

Tasks of a departmental Erasmus+ coordinator

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1. Outgoing Students:

1.1 Provision of information for students

- about the application procedure (contact persons, deadlines, documents, selection criteria, procedure after selection)
- about partner universities regarding courses offered, requirements for studying at the partner university (especially language requirements, subject requirements, level of study), language of instruction, application deadlines and application procedure
- on the recognition of credits earned abroad, conversion of grades earned and the corresponding responsibilities at the department / in the subject

1.2 Website design of all institutes and departments

Minimum information:

- Responsible Erasmus coordinator(s) and, if applicable, other contact person(s).
- Application deadline(s)
- List of application documents
- Information in which form (paper, e-mail) documents should be submitted where (name, address, e-mail address)
- Publish selection criteria
- Expiry after application deadline (when are acceptances/rejections made, further procedure)
- Information about recognition and who is responsible for it
- Procedure for online learning agreement

Please **do not** provide any information on the documents requested by the central Erasmus team or on finances and do not link directly to any templates. → Link only to the central pages where the information and templates can then be found.

1.3 Handling of the application process

- Announcement of the exchange places via internet and if necessary notice board, Blackboard taking into account the expiring and new cooperations.
- Notes contract renewals for the new Erasmus+ program generation 2022/23 - 2027/28:
- Erasmus+ contracts (iiA) with partner universities are not yet available for all exchange places for 2022/23. Therefore, the announcement of these places and the selection for these places can only be made conditionally. In the Publisher you can see the status of the individual contracts (residency opportunities).
 - To be renewed: PHS has not yet confirmed places/contract.
 - Automatic renewal: PHS has confirmed places/contract via email or PDF contract (iiA still needs to be completed via EWP).
 - No information: PHS has confirmed places/contract, iiA has been completed via EWP (all ok).
- **January 31:** Application deadline for study abroad in WiSe and/or SoSe (Charité: 30.11., FB Rechtswissenschaft: 1.12., FB Wirtschaftswissenschaft: 15.3.)
- **May 15:** Application deadline for study abroad in the summer semester (remaining places)
- Determination of the application documents at least: online application form, matriculation certificate, letter of motivation, certificates of achievement (MA: BA certificate), proof of language proficiency, if necessary additionally: curriculum vitae, Abitur certificate, expert opinion, proof of internships or similar, etc. → Passing on the information to the Erasmus+ Outgoings Team: outgoing-erasmus@fu-berlin.de
- - Publication of dates and documents decentrally as well as centrally at https://www.fu-berlin.de/en/studium/international/studium_ausland/erasmus/bewerbung/infos/fristen/index.html
- Selection of candidates on the basis of the documents and, if necessary, by means of

interview with documentation of the selection. An example of a criteria catalog for evaluation can be found at

https://www.fu-berlin.de/international/media/erasmus_kriterienkatalog_Jul2015.pdf

- If, in exceptional cases, the contractually agreed place quota is exceeded (selection of more persons and/or exceeding the agreed months) or the contractually agreed study level is not met, the written consent of the partner university is required (informal contract amendment)
- → imperatively send together with the list of applicants by e-mail to Nicole Roehl (outgoing-erasmus@fu-berlin.de)
- **By March 1 (June 1):** written information to candidates about the selection made.
- **By March 15 (June 15):** Ask candidates to accept or decline the offered place in writing

Retention of application materials including selection record for the last 5 completed cohorts (2014/15 to 2018/19) and all current cohorts (2019/20 to 2022/23)

1.4 Nomination after completion of the application process

Nomination of the selected candidates at the partner university usually by e-mail, taking into account the nomination/application deadlines of the partner universities.

The following minimum information about the candidates should be included in a nomination:

- full name (clearly indicate first and last names)
- date of birth
- Nationality (mandatory for non-EU citizens)
- e-mail address
- Field of study (with ISCED according to contract, if applicable)
- Level of study (BA/MA/PhD)
- Period of the stay abroad (WiSe/SoSe, 1st/2nd/3rd term)
- Duration of the stay abroad (1/2/3 semesters/terms)

In some cases, there are other requirements from partner universities as to how the nomination should be made. In this case, please proceed accordingly.

1.5 Procedure for central nomination (mainly via MoveON, formerly moveonnet)

Please report the names of the candidates in question by sending the list of candidates by email (outgoing-erasmus@fu-berlin.de) to Nicole Roehl with "central nomination" in the comment field by March 31.

Country	Partner Institute	Erasmus Code
France	Université de Paris (former Paris 5 and Paris 7)	F PARIS482
	Institut Catholique de Paris	F PARIS052
	Université de La Réunion	F ST-DENI01
Italy	Università Cattolica del Sacro Cuore	I MILANO03
Iceland	University of Iceland	IS REYKJAV01
Spain	Universidad Complutense de Madrid	E MADRID03
	Universidad de Sevilla	E SEVILLA01
United Kingdom	University of Essex	UK COLCHES01

If you know of other partner universities with central nomination (e.g. via MoveON, formerly moveonnet) that are not listed here, please inform the Outgoing Team.

1.6 After completion of the application process

- Informing students about further steps to register at the partner university and about the further procedure at the FU (confirmations about the payment and amount of Erasmus+ funding, certificates of Erasmus+ study for BAföG abroad, reimbursement of semester ticket fees can be obtained by students from the central Erasmus+ Team Outgoings, provided that the list of applicants is available).
- Timely notification to nationals of third countries (non-EU) that a visa may need to be applied for.
- Notification of all candidates by sending the completed Erasmus+ applicant list and, if applicable, additionally the SEMP applicant list incl. enrollment certificates via email to Nicole Roehl (outgoing-erasmus@fu-berlin.de).
- Deadline: March 31st (June 25th in case of a remaining allocation of places for the SoSe in May).
- You will receive the applicant lists with your exchange places in advance by e-mail from Nicole Roehl.
- Please report any changes regarding the applicant lists as well as information about withdrawals at any time to outgoing-erasmus@fu-berlin.de.

1.7 Erasmus+ Forms

The current Erasmus+ forms are published on the website by the central Erasmus+ team. Outdated forms cannot be accepted. Therefore, decentralized pages should only link to the central page, but not directly to the forms.

The form and submission deadlines are set by the central Erasmus+ team.

1.8 Online Learning Agreement

- Coordination of the Online Learning Agreement (course selection and recognition) with the candidates.
- (usually in the summer months June-August) and, if necessary, during the stay abroad in case of course changes.
- Courses amounting to at least 15 ECTS per semester must be taken at the partner university, including participation in the examinations of the partner university. This applies to all students regardless of the intention of later recognition at the FU/Charité.
- Exceptions apply, for example, to doctoral students who, if applicable, do not participate in any courses and do not acquire any ECTS. In this case, all activities planned at the partner university must be documented in Table A of the OLA, e.g. topic of the thesis/research activity, concrete details of the planned research activity, etc.
- e.g. topic of the thesis/research activity, concrete details of the planned research activity, details of supervisors on site, attendance of colloquia, workshops, etc.
 - Erasmus+ coordinators should only sign fully completed OLAs. I.e. Table A/A2 with ECTS data, Table B/B2 with LP data or a note if no recognition is desired/possible, if applicable supplement to the OLA with signatures of the recognition officer.
 - Each Erasmus+ student must prepare an Online Learning Agreement before the start of the study abroad program and submit it to the central Erasmus+ Outgoings Team as a PDF file by e-mail, duly completed and signed (if applicable, together with the supplementary sheet to the OLA).
 - Changes to the Online Learning Agreement must be submitted to the central Erasmus+ Team Outgoings no later than 4 weeks after the start of studies abroad. PDF files by e-mail are sufficient.
 - Further information can be found here:
 - https://www.fu-berlin.de/en/studium/international/studium_ausland/erasmus/dokumente/ola/index.html

1.9 Recognition of academic achievements abroad

Extract from the Erasmus Charter for Higher Education 2021-2027:

„Ensure that all ECTS credits gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility, are fully and automatically recognised as agreed in the learning agreement and confirmed by the transcript of records/traineeship certificate; transfer those credits without delay into the student's records, count them towards the student's degree without any additional work or assessment of the student and make them traceable in the student's transcript of records and the Diploma Supplement.

Extract from the Erasmus Student Charter:

“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.”

Procedure:

- Student submits application to the department
- Processing of the application for recognition of academic achievements in the department according to the established procedures
- Examination offices document the recognized achievements according to their previous system and / or by issuing a recognition certificate that meets the minimum requirements of the EU Commission, or directly in Table F
- Examination offices forward the recognition certificates to the Erasmus+ Team Outgoings, Attn: Mrs. Roehl

1.10 Extensions of the study abroad

- Any extension of the study stay is only possible within the current academic year.
- The extension period must immediately follow the current stay.
- An extension may not result in exceeding the maximum funding period (per study phase max. 12 months for BA, MA and PhD; 24 months for state examination).
- Each extension must be requested by the participant in writing to Stefanie Erthner via e-mail to outgoing-erasmus@fu-berlin.de at least 4 weeks before the end date according to the grant agreement.
- The partner university (International Office) must agree to the extension in writing and confirm the extended period. This can be done informally by e-mail.
- The responsible Erasmus coordinator at the FU must agree to the extension in writing. This can be done informally by e-mail.
- The written approvals must be sent or forwarded to Stefanie Erthner at outgoing-erasmus@fu-berlin.de.
- For the extended period of time, a new Online Learning Agreement must be created and completely filled out and completely signed as a PDF file via e-mail to outgoing-erasmus@fu-berlin.de before the originally planned end of studies according to the Grant Agreement.
- In the second semester, students must also take courses at the partner university amounting to at least 15 ECTS and participate in the examinations at the partner university.

After receipt of all information and approvals, confirmation by Ms. Erthner of the extension of the funding period and the extension of the financial support will be sent directly to the student. There is no entitlement to the financial support for the extended period.

2. Incoming Students:

2.1 Before the stay

Nominations:

Nomination deadlines: May 1 / November 1.

Nominations will be managed by Kathleen Plotka. If you receive nominations, please forward them to incoming@fu-berlin.de as soon as possible.

General tasks of the decentralized Erasmus+ coordinators:

- Creation of an incoming info page: https://www.fu-berlin.de/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents/Informations-Websites.html
- Creation of an Erasmus function email address
- Creation of an ECTS overview for your area: https://www.fu-berlin.de/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents/ects-uebersicht_nach-faechern.pdf
- Control of the Learning Agreements: https://www.fu-berlin.de/international/network/erasmus/dezentrale-erasmus-koordination_in/Learning-Agreements-von-Incoming-Studierenden/index.html
- If applicable, participation in the orientation days (campus tour): <https://www.fu-berlin.de/studium/international/termine/orientierungstage.html>
- (We will contact you with appropriate advance notice to ask for assistance with campus tours by students from your departments and subjects).

2.2 During the stay

During the stay, any changes to the Learning Agreements must be checked and signed. Coordinators act as contact persons for the students at the department/institute during the semester.

<https://www.fu-berlin.de/international/network/erasmus/Learning-Agreements-von-Incoming-Studierenden/index.html>

2.3 After the stay

At the end of the exchange at FU, the incoming students need a Confirmation of **Stay/Attendance/Departure and a Transcript of Records**.

- Confirmation of Stay/Attendance/Departure: Confirmations will only be issued and signed by the Erasmus+ Office (incoming@fu-berlin.de). Please forward corresponding e-mails to us, thank you.
- Transcript of Records: An official document issued by FU that lists all courses + grades achieved + ECTS earned by the student. This is requested personally by the students at the end of the stay.
- Transcripts are usually issued directly by the FB Coordinator:s, although there are separate arrangements with each department. Students will contact the coordinators and apply for the transcript with a form and, if necessary, submit all certificates as well. If you are unsure, please contact Franziska Sattler (incoming@fu-berlin.de). Students will be informed about the Transcript of Records procedure one month prior to the exam period.

Helpful:

- Involvement of the Erasmus+ coordinator or a student assistant in central orientation days for international students (beginning of October or beginning of April) or organization of a separate introductory event for Erasmus+ students at the department / institute.

- Distributed Campus: Online coaching platform for international students (all incoming students are asked to register at Distributed Campus and then receive a lot of important information)
- Login for Erasmus coordinators:

<http://distributed-campus.org>

Username: Erasmus_PL

Password: Erasmus\$_pl1

(Please note upper/lower case!)

Please do not change these credentials as they will be used by multiple people, thank you!

3. Erasmus+ Inter-Institutional Agreements (iiAs)

(New Erasmus+ programs Duration: 2022/23-2027/28)

Tasks of the Erasmus+ coordinators:

- Collaborate on updates/finalization of iiAs: communicate with partners (new iiAs, changes in exchange flows in existing iiAs, cancellations, etc. - for everything, please always inform incoming@fu-berlin.de, thank you)
- Sending professional information to partners and students (in/out)

The central contact person for Erasmus+ Inter-Institutional Agreements (iiAs) is Kathleen Plotka acting in the position of Nicole Schindler (incoming@fu-berlin.de).

The following information is needed for the creation of new iiAs:

- the duration (new Erasmus+ duration: 2022/23-2027/28),
- the contact details of the person with whom you have arranged the agreement (name, function / position and email address)
- the number of students to be exchanged in both directions per academic year
- the number of months per incoming/outgoing per academic year (5 months equals 1 semester; 10 months equals 2 semesters per incoming/outgoing)
- the desired study levels, i.e. BA and/or MA and/or PhD
- the desired language level for incoming students
- name of the program at the partner university in which the FU students may study
- name of the FU program in which the incoming students may study here
- Are there to be faculty exchanges? If yes, how many per academic year (generally 7 days per person; 8 hours of instruction per week)?
- **Please note! New contracts have to be concluded by the 1st of November at the latest for the upcoming academic year.**

In order for a contract to be valid for the following academic year, the Central Erasmus+ Office must receive the above information by 1 November.

Important:

If a student exchange at master level is agreed upon in an iiA, it must be clarified in which exact master the incoming students may be enrolled at Freie Universität. This must be discussed in advance with the responsible master's representative of Freie Universität and a corresponding approval must be submitted to Kathleen Plotka acting in the position of Nicole Schindler (incoming@fu-berlin.de).

Please note that Erasmus+ IIAs are concluded centrally via the platform EWP (Erasmus Without Paper). The President of Freie Universität Berlin, as Legal Representative, has authorised the Erasmus+ Institutional Coordinator Gesa Heym as well as the Erasmus+ IIA contact persons Nicole Schindler (on sabbatical) and Kathleen Plotka (substitute for Nicole Schindler) to sign the Erasmus+ IIA electronically via the platform EWP.

4. Erasmus-STA (Teaching Stay):

- Consultation of interested colleagues
- Countersignature of the form "Mobility Agreement" at Sending Institution / Coordinator (signature of the Erasmus University Coordinator is then not required)
<http://www.fu-berlin.de/international/network/erasmus/>

5. Funds for organizational support (OS-Funds):

- Possibility to apply for OS funds for supporting measures to increase mobility, for example travel to partner universities.
<https://www.fu-berlin.de/en/international/network/erasmus/erasmus-os-mittel/index.html>

6. Info about the Central Erasmus Team of Freie Universität Berlin

<p>Erasmus-Code / ECHE Code Participant Identification Code (PIC) Erasmus Institutional Coordinator Co-Coordinator and Deputy</p> <p>Erasmus-Website Erasmus-Team Abteilung Internationales, Team Studierendenmobilität Studierenden-Service-Center Illtisstr. 4, 14195 Berlin</p> <p>Erasmus Students Outgoing: Studies www.fu-berlin.de/erasmus-studium</p>	<p>D BERLIN01 999994826 Gesa Heym Anne Mbakwe</p> <p>www.fu-berlin.de/erasmus Öffnungszeiten Info-Service für Erstinformation: Mo-Do 9-17h, Fr 9-15h</p> <p>General inquiries, disbursement of Erasmus grants, control of submitted documents, coordination of Erasmus final report: Stefanie Erthner, Nicole Roehl outgoing-erasmus@fu-berlin.de 0049-(0)30-838-73401 Office Hours: Di 9:30h-12:30h und 14-17 Uhr, Do 14h-17h</p>
<p>Erasmus Students Incoming: Studies www.fu-berlin.de/international/network/erasmus/</p> <p>Erasmus Students Outgoing: Internships www.fu-berlin.de/studium/international/studium_ausland/erasmus_praktikum</p>	<p>Front Office: General inquiries, preparation and accompaniment of the stay, enrollment: Info Service of the Freie Universität Berlin for Students Back Office: Kathleen Plotka incoming@fu-berlin.de 0049-(0)30-838-66591 Sprechzeiten: Di, Do 9:30h-12:30h, 14-17h</p> <p>General inquiries, planning, application, control of submitted documents: Team Erasmus+ Internships erasmus-support@fu-berlin.de 0049-(0)30-838-70186 Sprechzeiten: Di 9:30h-12:30h, Do 9:30h-12:30h</p> <p>Coordinator: Nicole Roehl nicole.roehl@fu-berlin.de 0049-(0)30-838-72157</p>
<p>Partner Institutions:</p>	<p>Erasmus+ Inter-institutional Agreements: Nicole Schindler incoming@fu-berlin.de 0049-(0)30-838-57993</p>
<p>Erasmus-Teaching Staff Mobility / Erasmus Administrative Mobility: STA: https://www.fu-berlin.de/international/network/erasmus/Erasmus_STA.html STT: https://www.fu-berlin.de/international/faculty-staff/mobility-staff/</p> <p>Erasmus-OS-Funds: www.fu-berlin.de/international/network/erasmus/erasmus-os-mittel/</p>	<p>General questions, planning, consulting (STA, STT): Stefanie Ritter stefanie.ritter@fu-berlin.de 0049-(0)30-838-73441</p> <p>General questions, planning, consulting (OS): Anne Mbakwe anne.mbakwe@fu-berlin.de 0049-(0)30-838-64806</p> <p>Funds management, accounting OS: Sylvia Ndoye sylvia.ndoye@fu-berlin.de 0049-(0)30-838-73309</p>