

ZEITPLAN 2022/23

Benutzen Sie bitte unsere Formulare – diese sind EU-weit inhaltlich identisch, aber oft sehr unübersichtlich. Unsere Formular können Sie direkt am Computer ausfüllen und speichern. Ihr Name wird sofort auf alle Seiten übertragen. Inhaltlich abweichende Dokumente können wir nicht mehr akzeptieren! Änderungen vorbehalten!	
Vor Studien- antritt	➤ Erstellen des Online Learning Agreements - Gegenzeichnung durch beide Koordinatoren*innen ➤ Während der Rückmeldefristen im Studierendensekretariat ggfs. eine Beurlaubung beantragen – wichtig, wenn Sie Förderzeiten aussetzen können. Beurlaubungen sind bei Studierenden der Medizin und Pflichtaufenthalten nicht möglich. ➤ Nach der Nominierung durch den/die Koordinatoren*in an der Partneruni erfolgt Ihrerseits die fristgerechte Bewerbung an der Gastuni ➤ Sie kümmern sich um ausreichenden Versicherungsschutz ➤ Ablegen des 1. Sprachtests – wird von uns freigeschaltet
Bis 15.06.22	➤ Antragstellung für „Sonderförderungen“
Juli/August 2022	➤ Erstellen und Versand des Grant-Agreements [Finanzvereinbarung/Bewilligungsbescheid] durch das International Office [IO] an Sie für Studienbeginn ab August 2022 – wird per E-Mail zugesandt. ➤ Teilnahme an einem Online-Sprachtest – wird vom IO frei geschaltet. Das Testergebnis bitte per Mail an erasmus.out@wwu.de - bitte folgendermaßen benennen: ols1_Nachname_Vorname
ab August 2021	➤ Auszahlung des ERASMUS-Mobilitätzuschusses bei Studienbeginn ab Wintersemester 2022/23
Bis 15.10.22	➤ Antragstellung für „Sonderförderungen“
November 2022	Für Aufenthalte ab Januar 23 ➤ Erstellen und Versand des Grant-Agreements [Finanzvereinbarung/Bewilligungsbescheid] durch das IO an Sie für Studienbeginn ab Januar 2022 – wird per E-Mail zugesandt. ➤ Teilnahme an einem Online-Sprachtest – wird vom IO frei geschaltet. Das Testergebnis bitte per Mail an erasmus.out@wwu.de - bitte folgendermaßen benennen: ols1_Nachname_Vorname
Januar 2023	➤ Auszahlung des ERASMUS-Mobilitätzuschusses bei Studienbeginn ab Januar 2023 ➤ bei Aufenthaltsverlängerungen müssen Sie die Zeiten in Ihrem Sprachtest Account anpassen um nicht zu früh die zweite Einladung zu erhalten!
Während des Studienaufent- haltes	➤ Direkt nach der Ankunft – Ankunftsdatum im Data-Sheet bestätigen lassen ➤ Innerhalb 5 Wochen nach Studienbeginn muss das Learning Agreement aktualisiert werden - ggfs. ein Changes erstellen und unterschreiben lassen ➤ Kurz vor Abreise das Departure-Date [maximal 5 Tage vor Abreise] im Data-Sheet bestätigen lassen ➤ Kontrolle, ob alle erforderlichen Dokumente mit allen benötigten Unterschriften vorliegen
Januar – Oktober 2023	Einreichen der erforderlichen Unterlagen innerhalb 4 Wochen nach Departure-Date im IO der WWU (also sehr individuell) - bitte per Mail an erasmus.out@wwu.de – gut lesbare Kopien !! 1.) Datasheet – oder adäquate Studienbescheinigung mit den genauen Studiendaten = DS_Name_Vorname 2.) Learning Agreement[s] – von allen Seiten unterschrieben = LA_Name_Vorname 3.) ggfs. eine Kopie einer Sprachkursbescheinigung [vor oder nach dem Aufenthalt] = SPRK_Name_Vorname 4.) ggfs. eine Kopie der Praktikumsbescheinigung (ein Praktikum muss bereits im LA verankert sein) 5.) die EU Umfrage – die Einladung erhalten Sie zum Ende Ihres Aufenthaltes automatisch per Mail – das PDF bitte an erasmus.out@wwu.de mailen = 2022_Name_Vorname 6.) beide Sprachtestergebnisse – das PDF bitte ebenfalls zumailen: = ols1_Name_Vorname 7.) Weiter sind nach Erhalt – spätestens jedoch bis zum 31.10.2022 - einzureichen: - Transcript of Records [Tabelle C] mit den im Ausland erbrachten Noten – muss nicht Tabelle C sein - Anerkennungsschreibens der im Ausland erbrachten Noten – Auszug aus QUISPOS oder ELVE o.ä.
Westfälische Wilhelms-Universität Münster - International Office - Schlossgarten 3 – II – Zi 209 – 48149 Münster https://www.uni-muenster.de/InternationalOffice/formulare.html	
Administration: Heike Afhüppe – Tel.: 0251 832 4787	Erasmus.out@wwu.de

WICHTIGE HINWEISE in eigener SACHE

- Benutzen Sie bitte immer den gleichen Vornamen und geben Sie auch den Nachnamen immer so an, wie Sie sich bei uns angemeldet haben (wie auf dem Grant Agreement angegeben). Nur so können wir Vorgänge schnell und sicher zuordnen und bearbeiten.
- Achten Sie immer darauf, dass Ihr Name auf jedem Dokument zu finden ist.
- Benutzen Sie bitte nur dünnes Papier und drucken / kopieren Sie bitte doppelseitig, um die Papierberge etwas zu verringern.
- Geben Sie bei Ihren E-Mails bitte auch eine Signatur an, damit wir Ihnen diese auch zuordnen können !
- Wenn Sie sich auf Mails von uns beziehen, dann belassen Sie diese/s Mail/s bitte in Ihrem Antwortschreiben.
- Schauen regelmäßig die Mails durch, damit Ihnen keine Informationen entgehen und teilen Sie uns ggfs. eine Mailadresse mit, die Sie regelmäßig nutzen.
- Auszahlungen werden von uns nur vorgenommen werden, wenn alle erforderlichen Unterlagen vorliegen
- Achten Sie bitte drauf, dass die Unterlagen gut lesbar sind – diese müssen auch in 5 Jahren noch lesbar sein.
- Schicken Sie uns die Unterlagen bitte gesammelt in einem PDF und versehen diese mit den Angegebenen Namen.

Folgende Unterlagen müssen am Ende des Aufenthaltes im International Office der WWU vorliegen:

Vor dem Aufenthalt ausgestellte Dokumente – alle ausgedruckt und im Original unterschrieben:

- Onlineregistrierung/Annahmeerklärung – von Ihnen und ihrer/m Koordinator/in unterschrieben
- Aktuelle Semesterbescheinigung der WWU (ohne Unterschrift)
- Der Antrag auf Sonderförderung
- Das von Ihnen unterschriebene Grant Agreement

Während des Aufenthaltes ausgestellte Dokumente:

- Data-Sheet oder eine adäquate Studienbescheinigung der Gasthochschule mit den genauen Studien-/ Aufenthaltszeiten – für die Be-/Abrechnung des Aufenthaltes. Diese Studienbescheinigung darf maximal 3 Tage vor Abreisetermin von der Gastuni unterschrieben werden [im Original einzureichen!]
 - o Reiseunterlagen, Zulassungsbescheide sowie Mietverträge und Flugtickets können wir nicht als Berechnungsgrundlage akzeptieren
 - o Welcome Week und Sprachkurse können die Zeiten verlängern
- Learning Agreement (s) – diese müssen VOR Ihrem Aufenthalt zwar erstellt werden, einreichen müssen Sie dieses bei uns aber ebenfalls erst NACH Ihrem Auslandsaufenthalt
 - o Vor dem Aufenthalt ausgefüllt
 - o Während des Aufenthaltes ggfs. Changes

Bei genehmigten Verlängerung wird ein komplettes zweites LA erforderlich – nicht nur die Changes !

Nach Ihrem Aufenthalt ausgestellte Dokumente:

- das Transcript of Records mit den im Ausland erbrachten Studienleistungen = dieses wird meistens durch ein uneigenes Dokument ersetzt und muss nicht zwingend ausgefüllt werden – Scan reicht.
- die Anerkennung der im Ausland erbrachten Leistungen ! Dieses Formular KANN für die Anerkennung benutzt werden. Sie können uns aber auch einen Auszug aus dem FlexNow [Qispos, Elve, Wilma u.a.] zumailen, auf dem die anerkannten Noten stehen
 - o Sollten Sie sich nichts anrechnen lassen wollen oder können, so tragen Sie dieses auf Seite 8 ein „ich werde mir nichts anrechnen lassen“, unterschreiben dieses und mailen mir das zu



Erasmus student charter

The Erasmus+ programme aims to support the educational, professional and personal development of the participating students and graduates. It also seeks to promote equal opportunities and access, inclusion, diversity and fairness across all its actions. Finally, the programme contributes to achieving the EU's goals related to digital transformation, sustainable development and active citizenship. The Erasmus Student Charter reflects the above-mentioned values and priorities, aiming to adequately inform participants about their entitlements and obligations and ensure the successful implementation of their mobility.

Erasmus+
programme

**Enriching lives,
opening minds.**

BEFORE THE MOBILITY PERIOD

YOUR ENTITLEMENTS

You are entitled to receive guidance on the application process and information on the receiving institution/organisation, as well as on activities available for the mobility period abroad.

You are entitled to receive a pre-financing payment within 30 calendar days following the signature of the agreement by both parties or upon receipt of confirmation of arrival, and no later than the start date of the mobility period.

If you are engaging in student mobility for studies, you should be able to sign a digital online learning agreement

setting out the details of the activities abroad. If agreed with your institution, you may sign the online learning agreement via the Erasmus+ Mobile Application.

You are entitled to receive information on the automatic recognition procedures and grading system used by the receiving institution.

You are entitled to receive information on obtaining insurance, finding housing, securing a visa (if required), and facilities/support available for those with special needs.

YOUR OBLIGATIONS AND DUTIES

You must sign a grant agreement with the sending institution and a learning agreement with the sending and the receiving institution, setting out the details of the activities abroad, which is the basis for ensuring the automatic recognition of your mobility period abroad (through spelling out the credits you are expected to earn and counting them towards your home degree).

You need to undergo an online language assessment free of charge through the Online Language Support after being selected (provided this is available in the main language of instruction / work abroad), so as to evaluate

your level and get opportunities to access specific features fitting your language learning needs to make the most of your learning period abroad.

Upon receiving the information and guidance on obtaining insurance from your Higher Education Institution, you should ensure that you have health insurance coverage for your stay abroad. In the case of student mobility for traineeships, you should ensure, together with your traineeship host, that you take up also liability and accident insurance coverage.

DURING THE MOBILITY PERIOD

YOUR ENTITLEMENTS

You are entitled to be treated equally to the home students/employees and not be discriminated against on the basis of your age, ethnic origin, race, nationality, membership of a national minority, culture, language, gender, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, socio-economic background, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, or any other irrelevant distinction.

You are entitled to academic freedom in communicating or sharing ideas and facts, as well as in any potential research you might carry out throughout your mobility period.

You are entitled to benefitting from networks of mentors and buddies where available at the receiving institution/organisation.

You are entitled to be heard in and informed about student organisations on campus, the governance and quality

assurance systems of the receiving institution, as well as any relevant student support services (e.g. student unions and student representatives, ombudspersons).

You are entitled to continue receiving the same student grants or loans from your sending country while abroad.

You are entitled to additional financial support, in the form of top-ups, if you are a participant with fewer opportunities or if you choose to travel with green means of transport.

You must not be charged fees for tuition, registration, examinations or for accessing laboratory and library facilities during the mobility period.

You are entitled to request changes to the learning agreement within the deadline decided by the sending and receiving institutions. You are entitled to submit a request for extending the duration of the mobility period to your sending institution.

YOUR OBLIGATIONS AND DUTIES

You must respect the rules and regulations of the receiving institution/organisation and of the hosting country, including, among others, conduct, health and safety regulations.

You must respect the code of conduct of your receiving institution, by recognising the diversity of the community and not discriminating against others on the basis of their age, ethnic origin, race, nationality, membership of a national minority, culture, language, gender, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, socio-economic background, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, or any other irrelevant distinction.

You must act responsibly and respectfully towards your local and academic community. Behaving in a respectful manner towards others implies respecting the law and, among others, that you do not harass or bully others.

You must engage in a behaviour that does not pose any health or safety risk to yourself or others. You must

respect the health and safety standards of your institutions/organisations and of the hosting country.

You must respect the principle of academic integrity and endeavour to perform to the best of your ability in all relevant examinations or other forms of assessment.

You are encouraged to take full advantage of all the learning opportunities available at the receiving institution/organisation, as well as maximising the benefits of your time abroad by taking an active part in the local society through intercultural or civic engagement activities/projects.

You may be charged a small fee (on the same basis as local students) for costs such as insurance, student unions membership or the use of study-related materials and equipment.

You must submit any request to possibly extend the duration of the mobility period at least one month before the end of the originally planned period.

Together with the sending and the receiving institutions, you must ensure that the changes to the learning agreement are validated after the request has been submitted.

AFTER THE MOBILITY PERIOD

YOUR ENTITLEMENTS

You are entitled to receive full automatic academic recognition from the sending institution for the activities satisfactorily completed during your mobility period, in accordance with the learning agreement.

You are entitled and encouraged to request the Europass Mobility document if you are a recent graduate from a higher education institution located in a Programme Country.

You are entitled to receive a transcript of records, if possible in a digital format, from the receiving institution within five weeks of the publication of your results, showing the credits and grades achieved. Upon receipt of the transcript of records, the sending institution will provide you with complete information on the recognition of your achievements.

If enrolled in a higher education institution located in a Programme Country, you are entitled to have the recognised components included in the Diploma Supplement. You are entitled to receive the Diploma Supplement, if possible, in a digital format, also in its original language version.

When doing a traineeship, you are entitled to receive a traineeship certificate, if possible, in a digital format, from the receiving organisation/institution, summarising the tasks carried out and providing an evaluation. The sending institution will also give you a transcript of records, if specified in the learning agreement. If the traineeship was not part of the curriculum, you may request to have it recorded in the Europass Mobility document and if you are enrolled in a higher education institution located in a member country of the Bologna Process, the mobility period should be additionally recorded in your Diploma Supplement.

YOUR OBLIGATIONS AND DUTIES

You must fill in a participant report to provide feedback on your Erasmus+ mobility period to your sending and receiving institutions, to the relevant Erasmus+ National Agency and to the European Commission.

Based on your experiences, the European Commission and the Erasmus+ National Agencies can then assess how to improve and enrich the Erasmus+ Programme for future generations.

You are encouraged to share your mobility experience with friends, fellow students, staff in the home institution, journalists etc. to let other people know and benefit from the experience. To this end, you are encouraged to use

the Erasmus+ Mobile Application and share your tips with future students.

You are encouraged to join local and national alumni communities and Erasmus+ Alumni Associations, student organisations and projects that promote Erasmus+ and its values, as well as mutual understanding between people, cultures and countries and internationalisation at home.



THROUGHOUT THE MOBILITY PERIOD

YOUR ENTITLEMENTS

You are entitled to equal and equitable access and opportunities under the Erasmus+ programme, as well as to fair, inclusive and transparent procedures at all stages of your mobility

In case you encounter a problem or believe your rights are not respected, you may first contact your sending or receiving institution/organisation and seek a solution with them. You should identify the problem clearly and contact the relevant responsible person, according to the nature of the problem. Their names and contact details should be mentioned in the learning agreement. If necessary, you should go through the formal appeals procedures

established at the sending or receiving institution/organisation. If your sending or receiving institution/organisation fails to fulfil the obligations outlined in the Erasmus Charter for Higher Education or in your grant agreement, you may contact the relevant Erasmus+ National Agency.

Student unions and student representatives, both of your sending and receiving institutions, can be of assistance to you. The sending and receiving institutions can indicate to you where to find the contacts of the local student unions and representatives.

YOUR OBLIGATIONS AND DUTIES

To support you through every step of your mobility, you are encouraged to download the Erasmus+ Mobile App, which is your first entry point to the relevant services, tips and opportunities for your mobility period abroad.

You are also invited to make use of the Online Language Support designed for the Erasmus+ programme participants, so as to get access to language learning specific features which will help you master the languages you wish to talk in your daily life or mobility activities.

You are encouraged to be mindful about the impact of your mobility on the environment, for instance by taking actions that would reduce the carbon footprint of your travels.

Please get in touch with your sending and receiving institutions/organisation on what are the options available to you to make your Erasmus+ experience more environmentally friendly.

WHAT IF YOU DO NOT RESPECT THIS CHARTER?

Your sending and/or receiving institution may decide to end your mobility period abroad.