to study abroad are available to students at short cycle Bachelor and Master levels and Doctoral candidates. A long-term study period abroad can last a minimum of 2 months (or 1 academic term) and a maximum of 12 months. Students can also do a blended mobility, combining a virtual period with a physical short or long-term mobility. The short-term physical presence abroad as part of blended mobility lasts a minimum of 5 days and a maximum of 30 days.

Implementation of Mobilities

The German Academic Year

The German academic year is divided into two terms (semesters):

Every **winter term** starts on October 1st and ends on March 31st.

Every **summer term** starts on April 1st and ends on September 30th.

Each term consists of a lecture period and a term break. In **winter term** the lecture period usually lasts from **mid-October until mid-February**. The **summer term** lecture period usually lasts from the **beginning of April until mid-July**. During each term break following the lecture periods, there might be coursework deadlines or exams.

¹ <https://erasmus-plus.ec.europa.eu/opportunities/opportunities-for-individuals/teaching-opportunities-for-staff/higher-education-teaching-staff>

² <https://erasmus-plus.ec.europa.eu/opportunities/opportunities-for-individuals/staff-training/higher-education-staff-training>

³ <https://erasmus-plus.ec.europa.eu/opportunities/opportunities-for-individuals/students/studying-abroad>

Nomination

Student Mobility

The sending institution's responsible person for outgoing students must nominate (announce) their outgoing students to the University of Hildesheim.

For students starting their study abroad period in **winter**, the nomination deadline ends on **15 May**.

For students starting their study abroad period in the **summer**, the nomination deadline ends on **15 November**.

To nominate students, please go to:

<https://www.uni-hildesheim.de/mobilityonline/LoginServlet?identifier=HILDESH01&sprache=en>

PLEASE PROVIDE AN ELECTRONIC COPY OF YOUR OUTGOING PARTICIPANTS' PASSPORT UPON NOMINATION!

The Grant

The grant is a lump sum consisting of two parts: travel costs and individual support. The amount of the **travel costs** depends on the distance to be overcome between the home institution and the University of Hildesheim.

Travel distances	In case of standard travel	In case of green travel ⁴
Between 10 and 99 KM	€23 per participant	Not applicable
Between 100 and 499 KM	€ 180 per participant	€ 210 per participant
Between 500 and 1999 KM	€ 275 per participant	€ 320 per participant
Between 2000 and 2999 KM	€ 360 per participant	€ 410 per participant
Between 3000 and 3999 KM	€ 530 per participant	€ 610 per participant
Between 4000 and 7999 KM	€ 820 per participant	Not applicable
8000 KM or more	€ 1,500 per participant	Not applicable

The **individual support** depends on the length of the mobility period.

Mobility to...	Student monthly rate ¹⁸	Student daily rate ¹⁹	Staff daily rate ²⁰
Germany	€ 850	€ 70 (5-14 th day)	€ 160
Partner	€ 700	€ 50 (15 th -30 th day)	€ 180

⁴ Use of sustainable means of transport for mobility

Staff Mobility

Please get into contact with your partner at the University of Hildesheim to discuss possible staff mobilities:

As soon as decisions have been made, please email the following details to **Daniela Puhrsch** (puhrsch@uni-hildesheim.de) from the International Office at the University of Hildesheim:

- **Participant's first and last name**
- **Start and end date of the mobility**

Inclusion and diversity - these are the overarching priorities of the Erasmus+ program generation 2021-2027. With targeted measures, the program aims to achieve the goal of more equal opportunities and inclusion in all areas of education. A key component in the higher education sector is the additional financial support for participants with fewer opportunities through top-ups. Students with disabilities or chronic illnesses, students with children, students from a non-academic home, and working students receive a top-up amount (250€/ month).

Payment of grant

The grant will be paid to the participant. In case other people and/or institutions arrange for the participant's travel or accommodation booking, the participant must take care of the reimbursement themselves.

Student Mobility

Students receive their scholarship as soon as they have opened a German bank account. The individual sponsorship is paid out in monthly installments. The first installment consists of the travel grant and the individual support for the first month. The last installment will be adjusted according to the actual duration of the student's stay. Therefore, the student must submit the departure documents (e.g. air ticket) as soon as possible at the end of his/her stay.

Staff Mobility

The participant will receive the grant in cash during his/her stay at the University of Hildesheim. For the cash payment, an appointment will be made with the Finance Department of the University of Hildesheim. In order to receive the money, you will need a personal identification document, e.g. your passport.

Please note: In any case, the grant will only be paid upon arrival and after handing in the original signed copy of the Grant Agreement.

Documents

Grant Agreement

The Grant Agreement states the mobility period and the respective grant. It has to be completed by the participant with their personal details and must be signed. **The original signed copy must be handed back to Daniela Puhersch from the International Office at the University of Hildesheim.** This can be done upon arrival.

Learning Agreement for Students

The purpose of the Learning Agreement⁵ is to provide a transparent and efficient preparation of the exchange to make sure that students receive recognition for the activities successfully completed abroad. The Learning Agreement sets out the programme of the studies or the traineeship to be followed abroad. It must be approved by the student, the sending and the receiving institution, organisation or enterprise before the start of the exchange.

⁵ <https://erasmus-plus.ec.europa.eu/resources-and-tools/mobility-and-learning-agreements/learning-agreements>

The Learning Agreement consists of three parts. **The first part must be completed before the mobility!** In that part, the student, the sending and the receiving institution agree upon the courses to be attended during the student's mobility. It must be signed in the given order.

The second part must be completed only when the study plan stipulated in part one changes during the mobility. **The third part** is a Transcript of Records issued by the receiving institution confirming the courses taken and the credits achieved by the student. **A (scanned) copy of all parts** of the completed and signed Learning Agreement must be forwarded to the International Office of the University of Hildesheim.

By signing the completed Learning Agreement, the sending institution is obliged to assign the credits achieved abroad to the student's academic achievement at home.

Mobility Agreement for Staff

A Mobility Agreement⁶ sets out the programme of teaching / training to be followed and is approved by the staff member, the sending and the receiving institution / organisation. The agreement defines the components of the teaching or training period abroad and emphasises the mutual responsibility for the quality of the mobility of both the sending institution / organisation and the receiving institution / organisation.

In the Mobility Agreement, the participant, a responsible person of the sending institution and the respective project manager from the University of Hildesheim agree upon the content of the mobility activity. It must be signed in the given order. A (scanned) copy of the completed and signed Mobility Agreement must be forwarded to **Daniela Puhersch (puhersch@uni-hildesheim.de)** from the International Office of the University of Hildesheim.

Please make sure that the participant provides all details asked for at the top of pages one and two.

Confirmation of Stay

The Confirmation of Stay states the participant's actual exchange period. This document is important for the correct calculation of the grant. Both students as well as staff members need to have this document completed by the receiving institution at the end of their stay and return a (scanned) copy to Daniela Puhersch from the International Office of the University of Hildesheim. We kindly ask incoming exchange students to inform the International Office of the University of Hildesheim about their departure four weeks in advance. Additionally, please hand in a copy of your travel documents (flight or train ticket) so that we can de-register you from German health insurance and calculate the final payment of your grant.

⁶ <https://erasmus-plus.ec.europa.eu/resources-and-tools/mobility-and-learning-agreements/mobility-agreements>

Online Language Support (OLS)

The Online Language Support (OLS) is designed to help Erasmus+ participants improve their knowledge of the language in which they will work, study or volunteer abroad so that they can make the most out of this experience.

As the lack of language skills remains one of the main barriers to the participation in European education, training and youth mobility opportunities, OLS makes language support accessible in a flexible and easy way. It also contributes to a specific objective of the Erasmus+ programme, which is to promote language learning and linguistic diversity.

Academic Year Schedule

Date		To do	
01.10.	New academic year begins; beginning of the Winter Term		Winter Term
beginning of October	Arrival; ERASMUS Welcome Week	Hand in original signed copy of Grant Agreement upon arrival!	
mid-October	beginning of the lecture period		
31.10.		Hand in copy of Learning Agreement "To be completed During the Mobility" to International Office, University of Hildesheim.	
15.11.	Nomination deadline for Summer Term exchange students		
30.11.	Application deadline for Summer Term exchange students		
February	Final lecture week: course catalogue for Summer Term will be available online	Summer Term exchange students choose their courses and fill in their Learning Agreement "To be completed Before the Mobility"	
mid-February	End of the lecture period		
after exams	Receive Confirmation of Stay and Transcript of Records.	Hand in copies of Confirmation of Stay and of Transcript of Records to International Office, University of Hildesheim.	
15.03.		Hand in completed and signed copy of Learning Agreement "To be completed Before the Mobility" for Summer Term exchange to International Office, University of Hildesheim.	
4 weeks before departure		Hand in travel documents to International Office to be de-registered from German health insurance.	
31.03.	End of the Winter Term		

Date		To do	Summer Term
01.04.	Beginning of the Summer Term		
beginning of April	Arrival; ERASMUS Welcome Week	Hand in original signed copy of Grant Agreement upon arrival!	
mid-April	Beginning of the lecture period		
15.05.	Nomination deadline for Winter Term exchange students		
30.05.	Application deadline for Winter Term exchange students		
July	Final lecture week: course catalogue for Summer Term will be available online	Winter Term exchange students, please choose their courses and fill in their Learning Agreement "To be completed Before the Mobility"	
mid-July	End of the lecture period		
15.08.		Hand in completed and signed copy of Learning Agreement "To be completed Before the Mobility" for Winter Term exchange to International Office, University of Hildesheim.	
after exams	Receive Confirmation of Stay and Transcript of Records.	Hand in copies of Confirmation of Stay and Transcript of Records to International Office, University of Hildesheim.	
4 weeks before departure		Hand in travel documents to International Office to be de-registered from German health insurance.	
30.09.	End of the academic year; end of the Summer Term		