

ERASMUS+ general FAQ & infos on grant payments

Dear students,

in order to complete the necessary Erasmus paperwork, all of the below named documents must be ready before your departure. Erasmus payments can only be made, if all of the following conditions are met: **(1-4)**

BEFORE DEPARTURE

1. OLS language assessment (OLS)
2. acceptance/confirmation of admission by the partner university (LOA)
3. Online Learning Agreement (OLA / LA)
4. Grant Agreement (GA)

If these 4 steps are finished, I will prepare:

- I. **the payment of the first rate of Erasmus+**
(equivalent to 80% of the total amount specified in the grant agreement article 3.4)

for 1. OLS language assessment

Registration: <https://academy.europa.eu/courses/learn-a-new-language>

FAQ: <https://academy.europa.eu/courses/welcome-to-the-eu-academy>

- (1) OLS Language Assessment (to be completed before the beginning of your stay)

Please complete the assessment and send the result to erasmus@hs-anhalt.de

for 2. confirmation/admission confirmation of the partner university (LOA)

You will receive written confirmation of your admission from your host university. This is also called **admission offer, offer letter, admission confirmation, letter of acceptance or acceptance letter, (or similar)**

No matter in which form you receive it (pdf, by post or as a confirmation e-mail in the continuous text): **Please send me a copy of this letter via mail!**

for 3. Learning Agreement (not for mobilities to UK – for UK, please contact erasmus@hs-anhalt.de)

The Learning Agreement is the basis for the recognition of ECTS acquired abroad.

It has to be completed before the start of your mobility!

Online Learning Agreement (OLA) - step by step:

Please do no longer use the pdf or doc templates provided by the host university. Learning agreements created via OLA are mandatory!

- (1) The how to video below says, that I will prefill the OLA for you – This has changed – you must create an OLA on your own! Please use your HS Anhalt username and password and login to <https://www.learning-agreement.eu/> (the HS-Anhalt login window will pop-up – **MyAcademicID**) DO NOT register with gmail or another provider. Use your HAS Login data!
- (2) click „**Create new**“ then chose: „**Semester Mobility**“
- (3) How-To Video:

Deutsch: <https://www.youtube.com/watch?v=h2sA2xoH1J4>

English: <https://www.youtube.com/watch?v=ewPYF179M7w>

In case you cannot find the partner university in the list (step 3 „receiving institution“) please send me a message

- Check the Erasmus Code of the partner University – should be equal to the one that you have received in my first email after the nomination process

„Step 2 – Sending Institution“:

- (4) „**Sending Responsible Person**“ study coordinator of your study programme (will sign the OLA), Only exception: FB4: Prof. Alejandro Lecuna for all FB4 – study programs!
- (5) „**Sending Administrative Contact Person**“: Christian Lippold, Christian.lippold@hs-anhalt.de, +49 3496 67 5115

„Step 3 – Receiving Institution“:

- (6) „**Receiving Responsible Person**“ please ask the host University about the correct person. He/She will sign your OLA.
- (7) „**Receiving Administrative Contact Person**“: please ask the host University about the correct person (usually: International Office)
- (8) In case you get stuck in OLA Step 3 and the OLA portal displays the message: *“The Higher Education Institution you selected is not ready to exchange the Online Learning Agreement via Erasmus Without Paper Network as of yet.”*, please contact the International Office of HS Anhalt. Please remember that it may take some time to get all signatures (responsible sending & receiving)

Reminder: The OLA must be completed before mobility begins!

“Completed” means: SIGNED BY

- **Student**
- **Sending Institution (Hochschule Anhalt)**
- **Receiving Institution (Host University)**

for 4. Grant Agreement (GA)

- ☐ Please check all personal data and your bank details on page 1.

In order to receive the scholarship, the grant agreement **must be printed**, and sent **to the IO** in paper form **with the original signature**, date and location.

Since 2025 all scholarship payments required the recipients TAX-ID (German tax-ID).
(= **Steueridentifikationsnummer**). No payments can be processed without your Tax-ID!

You have 2 options for submitting the grant agreement:

- a) Personally in my office in Dessau or IO in Köthen/Bernburg
- b)
- c) dispatch by post:
(Christian Lippold, P.O. Box 74, International Office, Hochschule Anhalt, Seminarplatz 2a,
06846 Dessau)

UPON ARRIVAL (during mobility)

5. Arrival Attestation (AA)

6. Changes to Learning Agreement

for 5. Arrival Attestation

You have received the first installment of your Erasmus scholarship. Please note that these funds must be refunded without a proof of your stay. Proof will be provided by the *Arrival Attestation* at the destination institution and the *Confirmation of attendance*. Please use the form from Anhalt University website or use a form of your host University.



[Download Arrival Attestation von hs-anhalt.de](https://www.hs-anhalt.de)

for 6. Changes to Learning Agreement (not for mobilities to UK – for UK, please use the pdf instead!)

The following instructions are only relevant if you need to change/adapt the modules from the original Learning Agreement.

You have two options for this:

1. Via <https://www.learning-agreement.eu/student/home/login.php>
2. Via PDF - only if your OLA was not completed via the above URL - please contact Christian Lippold

Option 1:

To do this, you have to log into the OLA portal and click on the "New Learning Agreement with Changes" button. Then select the originally signed LA and follow the process.

Replace/delete module: Click on an existing module and select "remove"/"delete" + "reason".

Add module: Click on "add" and select a reason for the change

Signatures are added through OLA in the same way as with the original OLA!

Option 2:

You will receive the required pdf from Christian Lippold. You only need table C.

1st line: Write down the module to be deleted and activate the "delete" check box at the end of the line and give a reason.

2nd line: Write down the new module to replace the module from the 1st line and click on "add" at the end of the row and give a reason.

>> same procedure for every module that has to be replaced/added/deleted!

When you are ready, please send it to the person in charge at our university (who signed the original learning agreement). Finally, the International / Exchange Office of the partner university signs.

Please send me the fully signed document as a PDF (scan, via e-mail!)



[Download "Changes to Learning Agreement" von hs-anhalt.de](#) (nur UK)

BEFORE LEAVING

For 7. Certificate of Attendance (COA)

Please note that without proof of your stay, the scholarship must be refunded! Proof is provided by confirming the duration of your stay at the host institution (**Certificate of Attendance**).

Please use the pdf template that you will receive from Erasmus HS Anhalt – roughly 1 month before your departure.

>> We will only transfer the remaining 20% of your scholarship, if you submit the signed COA (signed by host University)

AFTER MOBILITY

8. EU Online Survey

9. Transcript of Records (TOR)

10. Recognition of academic achievements / Credit Transfer

11. Diploma Supplement

for 8. EU Online Survey

Important information for completing the EU survey (online participant report) and the Recognition Report

- ☐ The EU Survey of the EU Commission serves to evaluate and improve the programme and is requested by the DAAD and the EU Commission for review purposes.
- ☐ It is an obligatory document for all ERASMUS students, i.e. if you do not complete the survey, Anhalt University has the right to reclaim all or part of your scholarship from you.
- ☐ The link for the survey will be automatically sent to you by e-mail shortly after the end of your stay. Once you have received the e-mail, you have 30 days to complete the survey. Please also check your Spam folder or set your filter to the sender accordingly.

sender: EU CORPORATE NOTIFICATION SYSTEM
mail: EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu
subject: Erasmus participant survey

Screenshot of the Mail from EU:



- ☐ If you have indicated in the EU survey that the recognition process has not yet been completed, you will receive a second participant report (Recognition Report) 45 days after the end of your mobility, exclusively on the subject of "Recognition of academic achievements". If the EU survey is answered later than 45 days after the end of mobility, the Recognition Report will be sent within 48 hours of that date.

When completing the EU Survey, please note the following information

Your data in the survey will be evaluated by the EU Commission and on this basis, among other things, the implementation of the programme at the Anhalt University will be evaluated.

We therefore ask you to complete the survey carefully and responsibly.

(You can select the language of the questionnaire at the top right.)

Information on the mobility phase

The start and end dates refer to the length of your stay and should match **the dates on your Confirmation of Attendance at your partner university**. Please note: The duration of your stay does not necessarily correspond to the duration of your financial support!

Was your Learning Agreement signed by all three parties (you, home university, partner university) before the start of mobility?

Since the conclusion of the Learning Agreement before mobility is a prerequisite for funding (see Grant Agreement and leaflet), it is advisable here to answer the question accordingly.

What was your ERASMUS grant per month under your grant agreement?

The monthly scholarship rates for your destination country are listed here (under “Stipendienraten”) <https://www.hs-anhalt.de/international/studienaustausch-auslandspraktikum-und-semester/erasmus/auslandsstudium.html>

country group 1: 600,00 €
country group 2: 540,00 €
country group 3: 540,00 €
partner countries: 700 €

Did you receive your grant payments on time, i.e. according to your grant agreement?

Please note when answering the question under Articles 4.1. and 4.2 of your Grant Agreement:

4.1 [Bei outgoing Mobilität – von DE ins Ausland]

Die Zahlung an den/die Teilnehmenden erfolgt spätestens (je nachdem, was zuerst eintritt):

- 30 Kalendertage nach der Unterzeichnung der Vereinbarung durch beide Parteien
- zum Datum des Beginns der Mobilitätsphase
- nach Erhalt der Bestätigung der Ankunft durch den/die Teilnehmenden (Nicht anwendbar für Teilnehmende, die den zusätzlichen Betrag für geringere Chancen oder Inklusionsbeihilfe erhalten)

[Bei incoming Mobilität – vom Ausland nach DE]

Die / der Teilnehmende erhält rechtzeitig nach ihrer/seiner Ankunft individuelle Unterstützung und ggf. Reisebeihilfe.

Die erste Zahlung erfolgt an den/die Teilnehmenden und entspricht 80 % des in Artikel 3 genannten Betrags. Legt der/die Teilnehmende die entsprechenden Nachweise nicht rechtzeitig nach dem Zeitplan der Fördereinrichtung vor, ist im begründeten Ausnahmefall eine spätere Zahlung der Vorfinanzierung möglich.

4.2 Beträgt die Zahlung nach Artikel 4.1 weniger als 100 % der der finanziellen Unterstützung, gilt die Übermittlung des Teilnehmerberichts (EU Survey-Onlineumfrage / EU participant report) als Antrag des Teilnehmenden auf Zahlung des Restbetrags der finanziellen Unterstützung. Die Einrichtung hat [Bei outgoing Mobilität: 45 / Bei incoming Mobilität: 20] Kalendertage Zeit, die Restzahlung zu leisten oder eine Aufforderung zur Rückzahlung vorzunehmen, falls eine Rückzahlung fällig ist.

Did you have to pay fees to the host institution?

Please note that semester fees (e.g. student union, student body, et al.) are **not** considered tuition fees. Tuition fees are generally excluded in ERASMUS and should not be ticked here.

Completing the EU Survey will be counted as a request for paying the second rate of your remaining Erasmus scholarship (usually 20% of the original grant).

for 09. Transcript of Records

In order to recognise the grades from your studies abroad at the HSA, you will receive a Transcript of Records from your host university at the end of the examinations. The transcript of records contains modules, grades and credits.

please send me a copy of this document as pdf by mail. You will also need the Transcript of Records for step 10:

for 10. Recognition of academic achievements:

Recognition will not happen automatically. You have to fill a form. Here is how:

To start the recognition process, you need:

- a. Copy of your "Online Learning Agreement (OLA)"
- b. Optional: Copy of your „Changes to Learning Agreement“
- c. Transcript of Records (ToR) of the host university which will be issued by the host university after you have completed all (may take up to 5 weeks)

I need a copy of the TOR for your records!

To start the recognition process you have to complete the form for "Credit Recognition" and send it to your study coordinator.

You apply for recognition of academic achievements using this form ("**Application for credit transfer**") This which can be downloaded here: <https://service.asa.hs-anhalt.de/qisserver/rds?state=user&type=0>

Instructions for filling the form:

- The tables for converting grades into the German grading system are available from the responsible examination office
- *"name of the degree program course/module taken"* please enter according to your ToR
- Credits: as written in the ToR of the host university
- Note/grade: local grade according to host University
- Submit the completed form+LA+ToR to your study coordinator
- Your study coordinator will confirm the modules and grades with a signature...
- ... and will then forward the documents to the examinations committee
- After confirmation by the examination board, the grades are entered in the HISQIS by the examination office
- The recognized grades will be listed in your HIS performance overview with an **(A)** for "Abroad" (Actually it means *"Anerkannt"* - which is German for "recognized")

for 11. Diploma Supplement:

We will automatically record your stay abroad on your BA/MA Diploma Supplement.

When your BA/MA Diploma is ready, the attachment to your diploma will then have an additional note in field **"6.1 Additional Information"**:

"During the period from: ____ to: ____, the student has completed a stay abroad. Mobility program, name of the receiving institution, country".

The transcript of records (TOR) from the host university serves as proof of the qualifications and ECTS gained.