

Erasmus Obligations in 2023/24

This is a checklist for all Erasmus obligations. Please fulfill them by the specified deadlines.

- Upload scans in our **Online Portal** (concerns all Erasmus duties except the Grant Agreement)
 - The **Online Learning Agreement** is not automatically forwarded to the Erasmus Outgoing Student Support. Please upload it to the Online Portal after it is signed by all three parties.

- Submit original copies (only concerns the Grant Agreement)
 - via the RWTH after-hours mailbox. This is located at the Main Building, next to the Bistro entrance
 - or via postal mail to: RWTH Aachen – International Office – Division 2.3 Mobility – Erasmus Outgoing Student Support – Templergraben 57 – 52062 Aachen

If your host university sends the mandatory documents to your faculty/department or if you have submitted the mandatory documents to your faculty/department yourself, you still need to upload them in our Online Portal.

Before Your Stay Abroad (i.e. before you start studying at the host university)			Checkbox
Grant Agreement (= contract for Erasmus funding)	Original (see above)	Submit no later than (whichever comes first): <ul style="list-style-type: none"> • before you start a virtual or on-site stay abroad • Start in WiSe: August 31, 2023 • Start in SuSe: December 15, 2023 	<input type="checkbox"/>
Online Learning Agreement “Before the Stay Abroad” (link) completely filled out and signed	Online Portal	Submit before your stay abroad start date	<input type="checkbox"/>

During Your Stay Abroad (i.e. before you start studying at the host university)			Checkbox
<p>Only if this results in changes to "Before the Stay Abroad":</p> <p>Online Learning Agreement for Changes (link), digitally signed by all parties.</p>	<p>Online Portal</p>	<p>Submit no later than 7 Weeks after the start of your Erasmus stay.</p> <p>Please get in contact with the Erasmus Outgoing Student Support if your former OLA was not fully digitally signed.</p>	<input type="checkbox"/>
<p>Optional: Extension of one semester</p> <p>Requirements:</p> <ul style="list-style-type: none"> • A fully signed Online Learning Agreement for Changes stating the new duration and courses • Emails by your faculty and host university confirming the extension • Indication of your new end date by email <p>Subject to the availability of funds and the student's compliance with the requirements, Erasmus funding may be extended accordingly.</p>	<p>Online Portal</p>	<p>Only for extensions</p> <p>Complete and formally correct submission no later than one month before the originally planned end of the stay</p>	<input type="checkbox"/>

After Your Stay Abroad Please refer to the further notes at the bottom of page 2 and page 3.			Checkbox
Confirmation of study abroad (see download area)	Online Portal	Submit no later than 2 Weeks after the end of the Erasmus stay	<input type="checkbox"/>
Online EU Survey Questionnaire	Beneficiary Module	Automatic request via email after the end date of the stay abroad stated in the online registration	<input type="checkbox"/>
Experience Report (in English)	Online Portal	1 month after the end of the stay; latest deadline <ul style="list-style-type: none"> Returning after WiSe: April 30, 2024 Returning after SuSe: August 30, 2024 	<input type="checkbox"/>
Online Language Test	OLS-Platform ¹	Information will be given by mail	<input type="checkbox"/>
Transcript of Records from the Partner University	Online Portal	Latest deadline <ul style="list-style-type: none"> Returning after WiSe: June 30, 2024 Returning after SuSe: September 30, 2023 	<input type="checkbox"/>
Proof of recognition (or equivalent). For more info see next page	Online Portal	Latest deadline <ul style="list-style-type: none"> Returning after WiSe: August 30, 2024 Returning after SuSe: November 15, 2024 	<input type="checkbox"/>

Declarations:

- **Confirmation of Stay Abroad**

The document template is in the attachment of the email on the Erasmus obligations to be fulfilled at the end of the stay abroad. You can also **download** it. No other templates will be accepted.

Document requirements:

- issued by the host university no earlier than 5 days before the end of your Erasmus stay
- signed, stamped, with date of issue
- no subsequent corrections

- **Online EU Survey Questionnaire**

You will automatically receive an email at the end of your Erasmus studies asking you to fill in an online questionnaire. The email sender is:

EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu. Please complete the online questionnaire within 30 days.

- **Final OLS Language Test**

If you are studying in one of the languages available, you will automatically receive an email from the OLS System prompting you to take the final online language test after your stay.

- **Experience Report**

Please write a detailed experience report in English that will be later be available online. There is no required format for this.

Be sure to specifically address the following:

- Preparation (planning, organization, application to the host university)
- Accommodations
- Studies at the host university
- Sustainability What did I do to make my stay abroad sustainable? What are my tips and tricks around sustainability that I would like to share with future Erasmus students (e.g. use of public transport, seasonal, regional and second-hand shopping, recycling and waste avoidance, involvement in sustainable projects)?
- Everyday life and free time
- Living expenses
- Recognition process for credit (if already completed)
- Summary

Pay attention to the following requirements:

- Include the following statement at the beginning of your experience report:
I am solely responsible for the content of this report.
- Maximum length: 4 DIN A4 pages
- PDF file
- Maximum of 3 photos in jpg format
- Maximum file size: 3 MB

Please upload your experience report in the central [portal for stays abroad](#).

- **Transcript of Records**

- Please only submit a **scan**. You need the original to have your credits recognized by your faculty/department's examination board.

- **Proof of Recognition**

- Option 1: Letter of recognition (upload in [Online-Portal](#)) or
- Option 2: Extract from RWTH Online, on which the recognized courses are marked (upload in [Online-Portal](#)) or
- Option 3: Feedback by email to erasmus.outgoing@zhv.rwth-aachen.de in which you state that you do not (yet) wish to have anything recognized.