

Erasmus+ International Week 2016

International Affairs: Enhancing Student and Staff Exchange

27 June – 1 July, 2016

Services for outgoing exchange students

Stefanie Erthner

Student Exchange Coordinator, Erasmus+ Europe & SEMP

Freie Universität Berlin

Outgoings at FUB – in numbers

Erasmus+ Europe: Studies (SMS) 2015/16

France	114	Poland	13
Spain	89	Czech Republic	9
United Kingdom	76	Finland	8
Italy	44	Austria	6
Turkey	40	Island	4
Sweden	34	Slowenia	4
Netherlands	30	Hungary	3
Denmark	29	Bulgaria	1
Norway	29	Estonia	1
Belgium	20	Lithuania	1
Portugal	19	Slovakia	1
Ireland	17	Cyprus	1
Greece	13	Total	606

Favorite Cities	
Paris	48
Istanbul	34
Madrid	27
Barcelona	26
Roma	20
Amsterdam	19
London	16
Lisboa, Lyon, Stockholm	15
København	14
Bergen, Oslo	12
Edinburgh, Valencia	11
Dublin, Granada	10

Switzerland (Swiss-European Mobility Program)	10
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Outgoings at FUB – in numbers

Erasmus+ Europe: Traineeships (SMP) 2015/16

Spain	11
France	10
United Kingdom	9
Turkey	8
Greece	5
Italy	5
Sweden	5
Denmark	3
Portugal	3
Belgium	2
Ireland	2
Netherlands	2
Austria	2
Bulgaria	1
Finland	1
Norway	1
Rumania	1
Czech Republic	1
Hungary	1
Total	73

Erasmus+ Europe/SEMP outgoing students 2016/17

To partners participating in this Staff Week

Austria	Universität Wien	11
Czech Republik	Univerzita Karlova v Praze	7
Denmark	Københavns Universitet	11
France	Université Paris 8 Vincennes - Saint-Denis	2
Ireland	University of Limerick	8
Italy	Università degli Studi di Firenze	5
	Università degli Studi di Perugia	2
Luxemburg	Université du Luxembourg	1
Netherlands	Radboud Universiteit Nijmegen	4
Poland	Uniwersytet Warszawski	11
Portugal	Universidade de Lisboa	4
	Universidade Nova de Lisboa	7
Slovenia	Univerza v Ljubljani	6
Spain	Universitat de Barcelona	10
Sweden	Umeå universitet	2
Switzerland	Universität Zürich	5
United Kingdom	Goldsmiths' College, University of London	2
	University of Edinburgh	10
	University of Sheffield	3
	University of Warwick	10
	University of Westminster	1
total:		122

Erasmus+ Europe - Outgoing Team

Our Office

Erasmus+ studies: 1 permanent employee, 3-4 student assistants (41h/month each)

Erasmus+ traineeships: 1 permanent employee, 1 student assistant

What we do / Services

- Providing information about application procedures and responsible departmental coordinators at FUB, exchange opportunities and partner institutions (academic calendar, application deadlines, language requirements etc.) on central Erasmus+ website
- Providing reports of experiences from former Erasmus+ students (online)
https://fu-berlin.moveonnet.eu/moveonline/exchanges/search.php?programme_id=1
- Organization of information events for all FUB students (e.g. Erasmus+ Info Day once a year in November/December)
- Participating in information events at departments/faculties
- Counseling service for students: personally during our office hours (2 days per week); anytime by phone and email
- Support of students before and during their study period abroad
- Coordination of Erasmus+ procedures (documents, Erasmus+ grant, reports to National Agency, Mobility Tool+, OLS)

Application Procedure, Selection & Nomination

Application

- Erasmus+ Team suggests application modalities and deadlines to departments/faculties
- Each department/faculty sets and publishes application modalities and deadlines on their website or blackboard
- Erasmus+ Team gathers all information and publishes it on central Erasmus+ website
http://www.fu-berlin.de/studium/international/studium_ausland/erasmus/bewerbung/infos_fristen/index.html
- Application deadlines: 31 January for fall/spring semester (except 3 faculties)
 15 May for spring semester only (some departments)

Selection & Nomination

- Students are selected by departmental coordinators on the basis of application documents and interviews (criteria: quality of the motivation letter and purpose of study, transcript of records, language competence etc.)
- Students are nominated at partner institutions by departmental coordinators
- Nominations via moveonnet are made by the Erasmus+ Team

What happens after the application procedure?

- Erasmus+ Team receives lists with all selected students from departmental coordinators (end of March, end of June)
- Student application data is imported into our database (April-July)
- Students receive first email from us with information on the documents they have to hand in
- Students hand in data sheet, info on planned study period, letter of acceptance etc. (until 1st of July), possibly their learning agreement (before the start of their mobility abroad)
- Student data in our database is completed (July-August / continuously)
- Information event for all students going abroad next academic year (mid July)
 - First: presentation in a lecture hall, Q&A
 - Afterwards: get-together to meet other students who go to the same partner institution/city/country (former Erasmus students are also invited)

What happens after the application procedure?

- Calculation of Erasmus+ grants (August)
- Students receive invitation to OLS Test
- Students receive their Grant Agreement (August-September for Autumn Semester start, November-December for Spring Semester start)
- Students receive the 1st instalment of their grant after sending back the signed Grant Agreement
- Students submit learning agreement changes (possibly one month after semester start abroad)
- Application for extension of stay
- Students submit confirmation of stay, final report, online survey EU, OLS language test, transcript of records etc. (one month after the end of their study period abroad)
- Students receive the 2nd instalment of their Erasmus+ grant

Contact Erasmus+ Europe Outgoing Team

Stefanie Erthner

stefanie.erthner@fu-berlin.de

Tel.: +49 30 838 73401

www.fu-berlin.de/erasmus

Thank you for your attention!

