



## ERASMUS+ Europe

### Deadlines for submission of Erasmus+ documents for your study stay abroad

Please send all the documents to the Erasmus Coordinator of the Faculty of Mathematics and Natural Sciences (Monique Getter) but some also to the central International Department (Cornelia Marx).

Documents	Deadline	Send to
Grant Agreement	May - July	Faculty Coordinator
Learning Agreement – Before Mobility (OLA or PDF version)	Submission before or at the semester start (with signatures from Erasmus Coordinator of your department and from the partner university)	OLA → C. Marx + Faculty Coordinator (preferably in one e-mail together with the confirmation of registration)
Confirmation of Registration	3 weeks after semester start	C. Marx & Faculty Coordinator
Learning Agreement – During Mobility (if necessary)	3 weeks after semester start	Faculty Coordinator
<b>We transfer the first instalment as soon as we have received all the documents named above.</b>		
Confirmation of Study Abroad	3 weeks after end of semester	C. Marx & Faculty Coordinator
EU experience report	You will receive an email with the request to fill out the report at the end of the semester.	Completion of the report is visible in a database.
<a href="#">HU Alumni experience report</a>	3 weeks after the end of the semester	Faculty Coordinator
Transcript of Records (ToR)	As soon as you receive it.	Faculty Coordinator
Recognition/“Anerkennungsnachweis” (last page of the Learning Agreement)	Until October 31	Faculty Coordinator
<p><b>We transfer the second instalment as soon as we receive all the documents named above.</b>          (You can hand in the ToR and the “Anerkennungsnachweis” later).  <b>All documents have to be submitted by October 31 the latest. Otherwise, the second instalment may not be paid or - in severe cases - you may have to pay back both instalments.</b></p>		