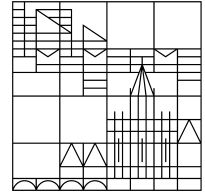




Erasmus+

Universität
Konstanz



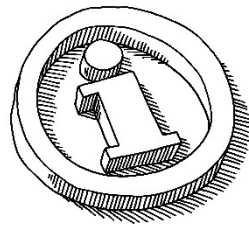
Information for Erasmus+ Outgoings Academic year 2024/25

Anja Christ, Melanie Hochstätter
Faculty of Humanities

Konstanz, 28 February 2024 (onsite)
Konstanz, 01 March 2024 (online)



Contact persons in Konstanz



In the department/the faculty

Melanie Hochstätter, Anja Christ

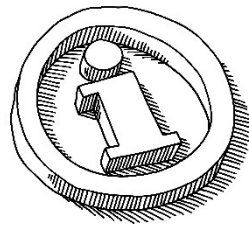
- Administration at faculty level (e.g. application process)
- Nomination at and communication with the partner universities
- Support during the exchange
- Signatories of the Learning Agreement

In the International Office

Angela Argento, Alina Stocklöv, Jacopo Mariotto

- Administration at university level
- Provide and administer mandatory Erasmus+ documents
- Mobility grant and therefore [form for BaföG](#) (grant confirmation)

Contact persons in Konstanz



In the department/the faculty

Melanie Hochstätter, Anja Christ

- Administration at faculty level
- Nomination at and communication with other universities
- Support during the exchange
- Signatories of the Learning Agreement

Emails of your department

- erasmus.humanities@uni-konstanz.de

PLEASE ONLY CONTACT US UNDER THIS EMAIL-ADDRESS (NOT OUR NAMELY ADDRESSES)!

vs.

In the International Office

Angela Argento, Alina Stockl

- Administration at university level
- Provide and administer mandatory Erasmus+ documents
- Mobility grant and therefore [form for BaföG](#) (grant confirmation)

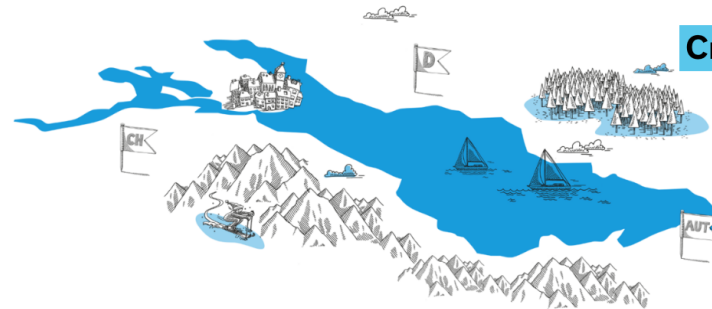
Emails of the International Office

- erasmus@uni-konstanz.de

Info material – Erasmus+ Humanities Website



International Participation



Cross-border module mobility

The University of Konstanz is a member of the academic network Bodensee Vierländerregion. The 25 member universities have agreed to promote multilateral student mobility within the network.

For students this agreement includes the possibility to participate in certain courses or modules at the partner universities and to request recognition (prior consultation necessary) of the successfully passed courses towards their degree at the University of Konstanz.

Further information is available on the website of our [International Office](#).

<https://www.uni-konstanz.de/en/international-participation/>



FIND YOUR WAY

Study abroad

Studying one or two semesters at a partner university of the University of Konstanz

Internship abroad

Organisation of and funding for internships abroad

Stays abroad for PhD students

Funding possibilities for (research) stays abroad

Teaching Staff Mobility and Staff Mobility

Advising and contact

Short Term Programmes and Summer Schools

Partners



Info sessions

Dates and materials (slides)

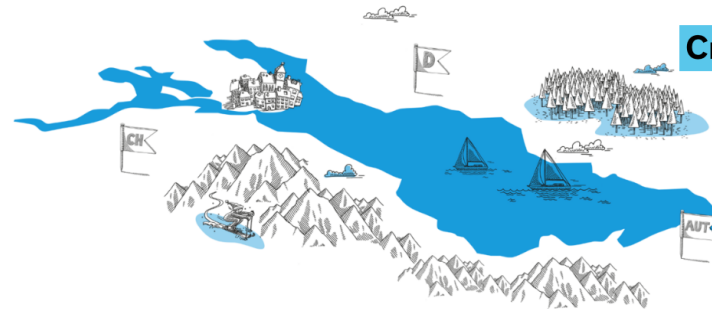
Info material – Erasmus+ Humanities Website



International Participation

Studies Internships abroad Stays abroad for PhD students Teaching Staff Mobility and Staff Mobility Contact

International Participation



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FIND YOUR WAY



Study abroad

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Materialhinweise – Erasmus+ Humanities Website

International Participation

Outgoings



Studies

Internships abroad

Stays abroad for PhD students

Teaching Staff Mobility and Staff Mobility

Contact

International Participation > Studies > Erasmus+ Studies > Outgoings

Erasmus+ Studies

–

Outgoings

- Application Erasmus+
- Application form 2024/25
- Partnerhochschulen Erasmus+
- Grade Recognition

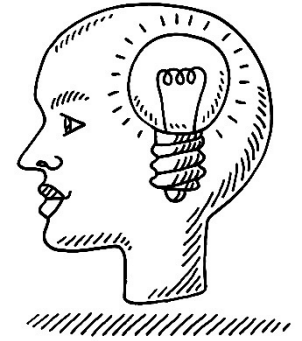
Incomings



Information for Outgoings

Erasmus+ study abroad

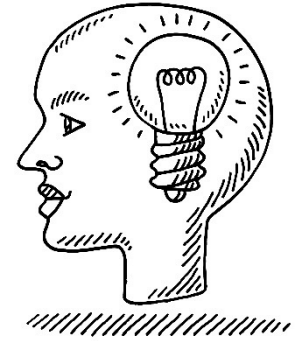
What happened so far...



You successfully applied for an Erasmus+ study period abroad – congratulations!

We hope you already found the time to do some research about your host country, host university and culture(s) in your future host country, and are looking forward to your stay abroad!

What happened so far...

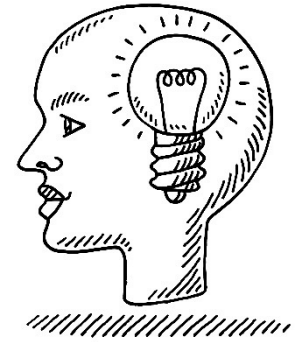


Erasmus+ place – What does this mean?

You were offered a place at one of the Erasmus+ partner universities of your department at the University of Konstanz and accepted this place. The place includes:

- Exemption from **tuition fees** at the partner department/institute (there may be **registration fees**)
- Study conditions for exchange students set by the partner university apply to your stay
- Mobility grant
(exact amount will be defined in the *Grant Agreement* later on, depends on the host country and duration of your stay)

Erasmus+



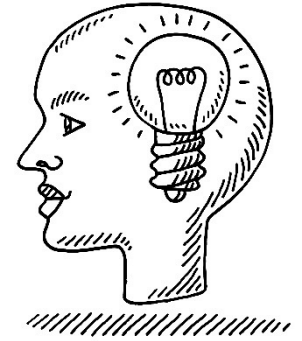
2021 was the start of a new Erasmus programme (Erasmus+ 2021-2027)!

- Funding criteria and options changed,
- Processes are currently being digitized, but are not yet running "smoothly"

How does this affect you?

We are still in a transitional phase, associated with delays in the administration of your stay (submission of documents, explanation of procedures, etc.) and we ask for your patience and understanding!

Erasmus+



Regardless of any changes in the Erasmus+ programme:

- all participants in the Erasmus+ programme have certain **rights and duties**, those can be found in the [Erasmus+ Charta for students](#).
- This charta determines which documents we need from you as a university in order to be able to support you.
- We from the departments and the colleagues in the central International Office will provide you with the best possible support (but you will have to dedicate some time to administrative matters, especially before your stay abroad...).

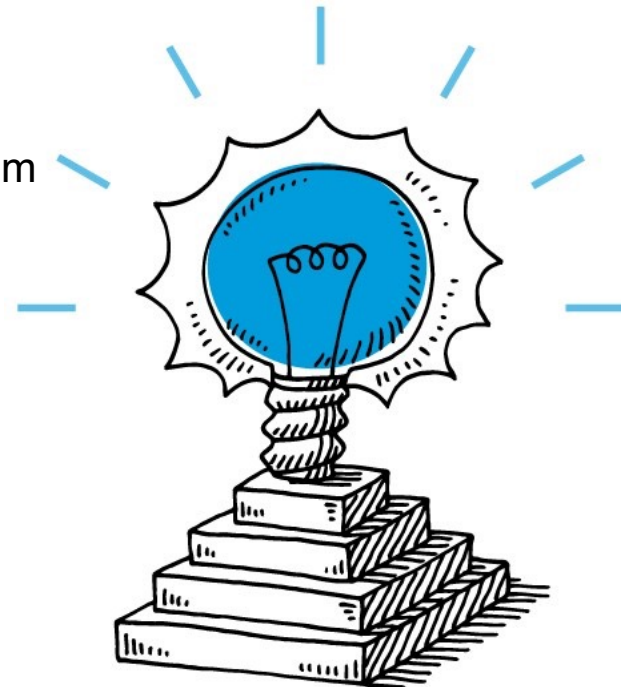
What will happen in the academic year 2024/25?

We all had to learn that there are events or incidents that can turn lives and studies upside down. These may occur on very short (or no) notice.

Of course, we cannot foresee whether and how global societal/political events may affect your travel and study abroad plans. Hence, we kindly ask you to stay informed and read the travel and security advice on your host country and any countries you will pass on your way, issued by the Federal Foreign Office (<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/reise-und-sicherheitshinweise>, available in German).

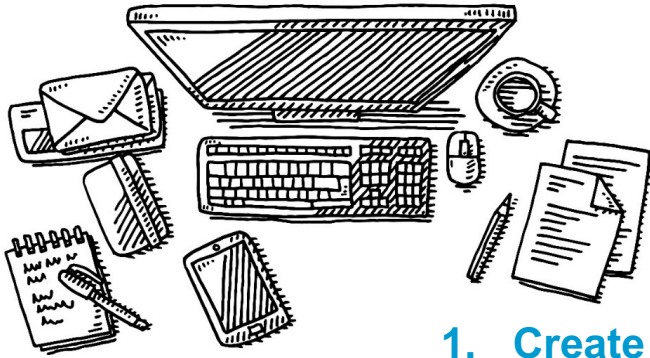
Next steps

1. **We will nominate you at your host university**
(in process; happens in the next few weeks/months)
2. **We will forward your data to the International Office (IO) / the financial department at UKN (shortly)**
 - You will receive your *Mobility Online* login credentials from the IO in the end of March/beginning of April
3. **You will have to register on *Mobility Online* and check/complete/correct your personal data**
4. **You will have to apply at your host university & complete some other administrative formalities at UKN**



Best practice!

– How to keep track of the administration?




1. Create a folder in your email client for Erasmus+ and store all emails related to your Erasmus+ mobility in this folder
2. If you know German: download the **Outgoing Student Guide**
3. Remember the website of the ***Federal Foreign Office***
4. Prepare a physical folder with hard copies of all relevant documents (health insurance card, passport, residence permit)

Outgoing Student Guide



Erasmus+ Outgoing Student Guide

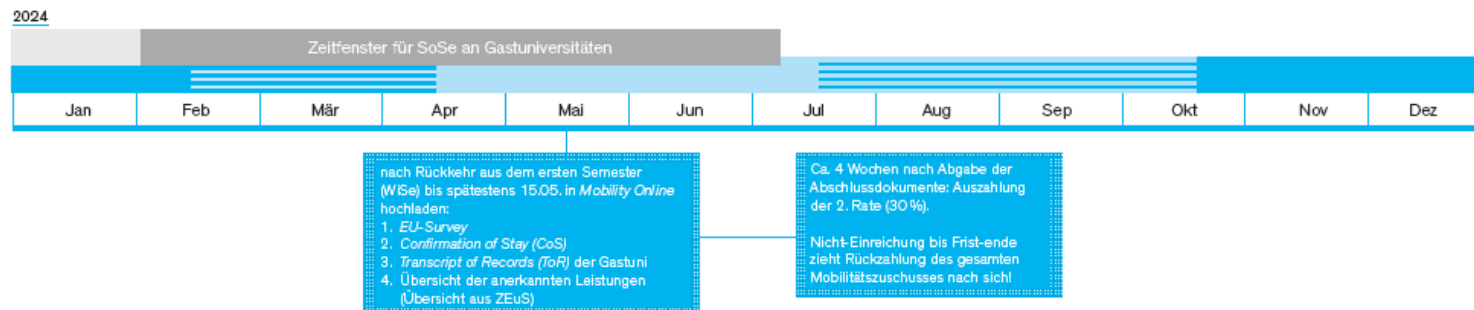
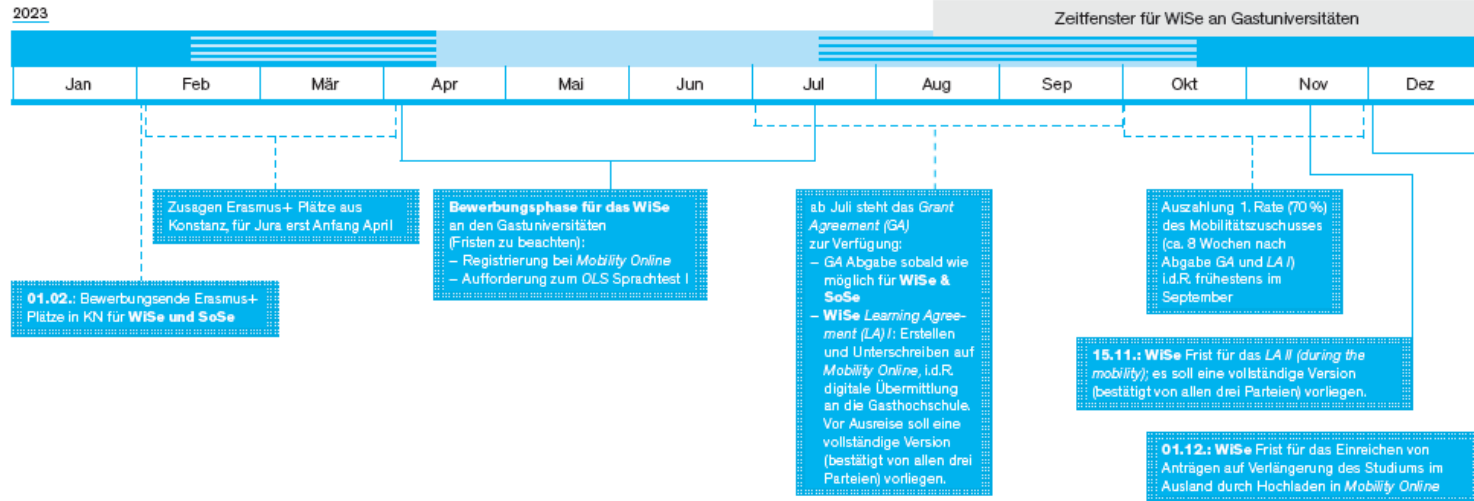
Studienjahr 2023/24
(Stand Juni 2023)



Online on the
Erasmus+ website and
available in Mobility
Online

Outgoing Student Guide – timeline for stays in winter semester

Überblick: Termine im Erasmus+ im ersten Semester (einsemestriger Aufenthalt)



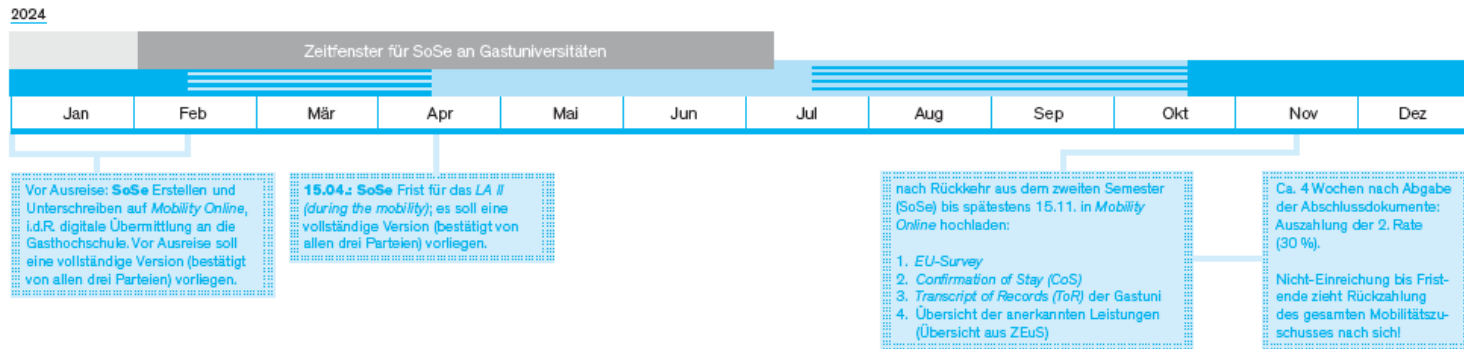
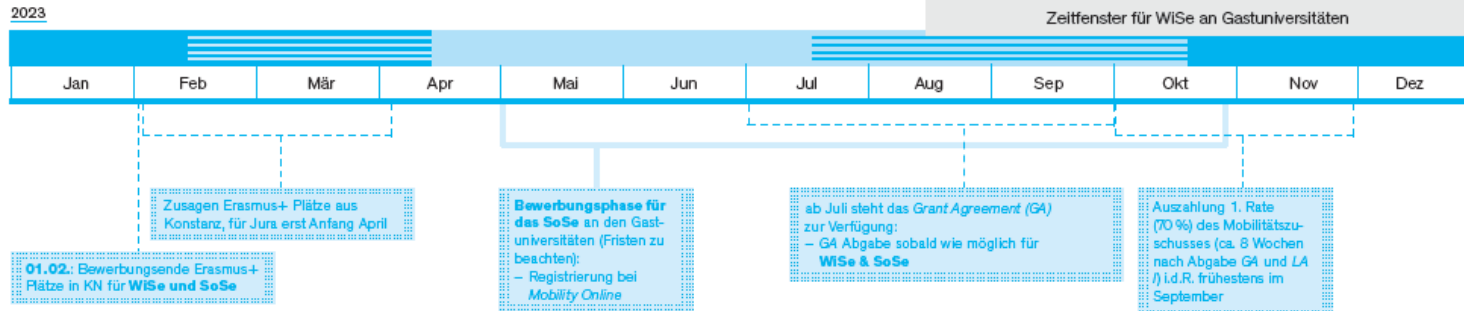
■ Vorlesungen WiSe Konstanz
▨ Vorlesungsfreie Zeit WiSe Konstanz

■ Vorlesungen SoSe Konstanz
▨ Vorlesungsfreie Zeit SoSe Konstanz

■ Erasmus+ im ersten / WiSe (Semesterplatz)

Outgoing Student Guide – timeline for stays in summer semester

Überblick: Termine im Erasmus+ im zweiten Semester (einsemestriger Aufenthalt)



■ Vorlesungen WiSe Konstanz
▨ Vorlesungsfreie Zeit WiSe Konstanz

■ Vorlesungen SoSe Konstanz
▨ Vorlesungsfreie Zeit SoSe Konstanz

▤ Erasmus+ im zweiten / SoSe (Semesterplatz)

Checkliste VOR Deinem Erasmus+ Studienaufenthalt

Organisation

Lege Dir einen Ordner in Deinem E-Mail-Postfach an, in dem Du alle E-Mails für Deinen Auslandsaufenthalt ablegst! Z.B. „Erasmus+ Athen“

Lesezeichen

Richte Dir ein Lesezeichen zur Seite des „Auswärtigen Amtes *Sicher Reisen**“ ein, hier findest Du hilfreiche Informationen zu Deinem Gastland, aber auch Sicherheits- und Gesundheits-hinweise sowie die Krisenvorsorgeliste zur Erfassung von Deutschen im Ausland.

Bewerbung

Kümmere Dich um die Bewerbung an Deiner Gastuniversität und achte auf die Fristen! Informiere Dich eigenständig auf der Homepage Deiner Gastuniversität!

Mobility Online: Check I
Kontrolliere und vervollständige (soweit wie möglich) Deine persönlichen Daten zum Auslandsaufenthalt auf *Mobility Online*. Folge einfach Deinem individuellen Link, den Du vom IO der Uni Konstanz per Mail bekommst. Datencheck, Lesezeichen in Deinem Browser anlegen und fertig!



Mobility Online: Check II
Nichts geht ohne Bürokratie – Alle für den Mobilitätzuschuss wichtigen Formulare und Vorlagen findest Du auf *Mobility Online*:
– GA
– digitales LA
Du kannst sie Dir dort herunterladen bzw. elektronisch ausfüllen, um sie einzureichen! Infos zur Kunst der Formulare und Formalitäten ab S. 16.

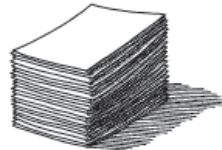
Sprachtest und sprachliche Vorbereitung
– Du wirst eine Infomail mit Hinweisen zum OLS Sprachtest erhalten. Diesen abzulegen ist nicht mehr verpflichtend, kann aber trotzdem sinnvoll sein: Du kannst ihn ggf. als Nachweis über Deine Sprachkenntnisse an Deiner Gastuni einreichen.
– Du sprichst die Sprache Deines Gastlandes nicht fließend? Melde Dich für einen Intensivsprachkurs vor dem Aufenthalt an (S. 18). In bestimmten Fällen gibt es sogar einen finanziellen Zuschuss dafür!

Kurswahl, LA / und

Absprache
Besprich die Anerkennung von Leistungen mit den zuständigen Anerkennenden Deiner Fachgruppen. Besuche vor Deiner Ausreise deren Sprechstunde! Zur Anerkennung siehe S. 27. Wenn alle Anerkennungsfragen geklärt sind: LA / ausfüllen und einreichen. Es wird dann durch die Erasmus+ Koordination Deines FB bestätigt und id.R. digital an die Gastuni zur Bestätigung weitergeleitet.

Grant Agreement

Du hast vom IO die Mitteilung erhalten, dass das GA zur Verfügung steht? – Wunderbar! Dann kannst Du es jetzt ausgefüllt und unterschrieben im Original an das IO senden.



Versicherung

Kläre Deinen Versicherungsschutz im Ausland bei Deiner Krankenkasse (KK) ab und beachte Auflagen Deiner Gastuni (tw. müssen zusätzliche Versicherungen abgeschlossen werden). In den meisten Fällen kannst Du Dir von Deiner KK die *European Health Insurance Card (EHIC)* ausstellen lassen. Weitere Infos findest Du zudem hier:

– www.daad.de/versicherung/allgemein/bedingungen/de/14380-daad-versicherung-zielland-ausland/ und auf S. 43.

Erasmus+ Studierende sollten unbedingt auch über folgende Versicherungen verfügen
– Haftpflichtversicherung
– Reiseschutzversicherung (Beschädigung und Verlust des Gepäcks)
– Unfallversicherung (die auch schwere Krankheit und eine Rückführung abdeckt)

Auslands-BAföG

Deine Lebenshaltungskosten werden im Ausland höher sein als in KN? Informiere Dich rechtzeitig über Auslands-BAföG (kommt auch für nicht Inlands-BAföG-Berechtigte in Frage)! Wissenswertes findest

Du hier:

– www.das-neue-bafög.de
– www.auslandsbafög.de und auf S. 44.

Rückmeldung & Beurlaubung – Absolutes MUST DO:

Rückmeldung an der Uni Konstanz! Falls Du keinen Pflichtauslandsaufenthalt absolviert, kannst Du Dich parallel mit der Rückmeldung ins nächste Semester auch beurlauben lassen. Wieso das sinnvoll sein kann, erfährst Du auf S. 45. Falls Du Dich dafür entscheidest, musst Du Folgendes im SSZ einreichen:

1. Antrag auf Beurlaubung (unterschrieben!)
2. Kopie der Nominierungsbestätigung (aus *Mobility Online*)

Visum

Du machst Erasmus+ und benötigst ein Visum für Deinen Aufenthalt? Unterstützung hierbei erhältst Du von den Kolleginnen aus unserem IO.



Wohnungssuche im Ausland

Du musst Dir selbstständig eine Wohnung suchen? Was in jedem Fall hilft: Schau Dir die Erfahrungsberichte bisheriger Outgoings der Uni Konstanz an! Dort findest Du nicht nur zahlreiche Tipps zur Wohnungssuche, sondern generell viele Infos, die Dich gut auf Deinen Auslandsaufenthalt vorbereiten.

Untervermietung Deines Zimmers

Würdest Du Dein Zimmer in Konstanz an einen internationalen Gast untervermieten? Das Welcome Centre der Uni Konstanz vermittelt Kontakte und unterstützt Gäste aus dem Ausland bei der Wohnungssuche. (S. 46)

Tipps & Tricks

Alle Vorbereitungen abgehakt? – Glückwunsch! Dann bist Du jetzt bereit für Deinen Auslandsaufenthalt! Auf S. 47 findest Du trotzdem noch ein paar Denkanstöße für Deine individuelle Vorbereitung :)



At UKN:

Register as Erasmus+ Outgoing in *Mobility Online*



What is *Mobility Online*?

MobOn is the online platform where almost all administrative steps of your exchange are administered.

You find important documents and templates in *MobOn* and will also have to upload some documents there.

- You will receive an email with **login credentials** from our International Office in the end of March/Beginning of April
 - *Please direct any questions about the platform itself to erasmus@uni-konstanz.de*
 - *Always use the link our IO sends you!*
 - *Check your data thoroughly to avoid errors and problems at a later stage*

Important: Some partners also use *Mobility Online*. Depending on whether you are dealing with administrative processes at the UKN or at your host university, you will need to log in to the correct portal in order to carry them out.

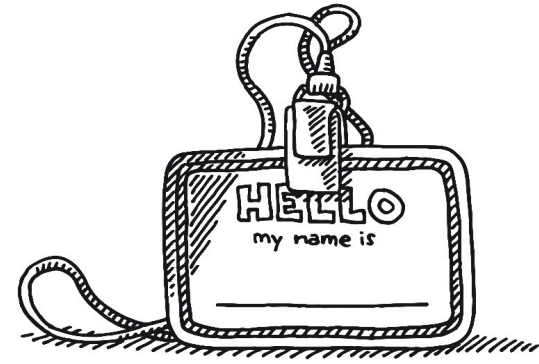
At UKN:

After your successful registration in *Mobility Online*

you can

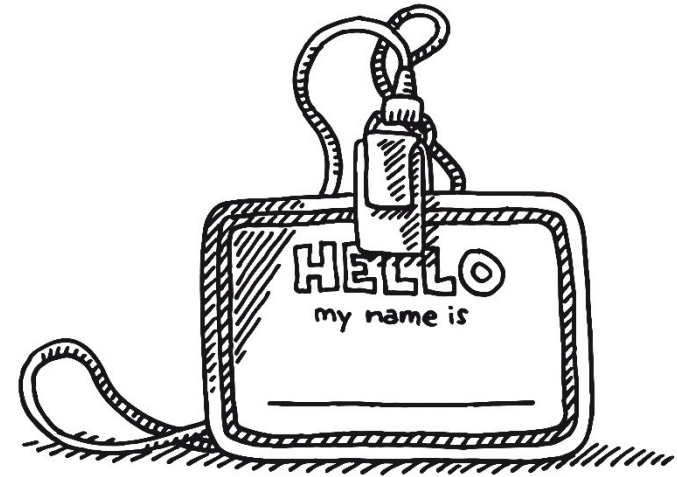
1. download/fill in documents that you might need for your application at the host university:
 - Nomination confirmation
 - Learning Agreement
2. find all the mandatory Erasmus+ documents, e.g.
 - Grant Agreement
 - Confirmation of Stay
3. find request forms for optional offers (e.g. for Erasmus+ subsidation of an intensive language course in a rare language, e.g. Basque language course)

At your host university: Application as an Erasmus+ student (Incoming/Exchange student)



- After we nominated you at your host university, they will usually inform you about their application process by email.
- It depends on the application deadline of the host university when exactly they contact you (varies for each university). They will contact you in due time so that you have still enough time to prepare your documents
- Consult the exchange student website of your host university to learn about their application process and deadlines, so that you can already prepare your application documents
- **We will not send you reminders, you have to keep track of your deadlines!**
- check your spam folder regularly, sometimes the first message of your host university ends up there
- if you have any questions, bundle them in one email, so that we and our colleagues abroad do not receive too many emails and can answer all your questions quickly in one go

At your host university: Application as an Erasmus+ student (Incoming/Exchange student)



- The deadlines and the scope of the application vary greatly from university to university, do not compare the documents you have to submit to your host university with those of other outgoing students, focus on your application
- Usually, the host university will also provide you with
 - information about **student housing** (application info)
 - information about **welcome weeks, language courses** and **courses specifically for exchange students**
- Often (not always, read the websites and emails of your host university thoroughly!) you will have to include the following documents in your application
 - ***Learning Agreement***
 - ***Transcript of Records***
 - **Proof of language competence**

At UKN:

Information about language support/certificate (OLS = Online Language Support)

- The „EU Academy“ offers language support and testing
- It is recommendable to make use of the language test option:
some universities accept the test result as proof of your language competence
in the language of instruction
- Tests are available in all official languages of EU countries: Bulgarian, Croatian,
Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek,
Hungarian, Irish-Gaelic, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese,
Romanian, Swedish, Slovakian, Slovenian and Spanish.
- Soon also: Icelandic, Macedonian, Norwegian, Serbian und Turkish.
- **The IO will provide you with further information on OLS in March/April**
→ **If your host university has its application deadline before 30 April and
accepts the OLS test result as proof of language competencies, please
contact us by email in a timely manner.**



At UKN:

Information on language course funding (subject to change...)

- For intensive language courses in languages that are **not covered by OLS**, grants of up to € 250 for course fees can be applied for under certain conditions
- Conditions:
 - The language is the **local language and language of instruction** of the host country
 - Min. duration of **3-4 weeks, 60-80 contact hours** resp. **min. 5 ECTS**
 - **The course is offered by a university**, ideally your host university
 - The language course takes place directly **before the start of the exchange semester**
 - It is your first time participating in an intensive course in this language

You need a receipt of the course fees you paid and a certificate of attendance to apply for funding from our IO: ✕

<https://www.uni-konstanz.de/en/international-office/study-abroad/study-abroad/erasmus/>

(Erasmus+ promotion of foreign language learning)

Current course offers available on DAAD website (see website above)

Intensive language courses in general are highly recommended → e.g. Prague

UKN & host university: The Learning Agreement I and II

What is the *Learning Agreement*?

The *LA* determines the courses that the student will take during Erasmus+ and how they will be recognized at the home university.



LA I (before mobility):

- Fill in and sign/get signed before the mobility
- Based on updated or old catalogue of the host university

LA II (during mobility):

- Fill in and sign/get signed shortly after the semester start at your host university
- Reflects changes of your study programme/recognition relative to the info you gave in the LA I

BEFORE you fill in the LA: **Choosing courses and requesting recognition**



1. Choose your courses based on the catalogue(s) of the host university.
Take into account:
 - Requirements of the host university
 - Requirements of UKN (full-time study/30 ECTS)
 - Requirements of your degree programme: *e.g. MA Multilingualism (21 ECTS), MA Sociology of Inequality (18 ECTS); however, you still take a total of 30 ECTS abroad*
2. Fill in the form „request for recognition“ and bring it with you to an office hour** with the responsible person for recognition of your study programme.*
3. Store the answer of the responsible persons for recognition (either signed form or written email confirmation).

*For the form and the list of responsible persons see Erasmus+ Humanities-Website

<https://www.uni-konstanz.de/en/international-participation/studies/erasmus-studies/outgoings/grade-recognition/>

**in linguistic programmes this may be completed by email though it is recommended to make use of office hours

BEFORE you fill in the LA: **Choosing courses and requesting recognition**

Erasmus+ Studies -

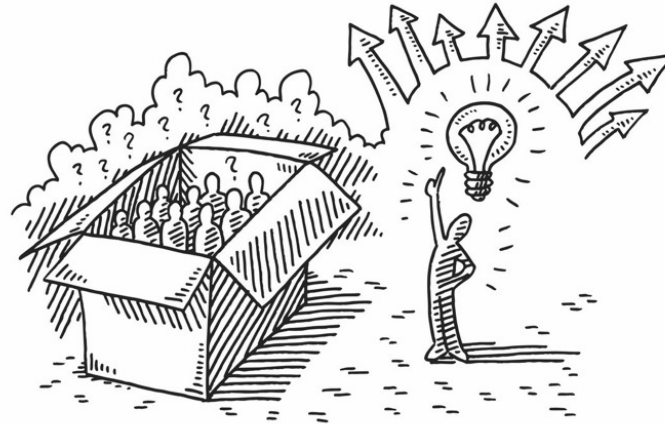
Outgoings

- Application Erasmus+
- Application form 2024/25
- Partnerhochschulen Erasmus+
- Grade Recognition

Incomings

Direktverbindung Europa

Global



Recognition / grade transfer processes

How to request credit/grade transfer for courses (not full degree programmes) completed abroad

<https://www.uni-konstanz.de/en/international-participation/studies/erasmus-studies/outgoings/grade-recognition/>

From request to recognition

Whether courses that you have completed or plan to complete abroad may be credited to module parts of your studies in Konstanz is subject to approval by the responsible person for recognition in your degree programme/discipline.. Responsible persons are staff members of the departments in our faculty, usually the study advisors of a certain degree or, where a degree includes coursework in several disciplines (courses from different departments) there would be a responsible person per department/discipline. You can find a list of the responsible persons in the right hand side blue box.

In the right hand side blue box you will also find a request for recognition-form (template) that you should use when handing in a request for recognition. This procedure applies to all students of all degree programmes in the Faculty of Humanities, regardless of whether they are completing a stay abroad as part of an exchange programme (Erasmus+, Global) or organising it themselves (Free Mover). Requests for recognition should be handed in before taking

Responsible persons for recognition

List of responsible persons summer semester 2023 (PDF, 333 KB)

Outgoing Student Guide

OSG_2023_24.pdf (PDF, 14 MB)

Request for recognition form

Formular Anfrage auf Anerkennung (DOCX, 187 KB)

Fill in the Learning Agreement (LA) I



Request for recognition has been confirmed? On to the next step!

The **Learning Agreement**. Why?

→ Certainty about your study plans: Which courses from abroad can be recognized towards your degree in Konstanz?

Key components of the LA:

1. (Contact) details about you, your home and host university, the planned mobility period and your competencies in the language of instruction
2. table A: list of courses you take at the host university
3. table B: How the courses from table A will be recognized towards your degree in Konstanz.

→ Only a document that includes both a table A and a table B and is signed by all three parties (you, your host university, your home university) is complete and valid.

You **ALWAYS** fill in the **Learning Agreement in the Mobility Online platform of UKN**, you do not use another template!

Learning Agreement (LA) I in Mobility Online



Table A:

- Courses that you take at the host university
- A new entry for each course (no course „bundles“)

Alle Lehrveranstaltungen 0,00 ECTS-Credits insgesamt bei 0 Lehrveranstaltungen

TABELLE A Lehrveranstaltungen an der Gastinstitution ?	TABELLE B Lehrveranstaltungen an der Heimatinstitution ?	Bemerkungen ?
-	Neues Kurspaket erstellen Lehrveranstaltung an der Heimatinstitution zuerst eintragen	
Neues Kurspaket erstellen Lehrveranstaltung an der Gastinstitution zuerst eintragen		

Learning Agreement (LA) I in Mobility Online

Bearbeiten Learning Agreement

Neuanlage

Gastinstitution	Bogazici University (Istanbul) - TR ISTANBU01	?
Studienbereich	Alle Studiengänge	
Studiengang	Literaturwissenschaft Schwerpunkt Englischsp ...	
Studienjahr	2022 2023	?
Semester	WiSe 2022 2023	?

If you stay for a whole year, make sure to choose the right semester and only list courses for winter (you will make an additional LA for your summer courses later on).

Lehrveranstaltungsnummer an der Gasthochschule	123	?
Lehrveranstaltungsbezeichnung an der Gasthochschule	Shakespeare Adaptations	

Sie können noch **232** Zeichen eingeben

Semesterwochenstunden an der Gasthochschule	2,00
Anzahl ECTS Credits an der Gasthochschule	6,00

Informationen/Link zum Kurs an der Gastinstitution	Hier den Link zur Kursbeschreibung im digitalen Kursverzeichnis/Webseite der Gasthochschule einfügen.
--	---

Sie können noch **2147483545** Zeichen eingeben

Schließen

Neuanlage durchführen

Learning Agreement (LA) I in Mobility Online

Bearbeiten Learning Agreement

Neuanlage

Gastinstitution ?
Studienbereich
Studiengang
Studienjahr ?
Semester ?

Lehrveranstaltungsnummer an der Gasthochschule ?
Lehrveranstaltungsbezeichnung an der Gasthochschule

Sie können noch **232** Zeichen eingeben

Semesterwochenstunden an der Gasthochschule
Anzahl ECTS Credits an der Gasthochschule

Informationen/Link zum Kurs an der Gastinstitution

Sie können noch **2147483545** Zeichen eingeben

Fill in the course code as indicated in the catalogue of the host university. If no codes are available, number the courses consecutively.

Schließen

Neuanlage durchführen

Learning Agreement (LA) I in Mobility Online

Bearbeiten Learning Agreement

Neuanlage

Gastinstitution ?
Studienbereich
Studiengang
Studienjahr ?
Semester ?

Lehrveranstaltungsnummer an der Gasthochschule ?
Lehrveranstaltungsbezeichnung an der Gasthochschule

Course title as indicated in the catalogue of the host university (no translations).

Sie können noch **232** Zeichen eingeben

Semesterwochenstunden an der Gasthochschule
Anzahl ECTS Credits an der Gasthochschule

Informationen/Link zum Kurs an der Gastinstitution

Sie können noch **2147483545** Zeichen eingeben

Schließen

Neuanlage durchführen

Learning Agreement (LA) I in Mobility Online

Bearbeiten Learning Agreement

Neuanlage

Gastinstitution ?
Studienbereich
Studiengang
Studienjahr ?
Semester ?

Lehrveranstaltungsnummer an der Gasthochschule ?

Lehrveranstaltungsbezeichnung an der Gasthochschule

Sie können noch **232** Zeichen eingeben

Indicate weekly semester hours (contact hours).

Semesterwochenstunden an der Gasthochschule

Anzahl ECTS Credits an der Gasthochschule

Informationen/Link zum Kurs an der Gastinstitution

Sie können noch **2147483545** Zeichen eingeben

Schließen

Neuanlage durchführen

Learning Agreement (LA) I in Mobility Online

Bearbeiten Learning Agreement

Neuanlage

Gastinstitution	Bogazici University (Istanbul) - TR ISTANBU01	?
Studienbereich	Alle Studiengänge	
Studiengang	Literaturwissenschaft Schwerpunkt Englischsp ...	
Studienjahr	2022/2023	?
Semester	WiSe 2022 2023	?

Lehrveranstaltungsnummer an der Gasthochschule	123	?
Lehrveranstaltungsbezeichnung an der Gasthochschule	Shakespeare Adaptations	

Sie können noch **232** Zeichen eingeben

Semesterwochenstunden an der Gasthochschule	2,00
---	------

Anzahl ECTS Credits an der Gasthochschule	6,00
---	------

Informationen/Link zum Kurs an der Gastinstitution	Hier den Link zur Kursbeschreibung im digitalen Kursverzeichnis/Webseite der Gasthochschule einfügen.
--	---

Sie können noch **2147483545** Zeichen eingeben

ECTS that the host university awards for the course.

Schließen

Neuanlage durchführen

Learning Agreement (LA) I in Mobility Online

Bearbeiten Learning Agreement

Neuanlage

Gastinstitution	Bogazici University (Istanbul) - TR ISTANBU01	?
Studienbereich	Alle Studiengänge	
Studiengang	Literaturwissenschaft Schwerpunkt Englischsp ...	
Studienjahr	2022/2023	?
Semester	WiSe 2022 2023	?

Lehrveranstaltungsnummer an der Gasthochschule ?

Lehrveranstaltungsbezeichnung an der Gasthochschule

Sie können noch **232** Zeichen eingeben

Semesterwochenstunden an der Gasthochschule

Anzahl ECTS Credits an der Gasthochschule

Informationen/Link zum Kurs an der Gastinstitution

Sie können noch **2147483545** Zeichen eingeben

Paste link to the course description.

Schließen

Neuanlage durchführen

Learning Agreement (LA) I in Mobility Online

Bearbeiten Learning Agreement

Neuanlage

Gastinstitution ?
Studienbereich
Studiengang
Studienjahr ?
Semester ?

Lehrveranstaltungsnummer an der Gasthochschule ?

Lehrveranstaltungsbezeichnung an der Gasthochschule

Sie können noch **232** Zeichen eingeben

Semesterwochenstunden an der Gasthochschule

Anzahl ECTS Credits an der Gasthochschule

Informationen/Link zum Kurs an der Gastinstitution

Sie können noch **2147483545** Zeichen eingeben

Save your changes.

Schließen

Neuanlage durchführen

Learning Agreement (LA) I in Mobility Online



Table B:

- In which module parts of your examination regulations do you want the courses to be recognized? (You can only fill in this information after having discussed recognition with the responsible person of your degree).
 - A corresponding entry in table B for each course in table A
- No „bundles“, even if different courses are recognized in the same module.

Alle Lehrveranstaltungen 6,00 ECTS-Credits insgesamt bei 1 LVs an der Gastinstitution / 0,00 ECTS-Credits insgesamt bei 0 LVs an der Heamatinstitution

TABELLE A |Lehrveranstaltungen an der Gastinstitution| ? TABELLE B |Lehrveranstaltungen an der Heamatinstitution| ? Bemerkungen ?

Neues Kurspaket erstellen |Lehrveranstaltung an der Gastinstitution zuerst

Neues Kurspaket erstellen |Lehrveranstaltung an der Heamatinstitution zuerst eintragen|

— Kurspaket 1 Erfasst am: 12.08.2022 14:47:25

LV-Nummer/Gast	LV-Bezeichnung an der Gasthochschule	ECTS		LV-Nummer/Heim	LV-Bezeichnung an der Heamathochschule	ECTS
123	Shakespeare Adaptations	6,00	<input type="radio"/>	Keine Lehrveranstaltungen gefunden		
Summe:		6,00				

Learning Agreement (LA) I in Mobility Online

Bearbeiten Learning Agreement

Neuanlage

Gastinstitution ?
Studienbereich
Studiengang
Studienjahr ?
Semester ?

For year long stays: choose the right semester.

Lehrveranstaltungsnummer an der Heimathochschule ?

Lehrveranstaltungsbezeichnung an der Heimathochschule

Sie können noch **110** Zeichen eingeben

Anzahl ECTS Credits an der Heimathochschule

- **Curricular** = **Innerhalb der PO | In modules of your degree**
- **Extracurricular** = **Zusätzliche Leistung | Additional courses**

Anerkennung Curricular Extracurricular ?

Schließen

Neuanlage durchführen

Learning Agreement (LA) I in Mobility Online erstellen

Bearbeiten Learning Agreement

Neuanlage

Gastinstitution ?
Studienbereich
Studiengang
Studienjahr ?
Semester ?

Enter the identical codes as in table A so that the entries in both tables can be clearly assigned to each other.

Lehrveranstaltungsnummer an der Heimathochschule ?

Lehrveranstaltungsbezeichnung an der Heimathochschule

Anzahl ECTS Credits an der Heimathochschule

Sie können noch **110** Zeichen eingeben

- **Curricular** = **Innerhalb der PO | In modules of your degree**
- **Extracurricular** = **Zusätzliche Leistung | Additional courses**

Anerkennung Curricular Extracurricular ?

Schließen

Neuanlage durchführen

Learning Agreement (LA) I in Mobility Online erstellen

Bearbeiten Learning Agreement Neuanlage

Gastinstitution	Bogazici University (Istanbul) - TR ISTANBU01	?
Studienbereich	Alle Studiengänge	
Studiengang	Literaturwissenschaft Schwerpunkt Englischsp ...	
Studienjahr	2022/2023	?
Semester	WiSe 2022 2023	?

Lehrveranstaltungsnummer an der Heimathochschule: 123

Lehrveranstaltungsbezeichnung an der Heimathochschule: **MA Literaturwissenschaft, Schwerpunkt Englischsprachige Literaturen und Kulturen, Modul 4: Auslandsstudium, Fachwissenschaftliche Veranstaltung I**

Sie können noch **110** Zeichen eingeben

Anzahl ECTS Credits an der Heimathochschule: 6,00

Anerkennung Curricular Extracurricular ?

- **Curricular** = **Innerhalb der PO | In modules of your degree**
- **Extracurricular** = **Zusätzliche Leistung | Additional courses**

No course titles, but the module you want the course to be recognized in. E.g.: MA Sociology of Inequality, Study abroad module.*

* If a course should not/can not be recognized in a module of your degree program, write "additional course without recognition towards the degree programme" here.

Schließen

Neuanlage durchführen

Learning Agreement (LA) I in Mobility Online

Bearbeiten Learning Agreement

Neuanlage

Gastinstitution ?
Studienbereich
Studiengang
Studienjahr ?
Semester ?

Lehrveranstaltungsnummer an der Heimathochschule ?

Lehrveranstaltungsbezeichnung an der Heimathochschule

Anzahl ECTS Credits an der Heimathochschule

Sie können noch 110 Zeichen eingeben

- **Curricular** = Innerhalb der PO | In modules of your degree
- **Extracurricular** = Zusätzliche Leistung | Additional courses

Anerkennung Curricular Extracurricular ?

- When requesting recognition, you will also discuss for how many ECTS a course can be recognized. In some cases, the original ECTS value of the host university will be used, in others it is necessary to adjust the ECTS value. In this field you enter the number of ECTS that will be recognized here in Konstanz.

You can only fill in this info after having discussed recognition with the responsible person of your degree!

Schließen

Neuanlage durchführen

Learning Agreement (LA) I in Mobility Online

Bearbeiten Learning Agreement Neuanlage

Gastinstitution	Bogazici University (Istanbul) - TR ISTANBU01	?
Studienbereich	Alle Studiengänge	
Studiengang	Literaturwissenschaft Schwerpunkt Englischsp ...	
Studienjahr	2022/2023	?
Semester	WiSe 2022 2023	?

Lehrveranstaltungsnummer an der Heimathochschule	123	?
Lehrveranstaltungsbezeichnung an der Heimathochschule	MA Literaturwissenschaft, Schwerpunkt Englischsprachige Literaturen und Kulturen, Modul 4: Auslandsstudium, Fachwissenschaftliche Veranstaltung I	

Sie können noch **110** Zeichen eingeben

Anzahl ECTS Credits an der Heimathochschule	6,00
---	------

• Curricular = Innerhalb der PO | In modules of your degree
• Extracurricular = Zusätzliche Leistung | Additional courses

Anerkennung Curricular Extracurricular ?

-In case it is an additional course without recognition towards modules of your degree, you enter the number of ECTS that are awarded at the host university without adjusting them.

For additional courses without recognition it is not necessary to request recognition. Therefore, no need to include those courses in your „request for recognition“ form.

Schließen

Neuanlage durchführen

Learning Agreement (LA) I in Mobility Online

Bearbeiten Learning Agreement

Neuanlage

Gastinstitution ?
Studienbereich
Studiengang
Studienjahr ?
Semester ?

Lehrveranstaltungsnummer an der Heimathochschule ?

Lehrveranstaltungsbezeichnung an der Heimathochschule

Anzahl ECTS Credits an der Heimathochschule

Sie können noch **110** Zeichen eingeben

- **Curricular** = Innerhalb der PO | In modules of your degree
- **Extracurricular** = Zusätzliche Leistung | Additional courses

Anerkennung Curricular Extracurricular ?

Curricular = recognition towards modules of your degree programme
Extracurricular = additional course without recognition towards modules of your degree programme

Schließen

Neuanlage durchführen

Learning Agreement (LA) I in Mobility Online

Bearbeiten Learning Agreement

Neuanlage

Gastinstitution ?
Studienbereich
Studiengang
Studienjahr ?
Semester ?

Lehrveranstaltungsnummer an der Heimathochschule ?

Lehrveranstaltungsbezeichnung an der Heimathochschule

Sie können noch **110** Zeichen eingeben

Anzahl ECTS Credits an der Heimathochschule

• **Curricular** = **Innerhalb der PO** | **In modules of your degree**

• **Extracurricular** = **Zusätzliche Leistung** | **Additional courses**

Anerkennung Curricular Extracurricular ?

Save your changes.

Schließen

Neuanlage durchführen

Learning Agreement (LA) I in Mobility Online

Alle Lehrveranstaltungen 30,00 ECTS-Credits insgesamt bei 5 LVs an der Gastinstitution / 30,00 ECTS-Credits insgesamt bei 5 LVs an der Heimatinstitution

TABELLE A |Lehrveranstaltungen an der Gastinstitution| ? TABELLE B |Lehrveranstaltungen an der Heimatinstitution| ? Bemerkungen ?

Neues Kurspaket erstellen |Lehrveranstaltung an der Heimatinstitution zuerst eintragen|

LV-Nummer/Gast	LV-Bezeichnung an der Gasthochschule	ECTS	
<u>789</u>	History of Turkey	4,00	<input type="radio"/>
<u>xyz</u>	Turkish for Beginners	8,00	<input type="radio"/>
<u>abc</u>	American Short Stories	6,00	<input type="radio"/>
Summe:		18,00	

Kurs innerhalb dieses Kurspakets hinzufügen

LV-Nummer/Heim	LV-Bezeichnung an der Heimathochschule	ECTS	
<u>789</u>	freiwillige, zusätzliche Leistung ohne Anerkennung auf Module des Studiengangs	4,00	<input type="radio"/>
<u>xyz</u>	freiwillige, zusätzliche Leistung ohne Anerkennung auf Module des Studiengangs	8,00	<input type="radio"/>
<u>abc</u>	freiwillige, zusätzliche Leistung ohne Anerkennung auf Module des Studiengangs	6,00	<input type="radio"/>
Summe:		18,00	

Kurs innerhalb dieses Kurspakets hinzufügen

Neuanlage durchführen

Zurück Learning Agreement überprüfen und unterschreiben

Check and „sign“ your LA.

Learning Agreement (LA) I in Mobility Online

Lehrveranstaltungen für EWP freigeben: Test 2022|2023 LitLing 2 , Test 2022|2023 LitLing 2,

Studienprogramm bei der Empfangenden Institution

Mobilitätstyp: Semester

Tabelle A	LV Code (wenn vorhanden)	LV Titel bei der Empfangenden Institution (wie im Kurskatalog)	Semester	Anzahl der ECTS (oder entsprechendes) die von der Empfangenden Institution vergeben werden nach erfolgreichem Abschluss
	123	Shakespeare Adaptations	1/2	6.00
	456	Canadian Poetry	1/2	6.00
	789	History of Turkey	1/2	4.00
	xyz	Turkish for Beginners	1/2	8.00
	abc	American Short Stories	1/2	6.00
				Gesamt: 30.00

Anerkennung bei der Sendenden Institution


Mobilitätstyp: Semester

Tabelle B	LV Code (wenn vorhanden)	LV Titel bei der Sendenden Institution (wie im Kurskatalog)	Semester	Anzahl der ECTS (oder entsprechendes) die von der Sendenden Institution anerkannt werden	Automatische Anerkennung
	123	MA Literaturwissenschaft, Schwerpunkt Englischsprachige Literaturen und Kulturen, Modul 4: Auslandsstudium, Fachwissenschaftliche Veranstaltung I	1/2	6.00	<input checked="" type="checkbox"/>
	456	MA Literaturwissenschaft, Schwerpunkt Englischsprachige Literaturen und Kulturen, Modul 4: Auslandsstudium,	1/2	6.00	<input checked="" type="checkbox"/>

Schließen

Learning Agreement unterschreiben

Learning Agreement (LA) I in Mobility Online

Learning Agreement before the Mobility erfasst	<input checked="" type="checkbox"/>	12.08.2022	Test 2022 2023 LitLing 2 Test 2022 2023 LitLing 2	<u>Learning Agreement before the Mobility erfassen und unterschreiben</u>
 Learning Agreement before the Mobility der Fachbereichscoordination eingereicht	<input type="checkbox"/>			<u>Learning Agreement before the Mobility der Fachbereichscoordination einreichen</u>
Learning Agreement before the Mobility von der Fachbereichscoordination an der Universität Konstanz unterschrieben	<input type="checkbox"/>			
Learning Agreement before the Mobility von der Gasthochschule unterschrieben	<input type="checkbox"/>			

Each time you click on „Submit LA to departmental coordinator“ we will receive an email notification. Please be considerate and only click once you are done with all your changes.

What happens next?

UKN & host university: signature of the Learning Agreement

1. Send us the confirmation of recognition by email immediately after submitting the LA. This means that you either forward the email conversation in which the responsible person has confirmed the recognition to us or you send us an email with the signed form in attachment. If all your courses are extracurricular, this step is not necessary.
2. We check and confirm your LA.
3. a) Your LA is automatically **transmitted digitally via MobOn** to the host university, where it is also checked and confirmed. → LA I complete.

OR

b) The host university cannot yet receive digital LAs which is why we switch to a **PDF version**. We will send you this document by email. You will have to sign it (scanned/digital signatures are acceptable) and send the PDF to your host university. Once you receive back the document with the host university's signature, you upload it in MobOn.

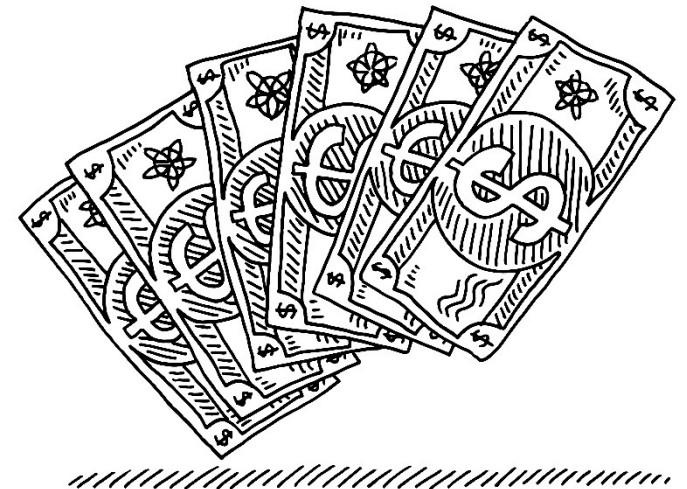


Erasmus+ mobility grant

„Why am I obliged to study full-time at the host university (= 30 ECTS per semester)?“

– *Because your Erasmus+ place is linked to a financial grant from public EU funds!*

Important: Only the study-relevant duration of your stay is funded (first day of welcome week/lecture period – last day of lecture period/day of last exam).



Erasmus+ mobility grant

Aufruf 2024

Ländergruppe	Zielland	Förderbetrag für Studierende je Monat
Ländergruppe 1 Länder mit höheren Lebenshaltungskosten	Belgien, Dänemark, Deutschland, Finnland, Frankreich, Irland, Island, Italien, Liechtenstein, Luxemburg, Niederlande, Norwegen, Österreich, Schweden Partnerländer aus den Regionen 13 (Andorra, Monaco, San Marino, Vatikan Staat) und 14 (Färöer-Inseln, Schweiz, Großbritannien)	600 EUR
Ländergruppe 2 Länder mit mittleren Lebenshaltungskosten	Estland, Griechenland, Lettland, Malta, Portugal, Slowakei, Slowenien, Spanien, Tschechien, Zypern	540 EUR
Ländergruppe 3 Länder mit niedrigen Lebenshaltungskosten	Bulgarien, Kroatien, Litauen, Nordmazedonien, Polen, Rumänien, Serbien, Türkei, Ungarn	

Extending/shortening your stay

Extending your stay

- Sometimes it's possible to extend your stay to the second semester, even though you originally only intended to stay for the first semester. However, there is **no guarantee that funds will still be available for the second semester**; this depends on the available overall budget.
- **Extensions from first to second semester must be requested until 1 December Request form in Mobility Online**; some partner universities also require you to already hand in a LA for semester II with your request for extension
- Extensions from second semester to another first semester (different academic years) are not possible

Shortening your stay

- If you decide to shorten your stay from a year long to a semester stay, the funding amount will be recalculated after receipt of all final documents and any excess funds paid out will be reclaimed

Further administrative steps

Requesting Auslands-BAföG

- BAFöG without German citizenship (website only available in German):
https://www.bafög.de/bafoeg/de/das-bafoeg-alle-infos-auf-einen-blick/_documents/bafoeg-auch-ohne-deutschen-pass.html?nn=383852

Leave of absence in Konstanz for the time of the exchange

– only possible if the exchange semester is not a mandatory component of your degree programme

- You stay enrolled at UKN and pay the administrative semester fee (*Rückmeldebeitrag*), but you do not participate in any courses and exams/assessments at UKN in the respective semester
- Your study programme semester (= *Fachsemester*) „stops“, your overall university semester (= *Hochschulsemester*) keeps on counting
- Recognition of your ECTS/grades from abroad is possible despite the leave of absence

Outlook – during the mobility...

Changes of the LA: Learning Agreement II

Within the first 3 weeks after the start of the semester at your host university, you may change your LA once.

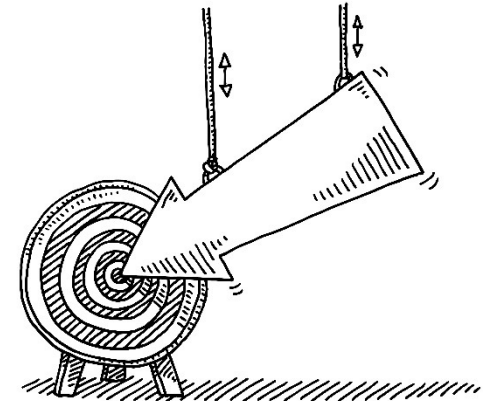
- Delete courses you listed in your LA I that you do not want to take after all.
- Add new courses that you take instead.
- Request recognition approval for the new courses.
- **Contact us immediately if there are any problems with your course selection, e.g. if you do not find enough suitable courses for 30 ECTS!**
- The changes are also filled in in Mobility Online.

Outlook – after the mobility...

Transcript of Records of the host university

What is the
Transcript of Records
(ToR)?

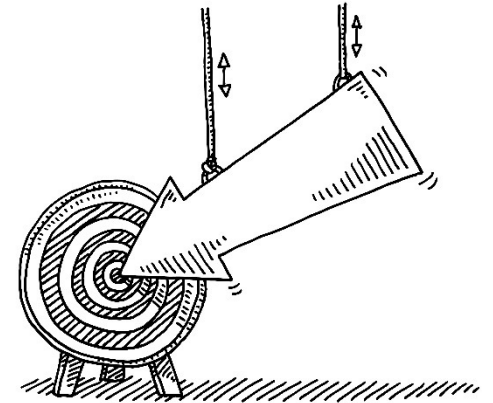
→ An overview of the courses
you took at the host university,
including their titles, ECTS and
grade.



- Some universities issue this document automatically, at others you actively have to request it. Read the guidelines of your host university to find out what you have to do to receive your ToR.
- Sometimes the ToR is not send to you, but to us. In those cases we will inform you where to pick it up/forward it to you in case we receive it by email.
- **You need the ToR to request grade transfer.**
- You will also have to upload a copy of the ToR in Mobility Online.

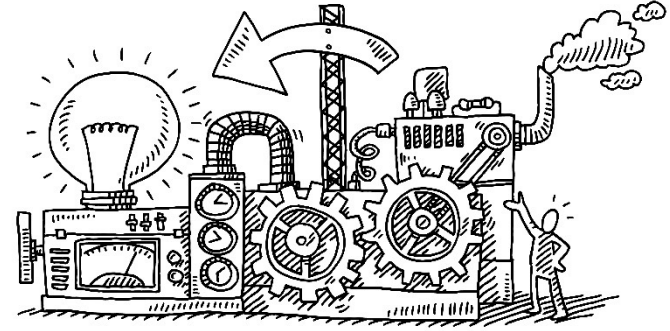
Requesting grade and credit transfer of passed courses to UKN

“But I already requested recognition before the mobility, why do I have to request it again?”



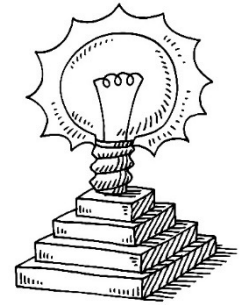
- **Before** the mobility, the responsible persons confirm that a course fulfils the requirements and can be recognized upon successful participation. **After** the mobility, you now proof that you passed said course successfully with your ToR and ask for the ECTS/grade to be transferred to your ZEuS account.
- You need to request grade and ECTS-transfer, no ECTS/grades from abroad will show up in your ZEuS account without you requesting it.
- The whole process is explained on our website:
<https://www.uni-konstanz.de/en/international-participation/studies/erasmus-studies/outgoings/grade-recognition/>

Final documents



- In order to receive your second installment of the Erasmus+ grant, you must upload certain final documents to MobOn. Our IO will inform you about deadlines and which documents these are exactly.

How to make our life easier



At the host university

- Does your host university organize information fairs/events for their own students and you are invited to present the University of Konstanz? Let us know and we will forward relevant info and promotional material to you!

Emails

- Please read our emails carefully and to the end (even if they are long).
- When answering emails, do so above the original message, not below (this can be changed in the settings of your mail client programme).
- Mention your full name, study programme, semester you will stay abroad, host university name in the beginning of the message.
- Please bundle your questions in one email and avoid sending multiple emails.
- Do not send emails again and do not expect us or our colleagues to answer within one day, this is often not possible due to the amount of requests we receive.

Allow several working days for the processing of your request.

- Before writing an email, consult prior emails and websites for answers.
- Pay attention to correct spelling and formalities, especially in the documents you send to your host university. You represent the University of Konstanz while studying at our partner universities!

Open office hours

This time is dedicated to you and your questions, do stop by!

We can only offer consultation hours outside these times in exceptional cases. Please suggest at least 3 appointments in an e-mail.

Offene Sprechstunde

<https://www.uni-konstanz.de/en/international-participation/advising-and-office-hours/>

- Kommen Sie ohne Voranmeldung in die Sprechstunde und bereiten Sie sich vorab darauf vor (Recherche auf Webseite, konkrete Fragen).
- Eine reguläre Beratung dauert ca. 15-20 min.

Informationsveranstaltungen zu Studium und
Praktikum im Ausland →

Sprechstunden bei **Melanie Hochstätter**

montags und dienstags 10-12 Uhr in Präsenz in Büro **G 109**,

und nach vorheriger Vereinbarung (dann auch digital).

Zur Vereinbarung eines Termins schlagen Sie in einer E-Mail bitte mindestens 3 verschiedene Termine vor, aus denen dann der passendste ausgewählt werden kann.

Virtuelle Sprechstunden (nach Vereinbarung) finden immer hier statt:

<https://uni-konstanz-de.zoom.us/j/98602028994>

Sprechstunden bei **Anja Christ**

Verlängerte Sprechzeiten im Dezember und Januar:

mittwochs, 9:30-12:00 Uhr

in Präsenz in Büro **H 247**

donnerstags, 10:00-11:30 Uhr

in Präsenz in Büro **H 247**

Online Sprechstunden nach Vereinbarung per E-Mail.

Kontakt

Melanie Hochstätter
Erasmus+ Koordinatorin
Geisteswissenschaftliche Sektion
Raum G 109
Tel.: +49 7531 88-4018

E-Mail schreiben ✉

Kontakt

Anja Christ
Erasmus+ Koordinatorin
Geisteswissenschaftliche Sektion
Raum H 247
Tel.: +49 7531 88-3672

E-Mail schreiben ✉

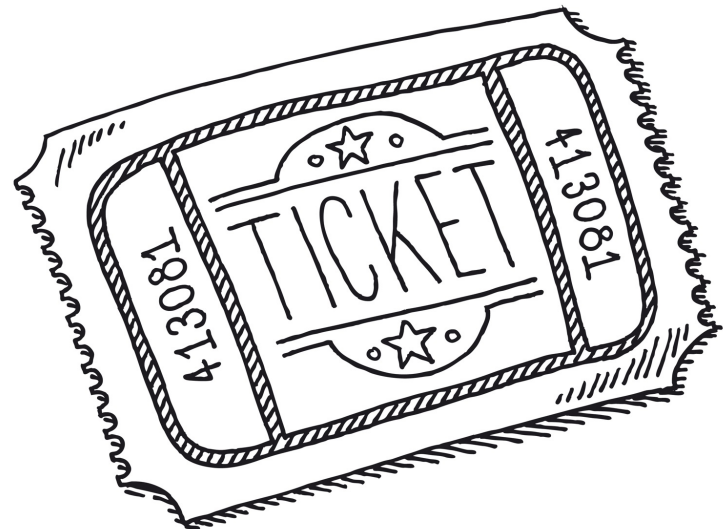
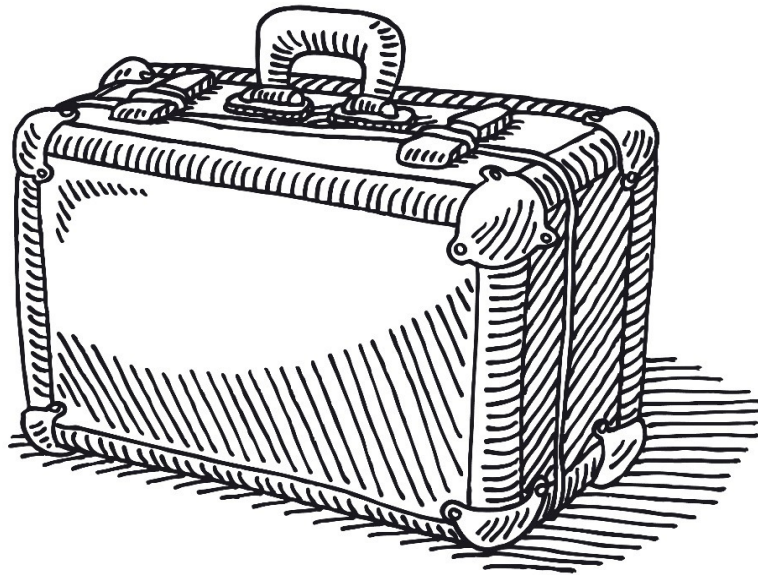
Kontakt

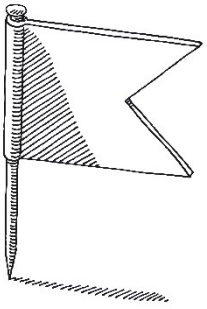
Kristina Kisling
Hilfskraft Erasmus+ Koordination
Geisteswissenschaftliche Sektion

E-Mail schreiben ✉

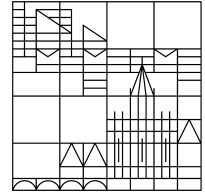
Check for cancellation dates before stopping by!

**Enjoy your semester abroad,
we wish you all the best!**





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**Thank
you!**

Melanie Hochstätter, Anja Christ

Erasmus+ coordinators Faculty of Humanities

Website:

<https://www.uni-konstanz.de/en/international-participation/>

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