

Checklist for ERASMUS+ Participants 2024/25

Deadline:

Confirmation of Start	<input type="checkbox"/> hand in to Margit Fruechtl*	immediately after starting your mobility
Learning Agreement (OLA or Scan)	<input type="checkbox"/> hand in to Brigitte Woernhoer	no later than 08.07.2024
Changes to Learning Agreement	<input type="checkbox"/> 1) update digital form „course planning“ (Lucom) (except medicine and law)	immediately after arrival
	<input type="checkbox"/> 2) update LA or OLA and have it approved by LA coordinator	
	<input type="checkbox"/> 3) hand in LA oder OLA with all 3 signatures as PDF to Brigitte.Woernhoer@ur.de	5 weeks after arrival at the latest
Report	<input type="checkbox"/> send via e-mail to Margit Fruechtl	31.01.2025 (also if it is a 2 semesters stay!)
Confirmation of End	<input type="checkbox"/> hand in to Margit Fruechtl *	immediately after the end of your mobility;
If applicable: Receipts for Green Travel Support	<input type="checkbox"/> hand in to Margit Fruechtl *	immediately after the end of your mobility;
EU survey (online)	<input type="checkbox"/> fill in and send it electronically** (save it, too!)	directly after invitation has been sent by EU (Link is sent individually to every participant!)
Transcript of Records	<input type="checkbox"/> 1) the host institution sends it directly to the IO* or if option 1 is not possible: 2) send it directly to Margit Fruechtl	immediately after receiving it
Recognition application	<input type="checkbox"/> at your examination office	after receiving your Transcript of Records

* via E-Mail: margit.fruechtl@ur.de

Via post: Universität Regensburg, International Office, Universitätsstr. 31, 93053 Regensburg, Germany

** A second survey will be sent if “recognition” is marked as “not yet completed”.