

## Erasmus+

The Erasmus+ program (European Community Action Scheme for the Mobility of University Students) is a student exchange program established by the EU. Erasmus+ student mobility is based on "inter-institutional agreements" between home and host institutions.

As it is the case with all exchange programs of the University of Mannheim, students going abroad with Erasmus+ receive support of the university in organizational matters, are exempt from tuition fees at the host institution and can have the coursework completed abroad recognized by means of a "Learning Agreement".

Participants in the Erasmus+ exchange program usually spend one semester (preferably the third semester of the Master's program in economics) at the partner university.

## Partner Universities

- [Université Libre de Bruxelles](#) (ULB), **Belgium**
- [Université Catholique de Louvain](#) (UCL), **Belgium**
- [Ecole Nationale de la Statistique et de l'Administration Economique](#) (ENSAE), Paris, **France**
- [École nationale de la statistique et de l'analyse de l'information](#) (ENSAI), Rennes, **France**
- [Università Commerciale 'Luigi Bocconi' di Milano](#), **Italy**
- [University of Pisa – Sant' Anna School of Advanced Studies](#), **Italy**
- [Universitat Autònoma de Barcelona](#), **Spain**
- [Université de Lausanne](#), **Switzerland**
- [Universität Zürich](#), **Switzerland**

## Application

Students enrolled in the Master's program in economics can apply for the Erasmus+ program after completing their first semester core courses at the University of Mannheim.

Please follow the [application instructions](#) for exchange programs in Europe provided by the International Office.

**The application deadline is 31 January.**

## Proof of language skills

A proof of language skills is required for the main language of instruction of your host university (mainly this is English and/or the national language). If there is more than one language of instruction at your host institution, you'll need a language test for all the languages that you wish to choose classes from (i.e. if you choose English-taught as well as French-taught classes, you need to submit two proofs of language skills). The language test should ideally display your current level of language skills. Due to the (usually) very strict requirements of our partner universities, your proof of language skills must not be older than two years (at the time of the application deadline). For the application procedure, the standard internationally accredited language tests (e.g. TOEFL) are accepted as well as the "Language Certificate" which you can acquire here at the University of Mannheim.

Please find further information on the homepage of the [International Office](#).

## Erasmus+ OLS language assessment

The OLS (Online Linguistic Support) language assessment is mandatory for all participants to Erasmus+ mobility programs with one of the following languages as the main language of instruction: German, English, Spanish, French, Italian and Dutch (with the exception of native speakers).

Participants must complete the first language assessment *before the mobility* to assess their language competences. Based on their language proficiency, participants may have the opportunity to access the OLS learning platform to follow an online language course *before and during their mobility period*. At the *end of their mobility period*, participants will be requested to take a second assessment to assess the progress made.

Please find further information [here](#).

## Scholarships

All students who have completed the first year of their degree course and who are nominated for an Erasmus+ exchange program of the University of Mannheim are eligible for funding.

Erasmus+ offers a "mobility grant" to help students cover the costs of staying abroad. The grants for Erasmus+ mobilities are based on the differing subsistence costs in the receiving countries (program countries), with the grants ranging from 180 to 300 Euro per month. Please note: Erasmus+ is not a full-ride scholarship. Students have to make sure that the basic costs for their mobility period are covered. The Erasmus+ mobility grant does not include insurance coverage. Neither the University of Mannheim nor the European Commission are liable for damages caused by illness, death, accident

or injury of a person and the loss or damage of belongings during the course of Erasmus+. Every scholarship holder is responsible for his or her own insurance coverage.

The mobility period lasts up to 12 months for students in a Master's program (depending on other mobility periods, e.g. Erasmus work placements, in the same study period).

For additional information about the Erasmus+ scholarship please contact the International Office. Information about other available scholarships, please find [here](#).

## Administrative Issues

During your stay at the partner university you still have to **re-register in Mannheim** (i.e. semester fees still have to be paid to the University of Mannheim). But you have the possibility to **take a semester off from Mannheim** (you still have to re-register!). If you want to take an academic leave of absence you have to apply for it at [Student Services](#).

Before leaving Mannheim a **Learning Agreement** has to be signed (please submit your Learning Agreement to your departmental exchange coordinator).

After returning from your exchange a **Student Experience Report** has to be filed to the International Office. Please send your report to the International Office: [outgoings@uni-mannheim.de](mailto:outgoings@uni-mannheim.de).

- Deadline for students having been abroad in the Fall Semester: **March 31**
- Deadline for students having been abroad in the Spring Semester: **August 15**

## Learning Agreement

Before leaving Mannheim you have to draft a so-called Learning Agreement, which provides the basis for course recognition. Therefore you should check the courses offered at your host university. During that semester you typically take 30 ECTS of courses from the master's program in economics which, in most cases, will be fully recognized in Mannheim.

Please contact your departmental exchange coordinator to clarify which foreign courses will be recognized in Mannheim. Please provide a list that includes a link to the content of each course (from the course catalogue) and mail it to your exchange coordinator. Once these courses have been agreed upon, transfer these onto the Erasmus Learning Agreement form, sign it by yourself and have your exchange coordinator sign this too. Send a copy of this (preferably via email scan) to your respective faculty coordinator of your host university requesting that they sign this form and return it to you. Finally please return a copy of your signed Learning Agreement (3 signatures!) to your departmental exchange coordinator who will hand it out to the International Office in Mannheim.

As an Erasmus participant you are required to update your Learning Agreement with course changes ("Changes Erasmus-Learning-Agreement") and have them signed by the local Erasmus coordinator and your departmental exchange coordinator in Mannheim. Please submit a copy of the updated Learning Agreement to your exchange coordinator during the first 7 weeks after the start of the semester at your host university.

A template for both the Learning Agreement and the Changes Erasmus-Learning-Agreement is available on the online portal MyUniMA (you'll be granted access to the database as soon as your stay is approved).

## Recognition of credits

As soon as you have finished all your courses at the host university, you should be receiving a transcript of records from your host university. Sometimes the host universities directly send us your transcript but this is not always the case. It is very important that the transcript contains the following information: name, ECTS and grade for each course you have taken.

With the transcript you have to request the recognition of your credits received at the host institution by the University of Mannheim. This request should be addressed to the examination board ("Prüfungsausschuss") of the Master in Economics at the University of Mannheim and should be mailed to your exchange coordinator. Please attach the transcript and a list of the classes that should be acknowledged.

For the recognition of your credits we also need a certification from the International Office that you have handed in your experience report ("Erfahrungsbericht") about your stay abroad. Please send this certificate together with your request for recognition.

Please note that we need to see the original transcript at one point, so either send the originals by post or if you send copies (e.g. by e-mail), please make an appointment with your exchange coordinator to show the originals.

The recognition of your credits will then be done as follows:

- All courses listed on the Learning Agreement can be recognized; but if you wish, you can exclude some of them.
- Your grades from the host institution will be converted into German grades. Detailed information about the system of foreign grade transfer at the University of Mannheim can be found in [ILIAS](#).
- We will notify Student Services (Studienbüro I) about the recognition.
- As soon as Student Services have entered all your data you will be able to see all recognized courses and grades in your student account and may pick up a new transcript. Recognized credits will be clearly marked as such on your transcript.

## Contact Details

### Departmental exchange coordinator

#### Sebastian Herdtweck

E-mail: [econgrad@uni-mannheim.de](mailto:econgrad@uni-mannheim.de)

Phone: +49 (0) 621 181 1763

Office hours: By appointment

Location: B6, 30-32, 2<sup>nd</sup> floor, room 250

### International Office (Akademisches Auslandsamt)

<http://www.uni-mannheim.de/aaa/english>

### Erasmus Institutional Coordinator

#### Kerstin Bach

European Exchange Programs (France, Spain, Italy, Portugal)

Deputy Director International Office

Team Coordinator Study Abroad

[bach@verwaltung.uni-mannheim.de](mailto:bach@verwaltung.uni-mannheim.de)

### Carita Emmerich-Wessels

European Exchange Programs (all other European countries)

Overseas Exchange Programmes (North America, Oceania)

[emmerich@verwaltung.uni-mannheim.de](mailto:emmerich@verwaltung.uni-mannheim.de)

