

Workflow diagram KA171 International Mobility with Partner Countries Incomings to Offenburg University of Applied Science (v.1)

International Office Offenburg (IOO)

International Office at partner institution (IOP)

Before the nomination call

- International Office Offenburg (IOO) communicates funding and estimated places to International Office at partner institution (IOP)
- Selection criteria are reviewed

After the nomination call

- Students are nominated by IOP
- IOO provides link on Mobility-Online for application and general information on the Erasmus+ programme and additional documents for students of fewer opportunities
- Students upload their documents including a learning agreement
- IOO selects candidates for Erasmus+ funding as per the selection criteria*
- IOO creates Grant Agreement
- Student returns a scan of Grant Agreement to IOO
- IOO arranges student service support as usual.

During the mobility

- Once in Germany, student submits original Grant Agreement in International Office
- Student opens German bank account
- IOO arranges for first instalment of grant to be paid out; payments are made according to schedule
- Learning agreement is reviewed; if necessary, changes are made.

After the mobility

- Transcript of Records is produced within 5 weeks after the mobility.
- Partner institution recognises the completed courses as per the final learning agreement.
- Student submits EU survey
- Student sends Learning Agreement Part 3 to IOP.
- Final instalment of grant is paid

* Students who are not selected can apply for other funding opportunities (Baden-Württemberg-Scholarship, DAAD Stibet I...).