



## STUDENT DECLARATION CONCERNING A PERIOD ABROAD

This declaration is intended to gather information about the effects of the coronavirus pandemic on student stays abroad. Leipzig University is entitled to collect this information in cases where a stay abroad has been approved. It also serves to review the student's eligibility to receive an approved grant if they have ended a physical stay abroad early or not gone abroad at all, and, if applicable, to determine the amount of financial support due after the stay abroad has come to an end (e.g. under Erasmus+ or PROMOS).

### Student details

<b>Last name, first name</b> of student		
<b>Enrolment number</b> at Leipzig University		
<b>Correspondence address</b>		
<b>Purpose</b> of the stay abroad	<input type="checkbox"/> Study <input type="checkbox"/> Internship	
<b>Funding programme</b>	<input type="checkbox"/> Erasmus+ <input type="checkbox"/> PROMOS <input type="checkbox"/> DAAD <input type="checkbox"/> None	
<b>Host institution, country</b> <i>for foreign scholarship holders at Leipzig University: home university, country</i>		
<b>First day</b> on which presence at the host institution was / would have been required	(dd/mm/yyyy)	<i>If confirmations (certificate of enrolment or similar) have already been submitted to the AAA, please enter the confirmed date.</i>
<b>Last day</b> on which presence at the host institution would normally have been required	(dd/mm/yyyy)	<i>If the host institution has already issued certification of the original end of the stay as planned, please enter the confirmed date. <b>For studying:</b> In the absence of a confirmation, the academic calendar of the host institution (end of the lecture period plus examination period) will generally be used to determine and examine when the stay abroad ended.</i>
<b>Date of return to the home country</b> <i>(In cases where the student did not go abroad at all, the date of return = first day)</i>	(dd/mm/yyyy)	<i>Please tick as appropriate:</i> <input type="checkbox"/> I did not go abroad. <input type="checkbox"/> I plan to return on this date. <input type="checkbox"/> This is the actual date of my return. <input type="checkbox"/> Date of return cannot be specified at present (see explanation below)  <i>Explanation:</i>



## Declaration

I declare that the following conditions apply in connection with my approved stay abroad.

(This information is independent of whether you are still abroad or already in your home country. Please tick **ONLY** whichever applies to you (multiple answers possible).)

- I am successfully continuing what would have been my stay abroad virtually (e.g. online classes, working from home). The institution in the host country has made this possible as an alternative to the activities originally planned. I am continuing to pursue the learning objectives as set out in my Learning Agreement / Traineeship Agreement.
- I am **NOT** continuing what would have been my stay abroad (neither physically nor virtually).
- I am still incurring costs in this country which are directly and exclusively connected with my originally planned stay abroad as a student / for an internship (e.g. rent, electricity, travel pass). I declare that I can prove that I have applied for reimbursement of the costs incurred – for example from the travel agent, insurance company or other sources – and that **this application has been rejected**.
- I have **NOT** incurred any costs or I was able to cancel them or receive credit notes without incurring any costs.

I certify that all of the information I have provided is complete and true. I have received the information sheet accompanying this declaration and understand its contents. I am aware that providing incomplete or incorrect information may result in any financial support or Erasmus+ grants being cancelled or having to be paid back. The International Centre (AAA) may ask me to submit supporting documents.

Place, date

Student's signature



*Information sheet accompanying the student declaration*

All students who planned, started or interrupted a stay abroad in the summer semester 2020 are required to submit the attached declaration to Leipzig University's International Centre by emailing a scan to their AAA adviser.

**For Erasmus+:**

I) If you **began your Erasmus+ stay abroad**, you are not currently required to submit any more evidence of costs incurred. In the event of a subsequent audit (by the NA DAAD or the EU Commission), however, you will be required to submit evidence of any costs incurred. We therefore ask that you keep all evidence for at least six years.

In addition to this declaration, please submit the documents relevant to the funding programme (e.g. Transcript of Records) in due course.

*Impact of the declaration on Erasmus+ funding*

a) If the stay abroad is not continued and no further costs are incurred

→ Financial support will be paid for the actual shortened duration of the stay

b) If the stay abroad is continued virtually in the home country and/or the student incurs ongoing costs:

→ Financial support will be paid for the approved funding period; see details in the declaration concerning the beginning and end of the stay and the concluded Grant Agreement.

II) If you have been **unable to go abroad** for your Erasmus+ stay abroad, you can apply to Leipzig University's AAA for reimbursement of costs, citing *force majeure*. This applies to costs which are directly and exclusively connected with the originally planned stay abroad as a student / for an internship (e.g. rent, electricity, travel pass). Please submit original supporting documents. You will also be required to prove that you have applied for reimbursement of the costs incurred, for example from the travel agent, insurance company or other sources, and that this application has been rejected. We will provide a template for this soon.

*Your contacts at the International Centre:*

Erasmus+ KA103 (Europe) Studies: Friederike Fuchs, Ines Remer

[erasmus.studium@zv.uni-leipzig.de](mailto:erasmus.studium@zv.uni-leipzig.de)

Erasmus+ KA103 (Europe) Traineeship: Friederike Fuchs

[erasmus.praktikum@uni-leipzig.de](mailto:erasmus.praktikum@uni-leipzig.de)

Erasmus+ KA107 (worldwide): Veronika Kaiser

[erasmus-international@zv.uni-leipzig.de](mailto:erasmus-international@zv.uni-leipzig.de)

*For PROMOS:*

Please refer to Leipzig University's [coronavirus page for students](#) for information about financial support for PROMOS scholars who have had to interrupt or cancel their stay abroad.

Your contact at the International Centre: Christine Seidemann

[promos@uni-leipzig.de](mailto:promos@uni-leipzig.de)

*For BILATERAL UNIVERSITY PARTNERSHIPS / Utrecht Network MAUI/AEN/REARI:*

Your contact at the International Centre: Jane Moros

[jane.moros@zv.uni-leipzig.de](mailto:jane.moros@zv.uni-leipzig.de)