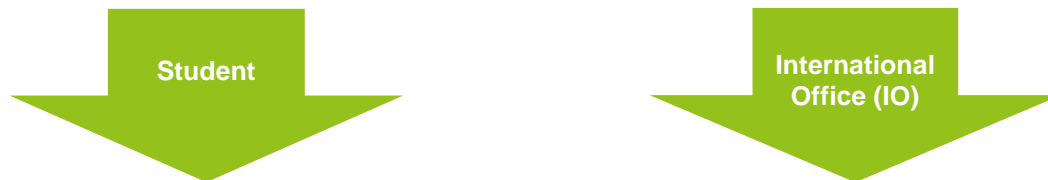


## Student mobility schedule

at a partner university in Europe  
including application for Erasmus funding



### Before the mobility

<p><a href="#">Create</a> an <b>Online Learning Agreement (OLA)</b> and sign it -&gt; <a href="#">INSTRUCTION</a></p> <p>Enter the name of your <a href="#">Departmental Coordinator</a> under „Responsible Person“ (he/she approves the OLA)</p>	<p>Official nomination at your host university (as early as possible)</p>
	<p>Signs OLA online</p>
<p>Check whether your host university also requires an online application (most universities do), submit everything by the specified deadlines</p>	<p>Host university checks LA and approves it online, possibly, a Letter of Acceptance is also sent out</p>
<p>Receive LA/Letter of Acceptance and information about housing, visa, etc. from your host university</p>	
	<p>In case of Erasmus funding: sends information about <b>Grant Agreement (GA)</b>, online language test and other necessary documents to student by email</p>
<p>Fill out GA and send <u>original</u> document to IO</p>	<p>Completes GA and sends it back to student by email</p>
<p>In case of Erasmus funding: <b>online language test</b> (link sent by email) and, if needed, online language course</p>	
<p>Check insurance cover for stay abroad (health insurance, liability, and accident insurance), see <a href="#">DAAD Recommendations</a>)</p>	
<p>Re-enrolment at HSKL (enrolment during stay abroad is compulsory), send confirmation <a href="#">by email to IO</a> <b>Register stay abroad</b> with Studierendensekretariat and Dekanat, check examination status (possibly postponement of compulsory registrations)</p>	

## During the mobility

Send <b>confirmation of arrival</b> <a href="#">by email to IO</a>	
	In case of Erasmus funding: IO-HSKL allocates the first instalment of the grant (80%)
Just before departure, obtain <b>Confirmation of Stay (CoS)</b> from IO of your host university	

### If changes are necessary:

In case of Erasmus funding: fill out the section „Changes to Learning Agreement“ in the OLA, department checks and approves	Signs changes online
For an extension of the stay abroad contact IO-HSKL at last 4 weeks before departure	Checks and sends information how to proceed to student by email

## After the mobility

Send CoS <a href="#">by email to IO</a>	
In case of Erasmus funding: fill out participant report after the link was sent by email	In case of Erasmus finding: allocates final instalment (20%)
	IO of your host university sends <b>Transcript of Records (ToR)</b>
Send ToR <a href="#">by email to IO</a>  Download the <b>form for the recognition of study and examination achievements acquired abroad</b> <a href="#">from IO website</a> , fill it out and submit it together with ToR to the department and relevant examination office	