



Erasmus+ Student Mobility with Partner Countries/ [STU IN] Guide for (PhD) Student Mobility to Leipzig University

This guide aims to help you organising a study or research stay at Leipzig University within the framework of the inter-institutional agreement between your home institute and the regarding institute/department of Leipzig University. Possible duration and funding ceilings for the mobility are set in the inter-institutional agreement between both institutions.

PRIOR TO THE ARRIVAL AT LEIPZIG UNIVERSITY

@ COORDINATOR PARTNER UNIVERSITY

1. a) Nomination for a Mobility Period Abroad by the Home University

DOCUMENT: "01 Leipzig InboundErasmusStudent_Application and Nomination"

Please prepare the Application and Nomination document for the student. This document serves as documentation for the nomination process.

Please forward this document to the student. This document needs to be uploaded on MoveOn by the student when he/ she applies for admission.

1. b) Documentation of the Applicants

DOCUMENT: "02 Leipzig InboundErasmusStudent_List_Applicants"

Please list the selected participant(s) as well as the applicants for an Erasmus+ International study abroad period and send the list to erasmus-international@zv.uni-leipzig.de.

👉 Please respect the Erasmus+ inter-institutional Agreement in terms of number of candidates and duration of stay. An Erasmus+ financial support is only possible for these numbers. Additional applications may be facilitated in the framework of university cooperation, in that case, please consult Jane Moros (jane.moros@zv.uni-leipzig.de) in the International Centre at Leipzig University.

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COORDINATOR PARTNER UNIVERSITY

2. Documents and Information about further steps

Please inform the students about the internal deadlines and application documents:

Please forward the necessary Erasmus+ documents for international mobility, as well as information about the further procedure to the participant. You'll find it all in our cloud on:

<https://speicherwolke.uni-leipzig.de/index.php/s/ZRbY92t5Zd57Zid>.

@ STUDENT

3. Application for Admission at Leipzig University

Please be aware of the following deadlines for the application at Leipzig University and inform the nominated students about the deadlines.

You or your students shall send the application for admission until

- **1 June** in order to start studying in a winter semester (1 October – 31 March)
- **1 December** in order to start studying in a summer semester (1 April – 30 September)
- for doctoral students a rolling deadline is possible

The application documents include:

- Application and Nomination Document
- Language Certificate documenting the required language level
- A provisional study plan or Learning Agreement


- o additional documents might be required by the department (please consult the departmental coordinator)

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4. Online Application (for Admission and for the Erasmus+ financial support)

The nominated student needs to register online and apply for the study period and the Erasmus+ financial support on

<https://unileipzig.moveon4.de/form/572a4ddb84fb96c126afa561/eng> (German and English version available). During this application, the application documents need to be uploaded. For Exchange Students more information about the application process can be found here: <https://www.uni-leipzig.de/en/international/exchange-students-at-leipzig-university/before-you-arrive/#collapse14924>

 Note: After approving the application documents, the student receives the “**Letter of Admission**” and the **Erasmus+ financial support offer** from Leipzig University by email. The student needs these documents for enrolling at Leipzig University and for applying for a VISA if necessary.

5. Social Semester fee

If admission is granted, please be aware that every enrolled student needs to pay the “Semesterbeitrag” – a social semester fee supporting the student union body and services, it is no tuition fee.

Please inform the students to transfer the fee before arrival. They will find further instructions in the Letter of Admission.

@ STUDENT

6. Learning/Research Agreement

Document: “03 Leipzig InboundErasmusStudent_Learning Agreement”

Please help the student to fill in the curriculum or research plan he/she intend to conduct at Leipzig University. With signing the document, the student and the responsible person at the host university and at UL agree upon the Erasmus+ funded learning/ research plan. This obligatory document is meant to successfully facilitate the recognition of the academic performance during the stay abroad.

! Three Signatories: (PhD) student, responsible at UL, responsible person at the cooperating department of the host university (Digital signatures are accepted)

Please send the document as a scan to erasmus-international@zv.uni-leipzig.de

 Note: The Learning/Research Agreement consists of four parts:

- | | |
|--|---|
| I Study programme and provisions for recognition | → to be filled and handed in before the start of mobility |
| II Optional changes to the study programme | → to be filled and handed in in during mobility |
| III Transcript of Records | → to be filled and handed in after mobility |
| IV Recognition results at home university | → -“- after the return to home university |

 Helpful Information:

Most course catalogues at Leipzig University for the upcoming semester will only be available two months prior to the start of the semester. However, students can use the course offers from previous or current semesters to compile the provisional study plan, which needs to be finalized in the Learning/Research Agreement part II Optional Changes during the mobility.

Course catalogues will be published on the websites of the relevant institutes, an overview with web links to all course catalogues can be found on

<https://almaweb.uni-leipzig.de/scripts/mgrqispi.dll?APPNAME=CampusNet&PRGNAME=EXTERNALPAGES&ARGUMENTS=-N00000000000001,-N000405,-Acc>

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UPON ARRIVAL AT LEIPZIG UNIVERSITY

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7. Enrolment at Leipzig University

Dates for enrolment and further information will be provided with the Letter of Admission.

👉 Note: Students will receive an **“Enrolment Certificate”** and a **Student-ID**. In order to obtain the Student-ID “UNICard” the “Semesterbeitrag” has to be transferred to the University account (recommended before arrival).
During the enrolment procedure students are also required to open a German bank account.

8. Grant Agreement

DOCUMENT: “04 Leipzig InboundErasmusStudent_Grant Agreement”

During enrolment, students will receive the prepared Erasmus+ Grant Agreement from the administrative coordinator of the International Centre at Leipzig University. It comprises all the programme conditions and requirements. Students are asked to come to the International Centre at the appointed time in order to sign the two originals.

👉 Note on Payment Arrangements: (see also Grant Agreement)
After submission of

- the Learning Agreement (Part I) and
- the Enrolment Certificate of Leipzig University

the first instalment representing a minimum of 50% (as a rule it comprises two monthly rates and the travel rate) of the total financial support from Erasmus+ EU funds shall be transferred to the participant’s German bank account.
Further instalments shall be paid to the participant on a monthly basis.
The last monthly allowance before departure will only be paid after the submission of the online EU survey.

DURING THE MOBILITY

@ STUDENT

9. Learning Agreement II_ Optional changes

If relevant, changes to the proposed Learning Agreement shall be made and signed by all parties. The final document shall be sent as a scan to erasmus-international@zv.uni-leipzig.de.

IN THE END OF THE MOBILITY

@ STUDENT

10. ERASMUS+ Mobility Online Survey via EU-Portal

Students will automatically receive an e-mail with a link to access the online survey 30 days prior to the end of the Erasmus+ stay.

The survey has to be completed within 15 days after the reception of the link.

→ The filled survey is a pre-condition for the payment of the last monthly rate.

11. Certificate of Removal from the Register or Confirmation of the End of Stay

Students shall forward this document as copy/ scan to the International Centre at Leipzig University and to the home university.

@ STUDENT
and COORDINATOR UL

12. Transcript of Records (Part III of the Learning/Research Agreement)

The host university/faculty will issue the Transcript of Records when students have passed exams or when the research work has been performed successfully. It will not list courses the student has failed.

Students shall send this document as copy or scan to the International Centre at Leipzig University as soon as possible after its reception. To: erasmus-international@zv.uni-leipzig.de

AFTER THE DEPARTURE FROM LEIPZIG UNIVERSITY

@ STUDENT
and RESPONSIBLE PERSON FOR RECOGNITION AT PU

13. Recognition of academic performance at home university (Part IV of the Learning/Research Agreement)

The Part IV of the Learning/Research Agreement has to be signed by the responsible person for recognition at the home university based on the information issued with the Transcript of Records.

Please respect the programme principles, each partner institution agreed with in the inter-institutional Agreement (Part D: "... Accept all educational activities as counting towards the degree, provided the programme participant as approved in the Learning Agreement has satisfactorily completed these.")

Please send it as copy/scan to the International Centre of Leipzig University as soon as possible. To: erasmus-international@zv.uni-leipzig.de

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14. optional: ERASMUS+ Mobility Online Survey via EU-Portal – regarding recognition

Students whose recognition process has not been finalised when filling in the original Online Survey will automatically receive an e-mail with a link to access the specific online survey part on recognition 30 days AFTER the end of Erasmus+ stay.

The survey has to be completed within 15 days after the reception of the link.