

## CHECKLIST Projects 2023 und 2024

## OUTGOING-Students (Erasmus+)

All forms, deadlines and responsibilities and additional information can be found under the following link:  
<https://www.leuphana.de/en/institutions/international-center/going-abroad/opportunities-for-students/studying-at-our-partner-universities.html>

Portal for stays abroad: <https://leuphana.moveon4.de/locallogin/58aee17c85fb96cc2a7b51ba/deu#>

⇒ Please keep a copy of each document for your personal records!

Declaration of Acceptance / Grant Agreement:

Original by regular mail or IC-mailbox in C14. 1st floor on the right side

OLA routing slip / questions regarding OLA:

[La.outgoing@leuphana.de](mailto:La.outgoing@leuphana.de) / Zoom consultation (see website)

All other documents (pdf only):

Upload in portal

General questions:

[outgoing@leuphana.de](mailto:outgoing@leuphana.de)

Opening hours:

Tuesday and Thursday from 10 to 12.30 h in C14.112

Before the Mobility	Deadline	Done
Send Declaration of Acceptance (original copy) to IC	See acceptance email of IC	<input type="checkbox"/>
Read ERASMUS+ Studentencharta		<input type="checkbox"/>
Submit application to host university	Deadline of host university	<input type="checkbox"/>
Upload application or Letter of Acceptance in portal	immediately	<input type="checkbox"/>
Take OLS language test and/or participate in OLS course (voluntary)	none	<input type="checkbox"/>
Read information on academic recognition and grade conversion		<input type="checkbox"/>
Create Routing Slip for OLA First Version as explained and send to IC for review and signature	5 weeks before the start of lectures at host university	<input type="checkbox"/>
Create Online Learning Agreement (OLA) First Version at the same time and submit through portal	(or earlier deadline if required by host university)	<input type="checkbox"/>
Check portal to see if OLA has been approved by host university and, if not, remind host university	Before the beginning of the mobility	<input type="checkbox"/>
Turn in Erasmus+ Grant Agreement (original copy) to IO (follow the instructions!)	Deadline will be communicated by email when the Grant Agreement is sent out	<input type="checkbox"/>
Upload „Notification of a Study Abroad“ in portal	Before re-registration deadline (Rückmeldefrist)	<input type="checkbox"/>
Purchase insurance for study abroad: health insurance (mandatory), travel, accident and liability insurance (recommended)	Before departure / before beginning of the mobility	<input type="checkbox"/>
If applicable: apply for visa and extend passport/ID	At least 4 months before the mobility	<input type="checkbox"/>

During the Mobility	Deadline	Done
Upload Confirmation of Arrival in portal	Immediately after start of the mobility	<input type="checkbox"/>
If necessary, create OLA Changes and the corresponding Routing Slip as explained and send to IC for review and signature	Within 5 weeks after the start of mobility	<input type="checkbox"/>
Check portal to see if OLA Changes has been approved by host university, and, if not, remind host university	One month before end of the semester at the latest	<input type="checkbox"/>
If applicable: upload Application for Extension in portal	One month before end of the first semester at the latest	<input type="checkbox"/>
Upload Confirmation of Departure in portal	Immediately after mobility	<input type="checkbox"/>

After the Mobility	Deadline	Done
Complete and submit online EU-Survey (Beneficiary Module)	Immediately after invitation (E-Mail)	<input type="checkbox"/>
Upload signed Experience Report	Within 4 weeks after end of the mobility	<input type="checkbox"/>
Upload proof of green travel (project 2023) or file proof of green travel (project 2024)	Immediately after return	<input type="checkbox"/>
Upload Transcript of Records	Immediately after receipt	<input type="checkbox"/>
Submit Transcript of Records and OLA / Routing Slip to student service in order to transfer grades/courses	After the mobility	<input type="checkbox"/>