

### IMPORTANT:

- Make copies for your own use of all documents that you submit to our International Office (IO) or to other.
- When writing e-mails to the IO, please attached prior communication with the IO, thereby enabling us to remember the status of your matter at one glance. This guarantees a faster response.
- We accept mailed documents (*Stay Confirmation*, etc.) only as true scans, but not as (dark) photos!

### Before the Erasmus+ Mobility (= stay abroad)

- ☐ The workload requirement are 30 ECTS for each Erasmus semester.
  - ⇒ To maintain the ERASMUS+ status and as a precondition for the financial ERASMUS assistance
  - ⇒ To be reflected in the Learning Agreement
  - ⇒ Does not depend on how many ECTS will be recognized after the stay abroad.
- ☐ Choice and agreement of possible transfer/recognition of courses made during the stay abroad should be discussed with the study coordinator or with examination office! To be recorded in *Online Learning Agreement (OLA)*
- ☐ **ERASMUS+ LA exclusive to be done in MoveON-Portal:** <https://ovgu.moveon4.de/locallogin/573c9b3e85fb969a4ae8dcfc/eng>
- ☐ Digital signature from you, study coordinator and host university on your OLA  
**ATTENTION: FHW students must fill in the form sheet „Anerkennung von Auslandsleistungen“** by study coordinator and examination office → To submit to the IO  
[https://www.hw.ovgu.de/hw\\_media/Downloads/Studium/Pr%C3%BCfungsamt/Formulare/Anerkennung+Auslandsleistungen.pdf](https://www.hw.ovgu.de/hw_media/Downloads/Studium/Pr%C3%BCfungsamt/Formulare/Anerkennung+Auslandsleistungen.pdf)
- ☐ ERASMUS+ Grant Agreement duly filled/signed in original and Acceptance Letter/e-mail from host university
- ☐ Duly register at OVGU and pay the OVGU semester fees for the study abroad (“Rückmeldung”) → If not – exmatriculation!
- ☐ If case may be, apply to examination office for a “vacation semester”.
- ☐ Take care of all issues relating to health insurance abroad and/or other insurances abroad!
- ☐ Apply in due time and at own responsibility for a visa (applicable for all non-EU outgoings, and for travellers to Turkey).

### After arrival at host university

- ☐ *Confirmation of Arrival* (first part of SC) **hand in not later than 2 weeks after start of semester** → indispensable requirement for the release of ERASMUS+ grant.
  - Keep the original document until departure.
- ☐ **Changes to the Learning Agreement** (i.e. cancellation or addition of courses)
  - 1)** Please inform IO because the LA has to be activated once again in the MoveON-Portal.
  - 2)** Inform your OVGU study coordinator of any required changes. Collect his/her approval (via e-mail and/or in MoveON Portal).
  - **ATTENTION:** Changes agreement of FHW students has to be signed by study coordinator and examinations office! Hand in this form sheet to IO.  
([https://www.hw.ovgu.de/hw\\_media/Downloads/Studium/Pr%C3%BCfungsamt/Formulare/Vorlage\\_Auslandsaufenthalt\\_Changes+Agreement.pdf](https://www.hw.ovgu.de/hw_media/Downloads/Studium/Pr%C3%BCfungsamt/Formulare/Vorlage_Auslandsaufenthalt_Changes+Agreement.pdf))
- ☐ Wish to extend the stay abroad (possible in justified particular case): Fill in and hand in to IO the Request for Extension of Stay at least until 15.10.2023 (for summer semester) or 15.05. (for winter semester).
- ☐ Before final departure: *Confirmation of Departure* (second part of SC) to be signed by host university.

### After official termination of mobility (within 4 weeks)

- ☐ E-Mail completely signed SC to IO.
  - ☐ Complete and sent the online ERASMUS+ Participant Report after having received the request by e-mail.
  - ☐ Prepare study report for OVGU exchange database → to be uploaded in the MoveON-Portal  
(<https://ovgu.moveon4.de/locallogin/573c9b3e85fb969a4ae8dcfc/eng>)  
Use your personal login data from former online application for ERASMUS+.
  - ☐ Transcript of Records (certificate from host University) Collect it from home IO after E-Mail confirmation or submit a copy to home IO.
- Present *Transcript of Records* (original) to home examination office for recognition of courses and grades.

⇒ all form sheets under <https://www.ovgu.de/unimagdeburg/en/International/Documents+-Forms/Outgoing-p-17446.html>

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