## Mobility Year

### of Erasmus Student Mobility

<table>
<thead>
<tr>
<th>Schedule for the mobility year</th>
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<tr>
<td><strong>Study abroad starting in fall</strong></td>
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<tr>
<td>Application in the faculty</td>
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| Selection in the faculty and nomination in the International Office | January – February, June – July | • Selection in the faculty → nomination lists of outgoings to the International Office  
• Applications, nomination and, if applicable waiting lists are kept in the faculty after selection |
| Spot granted by the International Office | March, July | • Confirmation of spot to outgoings by e-mail by the International Office (relevant information on the course of program, documents and funding for the Erasmus program, access to Mobility-Online)  
• Publication of the remaining spots on the website of the International Office in April (study abroad only possible in spring) |
| Submission of internal Erasmus documents and nomination to the host institutions | March, August | • Outgoings register in Mobility-Online  
• Nomination of the outgoings at the respective host institutions by the International Office |
| Allocation of remaining spots | June – July | • Application for remaining spots in the faculty for study abroad starting in spring 2020 (deadline: 15/06: all faculties)  
• Selection in the faculty → Nomination lists of outgoings (allocation of remaining spots) to the International Office |
| Erasmus seminars and application to the host institution | **April – June** | **September – November** | - Confirmation of spot to outgoings (allocation of remaining spots) by e-mail by the International Office (relevant information on the course of program, documents and funding for the Erasmus program)
- Outgoings register in Mobility-Online (allocation of remaining spots)
- Nomination of outgoings (allocation of remaining spots) at the respective partner institutions by the International Office (August/September)

| Implementation of Erasmus mobility | **August – October** | **January – March** | - Erasmus seminars for all outgoings (participants receive important information on their Erasmus mobility, have the opportunity to clarify further questions and exchange ideas with former participants of the Erasmus program)
- All outgoings submit their own application to the host university

| **September – November** | **February – April** | - Receipt of the first Confirmation of Enrollment in the International Office (Mobility-Online)

| **December – April** | **December – April** | - Receipt of the second Confirmation of Enrollment in the International Office (Mobility-Online) → recalculation of the amount of funding and, if necessary increase or recovery (in case of a serious reduction of the duration of stay, otherwise offsetting with the second installment)
- Receipt of the final documents (reports and transcripts) of the outgoings in the International Office (Mobility-Online)
- Checking the missing documents of the outgoings in the International Office

| **September – December** | - Checking the missing documents of the outgoings in the International Office
- If necessary reminders and recovery of installments by the International Office |