

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 to whom (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 FU (Outgoings) 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 2025/26. Therefore, the announcement of these places and the selection for these places can only be made conditionally. In the MoveON Publisher you can see the status for each agreement/iiA (exchange opportunities).
 - To be renewed: PHS has not yet confirmed places/iiA.
 - Automatic renewal: PHS has confirmed places/iiA via email or PDF contract (iiA still needs to be completed via EWP).
 - No information: PHS has confirmed places/iiA, iiA has been completed via EWP.
- **January 31:** Application deadline for study abroad in winter semester and/or summer semester (Charité: 30.11., Department of Law: 1.12., School of Business and Economics: 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, enrolment certificate, letter of motivation, certificates of achievement (MA: BA certificate), proof of language proficiency, if necessary, additionally: curriculum vitae, Abitur certificate, letter of recommendation, proof of internships or similar, etc. → Passing on the information to the Erasmus+ Team FU (Outgoings): outgoing-erasmus@fu-berlin.de
- Publication of deadlines 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 in the iiA agreed place quota is exceeded (selection of more persons and/or exceeding the agreed months) or the agreed study level is not met, the written consent of the partner university is required (informal iiA amendment)
- → must be sent together with the list of applicants by email to the Erasmus+ Team FU (Outgoings) (outgoing-erasmus@fu-berlin.de)
- **By March 1 (May 31):** written information to candidates about the selection results.
- **By March 15 (June 10):** candidates must accept or decline the offered place by email.
- Storing of all application documents including the documentation of the selection procedure for the last 5 completed cohorts (2017/18 to 2021/22) and all current cohorts (2022/23 to 2024/25)

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 (primarily via MoveOn, previously moveonnet)

Please report the names of the candidates in question by sending the list of candidates by e-mail (outgoing-erasmus@fu-berlin.de) with "central nomination" in the comment field by March 31st to the Erasmus+ Team FU (Outgoings).

Country	Partner Institute	Erasmus Code
Denmark	University of Copenhagen	DK KOBENHA01
France	Université Paris Cité	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

If you know other partner universities with central nomination (i.e. via MoveOn, previously moveonnet) that are not listed here, please inform the Erasmus+ Team FU (Outgoings).

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 Erasmus+ Team FU (Outgoings), provided that the list of applicants is available).
- Timely notification to candidates with non-EU nationality that they might need to apply for a visa for their host country.
- Notification of all candidates by sending the completed Erasmus+ applicant list and, if applicable, additionally the SEMP applicant list incl. enrollment certificates via e-mail to the Erasmus+ Team FU (Outgoings) (outgoing-erasmus@fu-berlin.de).
- **Deadline: March 31st (June 15th 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 us.
- 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/Templates

The current Erasmus+ forms/templates are published on the website by the central Erasmus+ Team FU (Outgoings). Outdated forms cannot be accepted. Therefore, department websites should only link to the central Erasmus+ website, but not directly to the forms.

The form and submission deadlines are set by the central Erasmus+ Team FU (Outgoings).

1.8 Online Learning Agreement

- Coordination of the Online Learning Agreement (course selection and recognition, if applicable) with the nominated candidates before the beginning of the exchange (usually in the summer months June-August/September) and, if necessary, during the stay abroad in case of course changes.
- Erasmus+ participants must take part in courses at the partner university amounting to at least 15 ECTS per semester and pass the associated examinations at the partner university. All semester periods/blocks must be covered by courses. This applies to all students regardless of the intention of later recognition at the FU/Charité. This is the lower limit, the regular number of points per semester is 30 ECTS.
- Exceptions apply, for example, to doctoral students who, if applicable, do not participate in any courses and do not acquire any ECTS as well as for interns. All activities planned at the host university must be documented in Table A, e.g. topic of thesis/research activity, research/internship period, description of the planned activity, details of working group/supervisors on site, attendance of colloquia, workshops, etc.
- The review, rejection, approval and signature of the Learning Agreements is carried out at the FU for Erasmus+ coordinators via the [EU platform EWP Dashboard](#). Access for Erasmus+ coordinators to the EWP Dashboard is created by the Erasmus+ Team FU (Outgoings). A functional address (e.g. [erasmus-fach\(at\)fu-berlin.de](mailto:erasmus-fach(at)fu-berlin.de)) is required for this. Please contact us by e-mail at outgoing-erasmus@fu-berlin.de if your department does not yet have access to the EWP dashboard
- 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+ Team FU (Outgoings) 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 FU (Outgoings) no later than **4 weeks after the start of studies abroad**. PDF files by e-mail are sufficient.
- Here Erasmus+ participants will find important information such as our OLA guidelines, the e-mail addresses of the FU's "Responsible Person", the link to the EU website for creating the OLA:
https://www.fu-berlin.de/studium/international/studium_ausland/erasmus/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 institute/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 FU (Outgoings)
- Conversion table as a university-wide basis for grade conversion, link:
http://www.fu-berlin.de/studium/international/studium_ausland/Anerkennung_Studienleistungen/Anerkennung-Studienleistungen-Ausland/index.html

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 of the Erasmus+ period 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 Departmental 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 sent 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, a confirmation of the extension of the funding period and the extension of the financial support will be sent directly to the student by Stefanie Erthner. 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 Nicole Schindler. 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-Websiten.html
- Creation of an Erasmus function email address
- Creation of an ECTS overview for your area: [ECTS-Uebersicht nach-Faechern Stand-April-2023.pdf \(fu-berlin.de\)](#)
- 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/en/studium/international/studium_fu/auslandssemester/erasmus_in/ola/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 Susanne Peter (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 Nicole Schindler (incoming@fu-berlin.de).

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

- the contact details of the person with whom you have arranged the agreement at the partner university (name and email address)
- the factsheet of the partner university
- the number of students to be exchanged in both directions per academic year
- the number of months per incoming/outgoing per academic year (i.e. 5 months per student if the exchange is to be for 1 semester - 10 months per student if the exchange is to be for 2 semesters)
- the desired level of study, i.e. BA and/or MA and/or PhD
- Name of the degree program(s) at the partner university in which the FU students may study
- Language of instruction and language level of the degree programs in which FU students may participate there
- Name of the degree program(s) at the FU in which the incoming students are allowed to study
- Language requirements and language level for the incoming students for the individual FU degree programs
- Please also let us know immediately if a lecturer exchange (STA) is already planned by one side

From October 2024, new IIAs can only apply for 2026/27-2027/28 – from October 2025 only for 2027/28.

IIAs for Staff Exchange (STA) are only arranged if the exchange is already planned. Here too, information on the period, number of people and length of the stay is required. Unlike student exchanges, STA IIAs can also be arranged spontaneously. The earliest period is the current semester.

The length of the stay can be calculated as follows:

1 week = 5 days

2 weeks = 12 days (10 weekdays and the weekend in between)

3 weeks = 19 days (two weekends are included here)

You can check the status of the IIAs yourself:

How do I know if an iIA is ready and I can select outgoings for it?

MoveON Publisher: <https://fuberlin.adv-pub.moveon4.de/austauschmoeglichkeiten/>

- Enter search criteria and find university
- Search: Status des Austauschvertrags / Status of the exchange agreement (for 2022/23) - there are 3 categories here:
 1. to be renewed: partner has places and iiA not yet confirmed
 2. automatic renewal: partner has confirmed places and iiA on paper contract or via email (iiA must still be concluded in the new system by August/September 2022, but is valid for 2022/23 for the time being)
 3. status of the exchange agreement / Status of the exchange agreement (for 2022/23) is not listed at all = partner has confirmed places and iiA (agreement has been extended via EWP and is ready)

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 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 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

Erasmus-Code / ECHE Code Participant Identification Code (PIC)	D BERLIN01 999994826
Erasmus Institutional Coordinator Co-Coordinator and Deputy	Gesa Heym Anne Mbakwe
Erasmus-Website	www.fu-berlin.de/erasmus
Erasmus-Team Abteilung Internationales, Team Studierendenmobilität Studierenden-Service-Center Ilthisstr. 4, 14195 Berlin	Öffnungszeiten Info-Service für Erstinformation: Mo-Thur 9-17h, Fr 9-15h
Erasmus Students Outgoing: Studies www.fu-berlin.de/erasmus-studium	General inquiries, disbursement of Erasmus grants, control of submitted documents, coordination of Erasmus final report: Stefanie Erthner outgoing-erasmus@fu-berlin.de 0049-(0)30-838-73401 Office hours: Tue 9:30-12:30h and 14-17h, Thur 14-17h
Erasmus Students Incoming: Studies www.fu-berlin.de/international/network/erasmus/	Front Office: General inquiries, preparation and accompaniment of the stay, enrollment: Info Service of the Freie Universität Berlin for Students Back Office: Nicole Schindler, Darleen Dumler incoming@fu-berlin.de 0049-(0)30-838-66591 Office hours: Tue 14-17h, Thur 9:30-12:30h
Erasmus Students Outgoing: Internships www.fu-berlin.de/erasmus-praktikum	General inquiries, planning, application, control of submitted documents: Team Erasmus+ Internships erasmus-praktikum@fu-berlin.de 0049-(0)30-838-70186 Office hours: Thur 9:30-12:30h Coordinator: Nicole Roehl (absent until 2026), Anne Mbakwe
Partner Institutions:	Erasmus+ Inter-institutional Agreements: Nicole Schindler incoming@fu-berlin.de 0049-(0)30-838-57993
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/ Erasmus-OS-Funds: www.fu-berlin.de/international/network/erasmus/erasmus-os-mittel/	General questions, planning, consulting (STA, STT): Stefanie Ritter stefanie.ritter@fu-berlin.de 0049-(0)30-838-73441 General questions, planning, consulting (OS): Anne Mbakwe anne.mbakwe@fu-berlin.de 0049-(0)30-838-64806 OS Funds management, accounting: Sylvia Ndoeye sylvia.ndoye@fu-berlin.de 0049-(0)30-838-73309